



**Information for clergy from overseas  
entering the  
Anglican Diocese of Newcastle  
New South Wales, Australia**

**Version 1.0, 2010**

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## **Information for clergy from overseas entering the Anglican Diocese of Newcastle, New South Wales, Australia**

### **A) Introduction**

The following matters are intended only as a guide for a clergy member entering the Diocese from another Diocese. In most cases that clergy member should seek further details from the Diocesan Business Manager.

#### **1. Declarations and Oaths**

Before a clergy member is permitted to officiate in any way in the Diocese, he/she is required to make certain declarations and take certain oaths. These are:

- (a) Declarations of Assent to Doctrine of the Anglican Church of Australia
- (b) Declaration of Submission to Synod
- (c) Oath of Canonical Obedience to the Bishop.

Refer to: Parish and Administrative Services Manager

#### **2. Removal Costs**

Three written quotations should be submitted to The Diocesan Business Manager. The lowest is usually accepted. Removal costs are met two-thirds by the Diocese and one-third by the parish to which the clergy member is moving. Insurance on his/her goods whilst in transit is automatically effected through a master policy held by the Diocese. This master policy provides "All Risks" cover and compensation of up to \$100,000 for any one loss.

Refer to: Parish and Administrative Services Manager  
See "Removal" below

#### **3. Travel Costs**

Upon appointment, costs are met on the same basis as removal costs. Costs are met on the assumption that the appointee is employed by the Diocese for a minimum of five years. Failing this, the Diocese would seek pro rata reimbursement of initial travel and relocation expenses on a sliding scale as follows:

- (a) Up to one year 100%
- (b) Up to two years 80%
- (c) Up to three years 60%
- (d) Up to four years 40%
- (e) Up to five years 20%

These can be varied at the discretion of the Bishop of Newcastle

Refer to: Parish and Administrative Services Manager

#### **4. Stipend**

Is payable by the parish to the clergy member through the Diocesan Office. Payment of stipends is computerised, and is electronically transferred direct to the clergy member's personal account.

Stipend is transferred monthly on or near the 15th of each month. The necessary deductions are made by the Diocesan Office before transfer to the clergy member's account. There are other arrangements which may be put in place if desired.

Refer to: The Diocesan Payroll Officer  
See below "Stipend Package"

## **5. Superannuation**

Most clergy in the Diocese are members of the Australian Super Fund but clergy can nominate the fund of their choice for capital sum benefits. If you are not a member of ASF, a quotation can be obtained for you to join ASF.

## **6. Long Service Leave**

Transfer of membership of the Long Service Leave Fund is now automatic when moving from one diocese to another within Australia. However, it would be helpful if the clergy member would ascertain the date up to which contributions on his/her behalf have been paid.

Refer to: The Diocesan Business Manager.

## **7. Group Stipend Continuance Insurance**

The Diocese has an external insurance policy to cover clergy stipends in the event of extended absence from ministry duties due to illness.

Upon his/her arrival in the Diocese, a clergy member will be asked to complete a proposal as it is compulsory for him/her to be covered by this arrangement. A medical examination is not required.

Refer to: The Diocesan Payroll Officer.

## **8. Marriage Act 1961 - Registration as Authorised Celebrant**

This Act makes it incumbent upon the Diocese Office to notify the Principal Registrar of Births, Deaths and Marriages, GPO Box 30, Sydney NSW 2001 of his/her change of address. If he/she is moving from another Diocese in New South Wales to Newcastle all that is required is that the change of address be advised to the Principal Registrar. If he/she is moving from another state he/she should advise the New South Wales Principal Registrar of his/her registration in that state as well as the new address. The Principal Registrar, after checking with the Diocesan Business Manager, will then register the clergy member as an Authorised Celebrant in this state and will issue him/her with a New South Wales registration number.

Refer to: Parish and Administrative Services Manager

## **9. Motor Vehicles**

In this Diocese cars are owned by the clergy personally. If a clergy member is coming from a Diocese where the parish owns the car, and he/she is faced with the question of providing his/her own car, please consult the Diocesan Business Manager in Newcastle before anything is done.

### **(a) Car Depreciation/Car Replacement**

Parishes are obliged to pay car depreciation on a vehicle owned by a clergy member and used on parish business. This money is paid into an account in his/her name at the Diocese Office and accumulates with interest until such time as he/she needs to buy a new car. This money should be used only for the replacement of a clergy member's vehicle. All car depreciation/car replacement monies are held by the Anglican Savings and Development Fund.

### **(b) Car Running Expenses**

Parishes are also obliged to pay car running expenses direct to the clergy member. The amount to be paid is determined by his/her arriving at an annual average number of kilometres for parish business in consultation with his/her parish council, to which is applied the rate per kilometre as from time to time prescribed. The amount is to be paid to the clergy member monthly, by the parish treasurer.

