



Anglican Church Diocese of Sydney

ST. ANDREW'S HOUSE SYDNEY SQUARE NSW 2000
ALL CORRESPONDENCE TO:
PO BOX Q190 QVB POST OFFICE NSW 1230

TELEPHONE: (02) 9265 1555
FACSIMILE: (02) 9261 4485
AUS DOC NO: DX 878

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Circular to Churchwardens and Parish Treasurers

Parish Cost Recovery Summary for 2008

Please find enclosed the Parish Cost Recoveries Summary ('PCR Summary') for 2008 for your parish.

Each year the Synod adopts, under the *Assessments and Charges Ordinance 1975* ('the Ordinance'), the costs to be recovered from parishes for the following calendar year. This year again, the Synod confirmed the Standing Committee's recommendations for the costs detailed in the PCR Summary, which is made up of 3 components:-

1. Parish Personnel Costs

These costs represent entitlements of *ordained* ministry staff currently licensed to your parish for 2008 (or part thereof) that are paid by the Synod and recovered from your parish over the course of the year.

2. Diocesan Program Costs

These costs include your parish's proportionate contribution (based on the 2006 *net receipts* disclosed in your 2006 Annual Financial Return) toward the cost of:-

- the various insurances held on behalf of parishes under the Diocesan Insurance Program;
- the Asbestos Inspection Program* (new this year);
- the Connect09 initiative** (new this year);
- the Professional Standards Unit; and
- the provision for the relief or remission of parish cost recoveries (i.e., bad debts).

* Charged under the *Asbestos Inspection (Special Charge) Ordinance 2007*.

** Charged under the *Connect09 (Funding) Ordinance 2007 (as amended)*.

3. 2008 Instalment Plan

There will be 12 invoices issued to your parish, a month in advance, during 2008. The January 2008 invoice accompanies this circular.

However, under clause 13 of the Ordinance, your parish is required to pay 10 equal instalments over the year, as detailed on your PCR Summary, the first being due **4 March 2008**.

To assist your parish in meeting the requirements of the Ordinance, we have enclosed a **Direct Debit Request** form that will enable each instalment to be paid automatically on the due dates from your nominated parish bank account.

If you already pay your instalments by direct debit, there is no need to complete another Direct Debit Request. A new form must be completed ONLY if your bank account details change.

If your parish elects to pay by cheque or EFT, please pay the *instalment amount* on the invoice by the due date shown. **Please note the first payment is not due until 4 March 2008.**

Note: If your parish has a balance carried forward from a previous year, any payments made will be first applied against the oldest amount outstanding.

Is your 2008 PCR Summary correct?

The entitlement start and end dates listed on the PCR Summary are obtained from the licensing details for each of your ordained ministry staff held by the Diocesan Registrar ('Registry'). These dates are used to calculate the period for which charges will be recovered for each of your ordained ministry staff currently licensed to your parish for 2008.

Please check the dates for each person on the PCR Summary as charges are levied on a daily basis. If they are *incorrect* please advise the Deputy Registrar on 9265 1526, **immediately**.

Some common corrections needed are:-

- You have an assistant minister whose licence end date is 30 June 2008, but it is expected that they will continue at the parish beyond that date.
- You have a minister or assistant minister who will be leaving your parish, but they do not have an end date on their licence.

Licence changes advised to Registry will automatically amend future invoices issued to your parish and instalment amounts payable, through the Parish Cost Recoveries system ('PCR').

Planning to appoint a new minister or assistant minister?

If you plan to appoint a new minister or assistant minister during 2008 (e.g., a new ordinand) their costs will not be charged to the parish until the licence is issued by the Registry.

Please note that for your budgeting purposes, the standard charge for 2008 for ministers (including assistant ministers with 7 or more year's service) is \$10,719 pa and \$9,871 pa for other assistant ministers.

Again, please advise the Registry as soon as the appointment has been confirmed.

What about your lay ministry staff?

Lay ministry staff costs (including non-ordained youth and children's ministry workers) are *not* recovered from parishes under the Ordinance through PCR, but must be paid directly by the parish. Your parish is directly responsible for ensuring that all paid lay workers (both ministry and administrative) are covered for superannuation, workers compensation and various leave

entitlements, determined in accordance with relevant legislation and the 2008 Diocesan remuneration guidelines.

Other matters for you to consider...

What should the parish do if its minister or assistant minister resigns or retires from parish ministry?

It is the parish's responsibility to advise the Registry *immediately* upon a notice being given of the resignation or retirement of ordained ministry staff.

Until such time the Registry is advised and the licence details are amended, the parish will continue to be charged and the Synod will make payments to third parties on the ministry staff member's behalf.

Where the parish has failed to advise the Registry in a timely manner and payments have been made to third parties that can't be recovered (e.g., superannuation and long service leave premiums), the parish will be charged.

What is the best way to advise the Diocesan Registrar of licence changes?


Parishes have previously been advised of the Registry's secure website which is <https://secure.anglican.asn.au/registry/yearbook>. Every minister has access to this site as *they are ultimately responsible* for advising Registry of assistant minister licence changes. The minister can also nominate another parish representative to have access to the site. Simply log on to the address above and enter the date the licence is to end in the appropriate amendment field and click 'Update'.

Important: Please note that the Registry needs to know the date on which the assistant minister was *paid up to*, rather than their last Sunday or day of work. Service *must be continuous* from one parish to the next, as any break could mean that entitlements are forfeited.

Example: An assistant minister has 2 weeks accrued annual leave which they take between leaving your parish on 9 March 2008 and starting at their next parish on 23 March 2008. The date advised to Registry by the minister will be the date on which their leave ends (i.e., 22 March 2008), not the date they started their leave.

If you have any questions in regard to the above, please contact Colin Murphy, Clergy Services Officer on 9265 1560 (email cjm@sydney.anglican.asn.au) or myself.

Yours sincerely



MICHAEL NEWMAN
Manager, Clergy & Church Support Services
Ph: 02 9265 1680
E: mwn@sydney.anglican.asn.au