

2. Introduction

- 2.1 These Guidelines contain details of the minimum stipends, allowances and benefits which the Standing Committee has approved with effect from **1 January 2014**. Individual parishes may choose to be more generous than paying the minimum. It is the responsibility of the parish council to fix the stipends, allowances and benefits for the minister, and, with the minister's consent, the stipends, allowances and benefits for the other ministry staff. Thus it is important that the ministry staff and parish council have a thorough understanding of these Guidelines and their application.
- 2.2 It is strongly recommended that the parish council determine and document a '*ministry staff remuneration policy*' for the parish, with reference to these Guidelines. The policy may include, for example, under what circumstances more than the minimum stipend will be paid, the basis for determining the amount of the variable travel component, the ministry related expenses that will be paid by the parish or housing arrangements of ministry staff. A sample remuneration policy can be accessed by clicking [here*](#).
- 2.3 The following steps may be used to facilitate the process of determining the remuneration of ministry staff –
- i. Determine the entitlements for each ministry staff member in light of these Guidelines (refer to [section 5](#)) and after due consideration of their personal circumstances.
 - ii. Determine what ministry related expenses (refer to [section 10](#) and [section 11](#)) are to be borne by the parish and to what extent.
 - iii. Document the result of your discussions (e.g., a minute or policy document) for each ministry staff member and communicate to the treasurer and/or office administrator responsible.
 - iv. Complete the sample *Stipend Package calculator* which can be accessed when using the online version of these Guidelines by clicking [here*](#).
- 2.4 **These Guidelines are only applicable to ministry staff in Anglican parishes in the Diocese of Sydney.** Different tax rules and employment conditions may apply to other staff. Accordingly, these Guidelines do not apply to administrative or support staff employed by parishes, nor to clergy employed by organisations.
- 2.5 Parish Councils are encouraged to refer to the '*Employment Relations Guidelines for Parishes*' produced by the Sydney Diocesan Secretariat ('SDS') which are now available in the SDS Extranet and may be accessed by clicking [here*](#) (refer to your minister or wardens for access). This publication deals specifically with the legal framework of employing support staff as well as lay ministers, and contains sample letters of appointment to minimise the potential for disputes about the terms of the employment relationship.
- 2.6 The *Employment Relations Guidelines* also contain a proforma letter of welcome which can be used for ordained assistant ministers. As ordained assistant ministers are office holders rather than employees it is not appropriate to use a letter of appointment for such ministry staff.

Accessing the 'interactive online' version of these Guidelines

- 2.7 To access the online version of these Guidelines –
- Open the Sydney Diocesan Secretariat web site - www.sds.asn.au *
 - Click '*For Wardens & Parish Councillors*'.
 - Run your mouse cursor over '*Ministry Staff Remuneration*', then click on '*Clergy*'.
 - Under the heading '*Remuneration Guidelines*', open the document '*Guidelines for the Remuneration of Parish Ministry Staff for 2014*'.
 - Once open simply run your mouse cursor over the words in **blue** (marked with an asterisk*), then 'click' to open the link to the source document and/or web page.
- 2.8 Further questions for clarification or other enquiries should be directed to the Parish Support Services Officer, Colin Murphy, on 9265 1560 or e-mail cjm@sydney.anglican.asn.au *.

* All Ordinances, taxation rulings, web sites and other documents marked with an asterisk (*) can be viewed by using the 'interactive online version' of these Guidelines (refer to section 2.6 for access instructions).