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ASSISTANT MINISTER'S NOMINATION FORM

SECTION A (Rector to complete)	
Assistant Minister's Full Name	
Name of Parish	
Rector's Full Name	
Position <small>*refer to notes overleaf</small>	<input type="checkbox"/> Assistant Minister <input type="checkbox"/> Senior Assistant Minister
Position is to be	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time, working _____ days per week. <input type="checkbox"/> Honorary
Parish Council	<input type="checkbox"/> Assent of Parish Council has been given <i>(Note: The appointment of a Senior Assistant Minister has to have Parish Council's assent)</i> <input type="checkbox"/> Assent of Parish Council has not been given
Stipend <small>**refer to notes overleaf</small>	<p><i>Full Time</i> The applicant will be paid a stipend not less than the minimum stipend recommended for that position, ie \$ _____ per annum.</p> <p><i>Part Time</i> The applicant will be paid a stipend not less than the minimum stipend recommended for that position, ie \$ _____ per annum.</p> <input type="checkbox"/> This stipend has been calculated as a percentage of the minimum stipend per annum, which is _____% of the full time rate. <input type="checkbox"/> This stipend has been calculated as the number of days being worked times the daily rate. <input type="checkbox"/> Other <i>(please attach a sheet with any notations for other arrangements)</i> <input type="checkbox"/> Travelling allowance in accordance with diocesan scale <input type="checkbox"/> Travel benefit in lieu <input type="checkbox"/> Housing provided <input type="checkbox"/> Housing allowance
Benefits	
Commencement	Date: _____ <input type="checkbox"/> This nomination is a new appointment in a new parish <input type="checkbox"/> This nomination is a renewal of an existing appointment <input type="checkbox"/> This nomination is a re-appointment under a new rector

Undertaking by Rector

I undertake to advise the Diocesan Registry in writing if there is any variation on the above arrangements or in the event of resignation or termination.

Signature: _____ Date: _____

SECTION B (Assistant Minister to complete)

Working with Children Check clearance number:		Date of birth:	
Safe Ministry training	Expiry Date:	<i>Please attach the certificate if you were provided with one.</i>	
Intended Home address:			
Intended Postal address:			
Telephone:	(H)	(W)	Mobile:
Email:	(H)	(W)	

Undertaking by Assistant Minister

I agree to the terms of the above appointment and accept that it is subject to the approval of the Archbishop and the provisions of the Assistant Ministers Ordinance 1990 or any other ordinance of the Diocese of Sydney that is relevant to the appointment.

I consent to the information that has been provided on this form being collected, used and disclosed by the Archbishop's office for the purpose of that office and in particular to license me to the above position. I also consent to the information provided in Section B of this form being published in the Year Book of the Diocese of Sydney and any update or further edition of the Year Book.

Signature: _____ Date: _____

A copy of the Archbishop's office Privacy Statement can be found at <http://www.sds.asn.au/site/103311.asp>

Please return this form completed by post: Diocesan Registry, PO Box Q190, QVB Post Office NSW 1230 or scanned and emailed to: registry@sydney.anglican.asn.au

EXPLANATORY NOTES

* Senior Assistant Ministers

Extract from the Assistant Ministers Ordinance 1990

An "Assistant Minister" means a deacon or presbyter licensed or authorised by the Archbishop to the office of assistant minister in a parish and does not include a senior assistant minister;

A "Senior Assistant Minister" means –

(a) a deacon or presbyter who has served –

- (i) as an assistant minister in the Diocese; or
- (ii) in an equivalent office in another diocese,

for a period of at least 4 years or periods, which in aggregate, total at least 4 years and who is licensed or authorised by the Archbishop, at the request of the minister and the parish council of the parish, to the office of senior assistant minister in the parish; or

(b) a deacon or presbyter who has served –

- (i) as a minister in the Diocese; or
- (ii) in an equivalent office in another Diocese,

who is licensed or authorised by the Archbishop, at the request of the minister and the parish council of the parish, to the office of senior assistant minister in the parish.

Concerning the tenure of an Assistant Minister or Senior Assistant Minister the Assistant Ministers Ordinance 1990, clause 3 applies.

For your assistance the Assistant Ministers Ordinance 1990 can be found on the SDS website www.sds.asn.au

**Stipend

Some of the information provided in this nomination form will assist the Diocese with the Parish Cost Recoveries (PCR) for your parish. Please note that the stipend figure is only for the information of the Archbishop's Office. Those involved with PCR will only be aware that the position is full or part time. If part time they will only know how many days worked and what percentage of the full time rate the assistant will receive.

If at anytime the stipend arrangements change for your Assistant Minister, please advise the Registry in writing as soon as possible as this may affect the PCR charge for your parish and the benefits of your Assistant Minister.

Please note when calculating the stipend for any part time assistants that the working week is considered to be 6 days and not 5 days.