



**Uniting Church in Australia**  
**SYNOD OF NSW AND THE ACT**

**LAY MINISTRY AGENT  
REMUNERATION  
GUIDELINES**

## 1. Definitions

“Award free employees” are defined as any employee who is not covered by an Award or Industrial Agreement.

The terms and conditions of employment for award free employees are found in common law and prevailing employment and industrial legislation and are normally detailed in a contract of employment known as a letter of offer.

“Lay Ministry Agents” mean those people who are either:

- (i) not ordained within the Uniting Church, or another denomination formally recognised by the Uniting Church and are employed to perform tasks in an organisation or on behalf of an organisation that are predominately pastoral or missional in nature and work as part of a Ministry team under the oversight of a Ministry Leader

Such positions may include, but are not limited to, any of the following if the person is receiving any payment for the services they provide:

- Music
- Children, Youth or Family
- Pastoral duties associated with a particular service or congregation etc
- SRE Teachers

- (ii) not ordained within the Uniting Church, or another denomination formally recognised by the Uniting Church and are employed to perform tasks in an organisation or on behalf of an organisation that:

- would normally be expected to be performed by an ordained Minister in an approved placement within the Uniting Church in Australia; or
- require the person to exercise certain levels of authority in relation to matters of ministry on behalf of the Church and act as the Church’s authorised representative in said matters.

Such positions may include, but are not limited to, any of the following if the person is receiving any payment for the services they provide:

- Lay Chaplains
- Ministry or Pastoral leadership positions including those falling within the scope of the lay specified ministry of Pastor;
- Those positions that would have fallen, in the past, within the scope of the ministry of:
  - Accredited Youth Worker
  - Lay Pastor

## 2. REMUNERATION LEVELS

Under industrial legislation the current minimum wage in Australia effective from 1 July 2010 is \$570 per week or \$15 per hour.

These rates are the absolute minimum rates allowable under employment legislation.

Beyond that the employer should determine an appropriate remuneration to offer or a mutually acceptable rate can be negotiated between the employer and employee.

To ensure parity across similar roles within the bounds of the Synod the following remuneration scale is provided to assist employers identify suitable levels of remuneration for Lay Ministry Agent roles.

| Classification | Annual Salary \$ | Full time weekly rate \$ | Part time rate per hour \$ | Casual rate per hour \$ ** |
|----------------|------------------|--------------------------|----------------------------|----------------------------|
| Level 1        | 30,091           | 577.12                   | 15.19                      | 18.98                      |
| Level 2        | 34,422           | 660.18                   | 17.37                      | 21.71                      |
| Level 3        | 40,363           | 774.13                   | 20.37                      | 25.46                      |
| Level 4        | 47,876           | 918.22                   | 24.16                      | 30.20                      |
| Level 5        | 51,103           | 980.11                   | 25.79                      | N/A                        |

*\*\* casual loading of 25% which is inclusive of a payment in lieu of an entitlement to paid leave*

## 3. CLASSIFICATION LEVELS

### Level 1

- Employee works under general supervision with some monitoring of overall progress.
- Work is usually performed within established routines and procedures.

- Some discretion and judgement is required.
- Employee possesses a broad range of skills and an in-depth knowledge in some areas.

Qualifications: work experience, expertise and training considered relevant by the employer

### **Level 2**

- Employee works under limited supervision with guidance on more complex or sensitive tasks.
- Work is usually performed within established routines and procedures although a degree of initiative is required.
- A level of discretion and judgement would be necessary.
- May be responsible for co-ordinating the work of other employees or volunteers
- Employee possesses a broad range of skills and general knowledge of the diverse ministry functions.

Qualifications: relevant post-secondary qualifications\*\* of two or more full-time years or equivalent OR other work experience, expertise and training considered relevant by the employer

### **Level 3**

- Employee works without supervision but under general guidance on progress and desired outcomes.
- Work is occasionally performed within routines and procedures but can also involve significant level of initiative.
- considerable discretion and judgement is required.
- May be responsible for the work of others, including other Lay Ministry Agents
- Employee possesses considerable knowledge in many areas with a range of skills that enables many detailed tasks to be managed.

Qualifications: relevant tertiary degree or diploma\*\* of two or more full-time years or equivalent OR other work experience, expertise and training considered relevant by the employer.

### **Level 4**

- Employee works independently taking broad direction on more complex or sensitive issues.

- Applies considerable knowledge and skills independently and non-routinely.
- Exercises high levels of judgement and initiative.
- May be responsible for planning, co-ordinating and managing the work of other individuals or teams.

Qualifications: graduate qualification\*\* of three or more full-time years or equivalent OR an equivalent combination of relevant experience and/or education or training considered relevant to the employer.

#### **Level 5**

- Employee works independently under broad direction.
- Exercises a high level of initiative.
- Applies skills and knowledge with a high degree of independence
- Routinely exercises judgement at critical levels
- Is capable of program development and implementation.
- Provides strategic support and advice to teams.
- Able to formulate policy recommendations and implement policies involving major change which may impact on the broader community

Roles that would fall within the scope of this level are limited to those defined under the above Clause 1(ii) – Definitions

Qualifications: post graduate qualification\*\* or progress towards post graduate qualification with extensive relevant experience OR extensive pastoral experience and managerial expertise OR an equivalent combination of relevant experience and/or education and training considered relevant by the employer.

\*\*Relevant post-secondary, tertiary, graduate or post graduate qualifications should contain appropriate courses in theology, pastoral ministry, scripture, studies, moral theology, sacraments, Church history, The Basis of Union, Church teachings, biblical and pastoral theology and adult education/formation etc.

Courses in human development, counselling or psychology, interpersonal skills, human relations, principles of communication, group dynamics etc would also be considered relevant.