

Session 3

Paying your ministry staff

Presented by

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The logo for the Sydney Diocesan Secretariat (SDS) is located in the bottom left corner. It consists of the letters "SDS" in a white, bold, sans-serif font, enclosed within a dark blue rounded square with a white border.

Church Administration Conference – Saturday 16 June 2007

Session 3 - Paying your ministry staff

- Elements of Stipend Packages
- Negotiating Stipend Packages
- Ministry Expense Accounts
- Questions

Paying your ministry staff

- What do we pay or provide to our ministry staff?
 - a Stipend
 - a Travel benefit
 - a Housing benefit
 - Other ministry related benefits and;
 - a Superannuation contribution

Paying your ministry staff

- **How is the travel benefit provided?**
 - Provide a parish owned and maintained car; OR
 - Pay a fixed and a variable cash benefit
- **How is the housing benefit provided?**
 - Parish owned property (e.g. rectory)
 - Rental
 - Own house

Paying your ministry staff

- **Other ministry related benefits**
 - Normal employee type benefits (e.g. computer)
 - Refer section 9 of the Guidelines
- **How should cash benefits be paid?**
 - Paying taxable allowances vs. precise reimbursement (non-taxable)
 - Further reading taxation ruling TR 92/15

Paying your ministry staff

- Who do you include in your annual workers compensation form?
 - EXCLUDE ordained ministry staff
 - INCLUDE all other staff
 - Wages Definition Manual (www.workcover.nsw.gov.au)

Paying your ministry staff

- **What superannuation is paid and who pays it?**
 - Ordained ministry staff – paid through PCR
 - All other staff – refer section 11 of the Guidelines
- **What are the leave entitlements for ministry staff?**
 - Annual & long service - refer ordinance and legislation
 - All benefits paid for duration of leave
 - Sick leave for ordained staff – no limit
 - Sick leave for non ordained staff – set by Parish Council

Paying your ministry staff

What are stipend sacrifice arrangements?

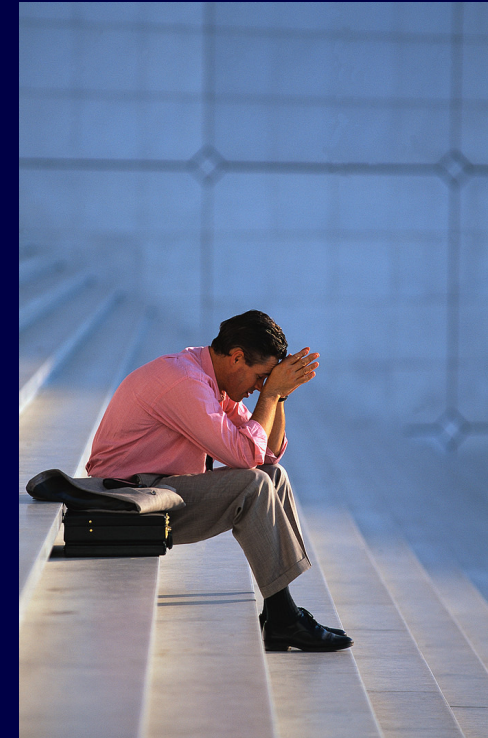
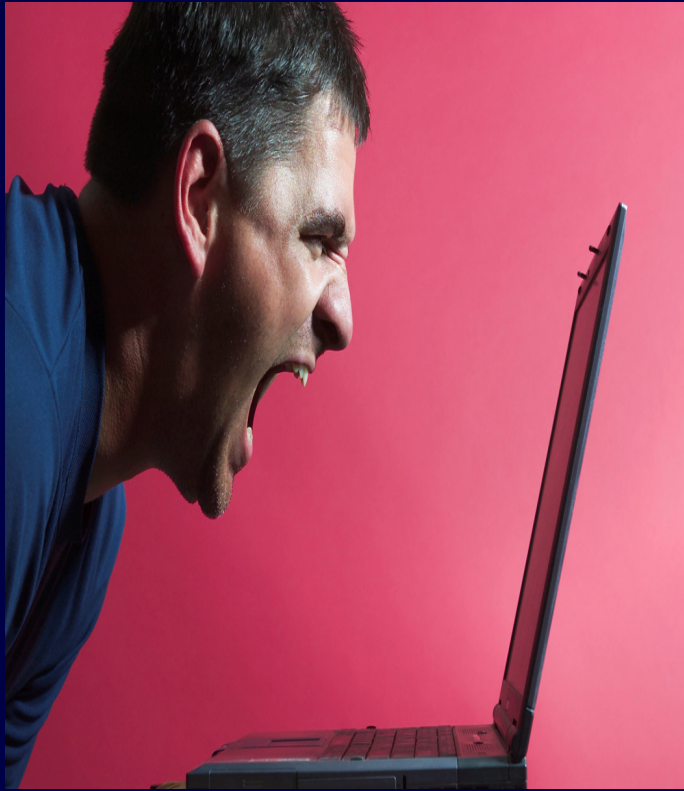
- Refer to section 6 of the Guidelines
- Understand the principle application of taxation ruling TR 92/17
- Observe reasonable limits

Paying your ministry staff

Negotiating Stipend Packages

- Read and understand the Diocesan Guidelines
- Talk to your ministry staff
- Ensure mutual understanding and then document
- [Example – Stipend Package calculator](#)

MEA's !!



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Paying your ministry staff

Ministry Expense Accounts (MEA's)

- What are they ?
- How should they be used ?

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Ministry Expense Accounts - cont'd

- Managing MEA's
- Inform ministry staff on a regular basis

Reminder...

- Paying allowances vs. precise reimbursement

Paying your ministry staff

Ministry Expense Accounts (MEA) - cont'd

- Record keeping
 - Example – ‘single pool’ of funds concept

Paying your ministry staff

Summary

- Read, understand and apply the Diocesan remuneration guidelines
- Ensure mutual understanding and document the stipend package for all ministry staff
- Review remuneration packages annually
- Call ClergyServices if you need further assistance

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