



Anglican Diocese of  
Canberra & Goulburn

## AGREEMENT ON CONDITIONS OF SERVICE

Name \_\_\_\_\_

Parish \_\_\_\_\_

Date of Ordination \_\_\_\_\_ Start Date for this Ministry \_\_\_\_\_

### Extent of Ministry

The ministry of \_\_\_\_\_ includes not only activities directed to the Ministry Unit and its well-being, but also ministry on behalf of the Diocese and the community.

### Leave

#### General Provisions

The leave provisions as outlined in the Administrative Circular will apply: Yes No

If 'no' please outline agreed leave provisions:

#### Leave Transfer Agreement

A balance of hours \_\_\_\_\_ outstanding annual leave entitlements will be transferred from  
\_\_\_\_\_ parish/ministry unit **TO**  
\_\_\_\_\_ parish/ministry unit.

#### Long Service Leave

The appointee \_\_\_\_\_ be enrolled as a member of LSL fund.

### Remuneration & Allowances

#### Stipend

The Ministry Unit has agreed to pay \_\_\_\_\_% of the \_\_\_\_\_ stipend.

#### Housing Allowance

The appointee has full use of the Rectory or Church House as a personal residence.

**OR**

Will be paid a housing benefit of \$ \_\_\_\_\_ per annum

#### Conferences

Attendance at Diocesan Clergy Conferences and Synod are to be paid by the Ministry Unit.

### *Expenses*

Utilities expenses connected with the Rectory or Church House shall be handled as follows:

† Energy and Utilities

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† Care and Maintenance

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Office expenses shall be handled as follows:

† Telephone (landline and/or mobile)

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† Internet

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† Computing

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† Postage

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† Photocopying/Printing

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### *Travel Allowance*

Travel costs are to be reimbursed/handled using the following method:

Fully maintained vehicle (owned by the Ministry Unit or leased)

**OR**

Travel allowance and cents/km (agreed km/yr: \_\_\_\_\_ )

**OR**

Casual travel reimbursement cents/km.

### *Ministry Allowance*

An annual Ministry Allowance to be paid at \_\_\_\_\_% of the stipend will be paid fortnightly,  
into the account \_\_\_\_\_

Signed: \_\_\_\_\_

*Minister*

\_\_\_\_\_

*Presiding Member/Warden/Treasurer*

Date: \_\_\_\_\_

Date: \_\_\_\_\_