

Presbyter Stipends, Allowances and leave

Overview

- Law Book
- Conference Decisions
- Information leaflet No. 25 - Presbyter Stipends and Allowances
- Information Leaflet No. 7 - Ministers Leave
- Information Leaflet No. 7a - Ministers Leave (Annual Leave)
- Information Leaflet No. 7b - Ministers leave (Leave Form)
- Information Leaflet No. 177 - Ministers Record of Service Entitlements

Law Book

- Section 2 of the Law Book deals with matters of Ministry
- Section 2:22.1 to 22.3 deals with Stipends and Allowances
- Section 2:23.1 to 23.2 deals with Supervision of Presbyters
- Section 2:24.1 to 24.6 deals with housing
- Section 2:25.1 to 25.3 deals with leave
- Section 3:13.3 deals with the priority use of funds within the Parish

Information Leaflet No. 25

- Deals with Stipends and Allowances
- Stipends Review Committee meet in April/May each year to review the level of stipends and allowances that will come into force on 1 July each year.
- Information Leaflet No. 25 is updated and released by the middle of June each year.
- Connexional payroll use this information to setup the Connexional Payroll.
- Available from the Church website, the Accounting Blog site or by request to the Connexional Office

Information Leaflet No. 25

- Has information on:
 - Medical insurance contributions
 - Book and Resource Allowances
 - Tax examples based upon a person living in a parsonage and living in their own home
 - KiwiSaver and Supernumerary contributions
 - Retention of records
 - Travelling allowances
 - Telephones and internet
 - Examples

Information Leaflet No. 7

- Last reviewed in February 2014
- Useful for Presbyters, Parish Stewards and Synod superintendents
- Annual Leave - Full time appointees - 4 weeks or 24 days per year
- Full time work means 6 days per week.
- Part time Presbyters are pro rata
- Statutory holidays are in addition to this
- No unused annual leave entitlement will be carried over from one year to another.

Information Leaflet No. 7

- Annual study leave is provided to encourage Presbyters to attend continuing education.
- Does not accumulate.
- 6 days (one week per year) OR 2 working weeks in a two year period
- Up to 1 month of study leave is available after each 4 years of service.
- In the year it falls due it REPLACES the annual study leave.
- It can not be accumulated
- MUST seek approval before undertaking the study

Information Leaflet No. 7

- Long Leave allows for Presbyters to be released from all church related work expectations and obligations during long service leave.
- 1 paid week for every complete year of service available from the completion of each 7 years of service.
- Entitlement will accrue until a period of 10 years of service is completed.
- Long service leave can be split into one or more periods of leave.
- Can not be exchanged for cash

Information Leaflet No. 7

- There are currently no provisions dealing with Illness or Disability
- There is an expectation that a parish will take reasonable steps to ensure that the Presbyter is adequately provided for during periods of illness or disability.
- Decisions are made depending upon the length of the illness, type of disability, etc.
- Processes are within the Information Leaflet
- There are no provisions for “compassionate leave” but once again there is an expectation will take all reasonable steps to provide pastoral care to the Presbyter and his/her family.

Information Leaflet No. 7

- There is an expectation that if a Presbyter is required to attend Jury Service then the Parish must release the Presbyter to allow them to undertake this duty.
- The information Leaflet provides on how to administer this.
- The provision of Parental Leave are set out in Section 2:25.2.1 of the Law Book as amended by the President in 2014. Please refer to page 9 of the Information Leaflet.

Information Leaflet 7a and 7b

- Information Leaflet 7a follows on from 7 but goes into more detail and provides a process to follow to determine the value of holidays, leave forms, leave in advance, etc.
- Information Leaflet 7b is the leave form that should be completed and sent Connexional Payroll for processing.
- If there is a conflict between 7, 7a and 7b then Information Leaflet 7 is the founding document to refer to.

Information Leaflet No. 177

- This is a paper based document for recording a Ministers “record of service” while he/she is in Connexion with the church.
- Allows Presbyters to detail positions held within the Church, start and end dates to those appointments.
- Allows for when annual leave is taken, the start and end dates and how many days were taken.
- Allows for when study leave is taken, the start and end dates and how many days were taken.
- Allows for when long service and any other leave is taken, the start and end dates and how many days were taken.