Both the car depreciation rate and the car running expenses rates are set by the Diocesan Council. They are both flat rates and apply to all vehicles irrespective of their engine capacity.

Refer to: Diocesan Payroll Officer.

## 10. Items provided in Rectory by Parish Council

These are:

- (a) Window blinds or acceptable alternative window coverings throughout;
- (b) Book shelves in the study
- (c) Floor coverings or polished floor boards throughout.

If a clergy member does not already own a refrigerator or washing machine, he/she will have to provide these.

### B) Stipend package

Schedule of Stipend rates from 1<sup>st</sup> January 2010

	\$ per annum	\$ per month
Deacon's – 1 <sup>st</sup> year	38647	3220.55
Deacon's – thereafter	41062	3421.80
Assistant Priest	42028	3502.30
Associate Priest	43478	3623.15
Rector/Priest in Charge	48308	4025.65
Car Depreciation/Car Replacement Allowance	7260	605.00

Car Running Rate

31.0c per KM

Superannuation Contributions 18% of Clergy's stipend of up to \$8695.44 split three ways:

Clergy personal contribution	\$2898.48
Diocesan contribution	\$2898.48
Parish contribution	\$2898.48

The Parish contribution expressed as a monthly amount is

\$241.54

Annual Leave Loading has been included in the stipend and amounts to 17.5% of the 28 day clergy entitlement.

A contribution of \$1044pa is paid into the Anglican Church of Australia Long Service Leave Fund.

### C) Removal

When a clergy member is to move to another parish within the Diocese he/she should take the following steps:

- (a) Obtain three quotations in writing from furniture removal companies of his/her own choice. Advice as to reliable removalists, based on past experience can be obtained if required by phone the Diocese Office.
- (b) These quotations are sometimes provided in duplicate. If so, retain the original of each quote and send the carbon copy of each quote to the Diocesan Business Manager. If not, originals should be sent. Advise your preference as to the removalist to be used.
- (c) The Diocesan Business Manager will usually approve the lowest quote and advise the clergy member by telephone. An order formally authorising the work will be sent to the removalist.
- (d) The clergy member's inventory of household goods and personal effects should not be altered by additional items once the quotation has been approved. The Diocesan Business Manager should be notified of the value of the household good for insurance purposes.
- (e) The clergy member then accepts the quotation approved by either
  - (i) sending the original retained by him/her back to the furniture removal company completed as required by that company, or
  - (ii) by letter, fax or phone.
- (f) It is the clergy member's responsibility to arrange a mutually convenient time for the removal.
- (g) The quotations obtained are to be exclusive of any transit insurance cover on the clergy member's belongings.
- (h) Transit insurance is automatically effected on the clergy member's belongings through a

master policy held by the Diocese. This master policy provides "All Risks" cover and compensation of up to \$100,000 for any one loss. Therefore, there is no necessity for a member of the clergy to take any action to have his/her belongings insured whilst in transit.

- (i) The clergy member should advise the furniture removal company that the account should be submitted to the Anglican Diocese of Newcastle, PO Box 817, Newcastle 2300, for payment.
- (j) The Diocese pays the account and then bills the parish to which the clergy member is moving for one-third of the removal cost.
- (k) If when a clergy member arrives at his/her new rectory he/she finds his/her belongings have been damaged, he/she should immediately inform the Diocesan Secretary by telephone giving details of the damage, and then follow the procedure as advised.

The arrangements detailed above apply in the following cases:

- Clergy removals between parishes following an appointment as a result of the Presentation Board process.
- A stipendiary appointment made by the Bishop (e.g. Diocesan Archdeacon or Chaplain)
- Theological students proceeding to their first full-time stipendiary appointment just prior to ordination.

#### **D) Other related matters**

Clergy members need to take care when transferring from one parish to another that all leave accrued for service in the old parish is taken before moving to the new parish unless special arrangements are made between the parishes concerned. That is, the old parish should pay to the new parish the equivalent of untaken leave, based on the daily stipend rate, and ensure that all entitlements are paid up until the date of resignation to the Diocese from the old parish.

It is expected that the new parish assumes responsibility immediately following the resignation date.

The old parish and the new parish are to bear their own costs for Sunday relief if applicable.

#### **E) Process for obtaining visas**

Information supplied below can be found on the web site: <http://www.visas-australia.com/visas/visa-requirements.asp>

##### **Who requires a Visa?**

You will require a visa to enter into Australia unless you are a New Zealand passport holder or you are continuing your journey within 8 hours of arrival, hold a valid onward ticket and you are not leaving the transit lounge.

##### **Please note that:**

All Australian Visas have to be obtained prior to departure. You will not be able to board your aircraft without a valid visa/ETA and passports/travel documents.

##### **Which visa do I require?**

There many Australian visas that allow you to visit Australia. It is important that you have the correct visa for you that covers your intended stay and purpose of visit. For a detailed description of the visa most suited to your travel requirements please click the web site above.

