



# Anglican Church Diocese of Sydney

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Circular to Ministers and Wardens

## Long Service Leave arrangements for Ministers and Assistant Ministers for 2015

In the 2015 Guidelines for the Remuneration of Parish Ministry Staff, available on the Diocesan web site, we advised –

*“From 1 January 2015 part-time Ministers and Assistant Ministers become members of the Long Service Leave Fund and from that date all Ministers and Assistant Ministers will begin accruing Long Service Leave at the rate of 1.3 weeks for each year of service (previously 1.0 week)”.*

We now wish to advise details of the administrative arrangements that have been put in place to manage these changes to the Long Service Leave Fund (“LSLF”).

### 1. Current members of the LSLF working full time

- (a) Ministers and Assistant Ministers working full time who are currently members of the Long Service Leave Fund (LSLF) will begin to accrue Long Service Leave (LSL) at the new rate of 1.3 weeks per year of service from 1 January 2015 (previously 1 week per year of service).
- (b) The balance of accrued leave as at 31 December 2014 will not change.
- (c) The entitlement to take LSL only after 10 years of service will not change.
- (d) A member resigning or retiring may now be paid out for any service in excess of 5 years (previously 10 years).

### 2. Current members of the LSLF working part time

- (a) At present, some Ministers, and Assistant Ministers, who are members of LSLF, are working part time but the parish has been paying LSL contributions as if the minister was full time.
- (b) This practice will cease from 1 January 2015.
- (c) The balance of accrued leave as at 31 December 2014 will not change.
- (d) From 1 January 2015 members who are working part time will need to declare the number of days for which they are being remunerated by the parish. Thereafter contributions, service and entitlements will be calculated as for part time Ministers and Assistant Ministers joining the LSLF for the first time (see paragraph 3 below).

### 3. Ministers and Assistant Ministers working part time joining the LSLF for the first time

- (a) By 1 January 2015 we will need a declaration of all ordained Ministers and Assistant Ministers being remunerated in 2015 by the parish on a part time basis – using the attached form for this purpose.
- (b) Contributions payable via the PCR system from 1 January 2015 will be calculated according to the number of days for which the Minister or Assistant Minister is remunerated.

- (c) Service will be credited on the basis of full time equivalency (“FTE”) (rounded to the nearest whole day if necessary), based upon a 6 day working week as follows–
  - (i) One remunerated day per week equates to .....17% FTE
  - (ii) Two remunerated days per week equates to .....34% FTE
  - (iii) Three remunerated days per week equates to .....50% FTE
  - (iv) Four remunerated days per week equates to .....67% FTE
  - (v) Five remunerated days per week equates to .....84% FTE
- (d) To ensure the correct PCR charge we would appreciate 1 month’s notice of any change in the arrangements for Ministers and Assistant Ministers working part time.
- (e) Members working part time will accrue leave at 1.3 weeks per annum but the amount of any allowances paid will be calculated on a FTE basis.
- (f) The entitlement to take LSL only after 10 years of service will not change.
- (g) A member resigning or retiring may now be paid out for any service in excess of 5 years (previously 10 years).
- (h) Parishes with Ministers or Assistant Ministers remunerated on a part time basis prior to 31 December 2014 are invited to contact the staff of SDS to discuss their options, one of which is to make a one-off contribution during 2015 to fund the purchase of their minister’s part time service prior to 31 December 2014.

**4. Previous part time service**

Parishes with Ministers or Assistant Ministers remunerated on a part time basis prior to 31 December 2014 who are not currently members of the LSLF are invited to contact the staff of SDS to discuss their options. One option is for the parish to make a one-off contribution during 2015 to fund the purchase of their minister’s part time service prior to 31 December 2014.

**5. Other PCR charges will also use FTE rule**

The same FTE percentage nominated for LSL will also be applied to the PCR contributions for Superannuation, Stipend Continuance Insurance, and Sickness and Accident Fund contributions.

**6. Actions required by Parish Wardens**

- (a) **Full-time Ministers and Assistant Members** – no action required.
- (b) **All part-time Ministers or Assistant Ministers** –
  - (i) Complete the following declaration and submit as soon as possible, and whenever changes occur.
  - (ii) Consider a one-off contribution – see 4 above.

MARTIN THEARLE  
**Manager, Diocesan Finance**