##### **Time required to issue visas:**

All Australian Visas Are granted at the discretion of the Australian Department Of Immigration and Citizenship (DIAC) and deemed upon the individual's application. However, based on our experience and should your application not encounter any unexpected issues we have listed a guideline below as a reference

- Tourist Visa ETA - issued in 24 hours
- Working Holiday Visa - issued in 48 hours
- Six and twelve months tourist visa - issued in 5-10 working days.

These times may be subject to change in periods of high demand.

**Costs:** These are to be met by the applicant

The Diocese is an approved sponsoring organisation. For further information please contact The Diocesan Director of Ordinands.

**F) Professional development expectations and opportunities;**

Extract from the Clerical Ministry Ordinance 2009. Part 13 - ministry development review, education and training

Continuing ministry education

131. *Every officeholder including the Bishop of the Diocese is entitled to seven days not including a Sunday for continuing ministry education leave in each calendar year such leave must not include training events or retreats determined by the Bishop to be compulsory events.*
132. *Where leave to undertake continuing ministry education is not utilized in a calendar year it will not accumulate to subsequent years.*
133. *An officeholder in receipt of a stipend including the Bishop of the Diocese must receive from the Deploying Body a continuing ministry education allowance of not less than an amount equal to one percent of his or her gross stipend.*
134. *Where an officeholder is in receipt of less than the minimum stipend the entitlement to leave and to allowances must be reduced pro-rata according to the stipend received.*
135. *An officeholder must annually provide to the Deploying Body a report on continuing ministry education undertaken during the year and planned for ensuing years.*
136. *An officeholder may be required by the Bishop to provide to the Bishop a copy of the report forwarded to the Deploying Body.*
137. *The Bishop may advise an Incumbency Appointment Board of the continuing ministry education undertaken by an officeholder.*
138. *The Bishop must make such arrangements as he or she thinks appropriate for his or her continuing ministry education.*

**G) Pension arrangements in relation to CofE pension fund or Australian superannuation**

Extract from the Clerical Ministry Ordinance 2009, Part 12 – superannuation sickness and accident insurance

120. *Every officeholder in receipt of a stipend must within twenty-one days of his or her appointment advise the Diocesan Business Manager of the details of his or her superannuation fund.*
121. *An officeholder in receipt of a stipend may change their fund once in any calendar year unless otherwise permitted by the Diocesan Business Manager to do so more frequently.*
122. *The Diocesan Business Manager must ensure that contributions to the superannuation fund on behalf of the officeholder are remitted in the manner required by law.*
123. *The Diocesan Council must ensure the provision of benefit and support to officeholders in receipt of a stipend unable to undertake ministry due to sickness or accident.*
124. *The Diocesan Council must determine the level of contribution towards the superannuation and sickness and accident benefits of an officeholder in receipt of a stipend by:*
  - a. *The Diocese*
  - b. *The Deploying Body*

*c. The officeholder*

**H) Documentation requires by the Diocese**

- a) Equivalent working with children check (to be redone on arrival to NSW)
- b) Equivalent criminal history check (to be redone on arrival to NSW)

**I) Leave**

- (a) Clergy are entitled under Ordinance to twenty eight days holiday per annum. The manner in which these are taken may vary according to the needs of the parish, the priest and family, and other factors. It is expected that priests will show responsibility in making holiday arrangements.
- (b) Each priest should take one day per week completely free of duty. Such days off may not be accumulated for more than two weeks. In addition all stipendiary clergy are entitled to one extra leave day per month. Such day is not to be taken on a Sunday, and cannot be carried over for more than two months (i.e. no more than two consecutive days to be taken at any one time).
- (c) All emoluments due to a priest are the responsibility of the parish from which he/she moves until the date of institution and induction in the new parish or the date of his/her resignation to the Bishop from the old parish.
- (d) At the commencement of each year clergy should advise what their holiday arrangements for the ensuing twelve months are to:
  - (i) the Parish Council
  - (ii) the Archdeacon
- (e) Holidays cannot be accrued beyond eighteen months, i.e. four weeks for the current year, two weeks for the previous year. After that period, holiday entitlement is forfeited unless otherwise approved in writing by the Bishop to the parish council.
- (f) When a priest moves from one parish to another, holidays due should be taken, if possible, before commencing the new appointment.
- (g) When a priest moves from one appointment to another within the Diocese, and holidays are due, but not taken, the stipend due in respect of those holidays should be sent by the treasurer of the old parish to the treasurer of the new parish.
- (h) In all cases the new parish bears the cost of its Sunday relief.

**J) The contact details of the Diocese Office:**

Diocese of Newcastle  
PO Box 817  
NEWCASTLE NSW 2300

Tel: (02) 4926 3733  
Fax: (02) 4926 1968

Location address is:  
134 King Street  
NEWCASTLE NSW 2300

Website: [www.angdon.com](http://www.angdon.com)