



Clergy Information & Entitlements

Lynne Usher

Introduction

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Clergy Topics

- ▶ “The Package”
- ▶ Entitlements and Expenses
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- ▶ Pensions and the Pensions Board
- ▶ Kiwi Saver Scheme
- ▶ Leave Provisions
- ▶ Additional Benefits
- ▶ Payroll, Pay Advice and all that “Financial Stuff”
- ▶ Finance : LSMU Reimbursements

“The Package”

- ▶ The monthly stipend is paid into directly into the cleric’s bank account on the 25th of each month.

Vicar	
Category 1 - supporting dependent children	\$49,588 pa
Category 2 - without dependents	\$47,260 pa
Priest/Deacon Assistant	
Category 1 - supporting dependent children	\$46,301 pa
Category 2 - without dependents	\$44,110 pa

The “Package” cont..

- ▶ Please note “dependent children” are pre-schoolers or a school-aged child, or a young person under the age of 21 and undertaking a full-time tertiary education course whilst wholly dependent on their parent/s for accommodation, food, lodging etc. It is irrelevant whether the course is being taken in New Zealand or overseas provided the parent is supplying substantial financial support.
- ▶ Priest/Deacon Assistant rate applies to those who have been ordained for less than 3 years and not a vicar.

Entitlements and Expenses

▶ **Travel**

- ▶ Travel to and from work is not reimbursable.
- ▶ Casual travel is where total distance travelled on Church business is less than 25% of total annual travel. The casual rate is 36c per kilometre with unlimited kilometres. Otherwise, total annual travel is used to calculate a “band” rate for reimbursement as follows:
 - ▶ Where total annual travel is
 - ▶ up to 14,000 kms pa - business travel is reimbursed at 65c per km
 - ▶ 14,001-20,000 kms pa - business travel is reimbursed at 53c per km
 - ▶ 20,001-26,000 kms pa - business travel is reimbursed at 46c per km
 - ▶ Over 26,001 kms pa - business travel is reimbursed at 25c per km with an alternative of a flat rate of 36c per km for unlimited running

Travel cont..

- ▶ There should be no differentiation between stipendiary and non-stipendiary clergy when it comes to reimbursement of expenses.
- ▶ Nobody is entitled, as of right, to reimbursement for travel which is not ministry unit-related.
- ▶ It is recommended that a log book be kept to keep track of mileage pertaining to ministry unit-related travel.
- ▶ The IRD has decreed that travel to and from “work” is not reimbursable.

Further Entitlements

- ▶ Hospitality
 - ▶ Up to a maximum of \$1,500 per annum
- ▶ Books, Magazines, Periodicals, Electronic Media
 - ▶ Up to a maximum of \$1,100 per annum
- ▶ Stationery, Telephone, Postage
- ▶ Supervision
- ▶ Other
 - ▶ \$600.00 (includes Ministry Conferences and retreats)

Pensions and the Pensions Board

- ▶ Our contact person

- ▶ **Mike Buckley**

- ▶ **FUNDS ADMINISTRATOR**

- ▶ The New Zealand Anglican Church Pension Board

- ▶ PO Box 12-287, Thorndon, Wellington 6144

- ▶ Phone: 04 473 9369

- ▶ Email: mike@acpb.org.nz

- ▶ Web: www.acpb.org.nz



- ▶ **ETHICAL INVESTMENTS FOR THE CHRISTIAN COMMUNITY**

Pensions, cont..

- ▶ Pension deducted from monthly stipend;

- ▶ Pension Board also offers Clergy:
 - ▶ Mortgages at a discounted rate;
 - ▶ Welfare grants;
 - ▶ Financial Assistance
 - ▶ Health Fund
 - ▶ Clergy
 - ▶ Spouse

- ▶ On request, I am able to email the *Rules of the New Zealand Anglican Church Pension Fund*.

Benefits cont..

▶ **Kiwisaver:**

- ▶ all Clergy are automatically enrolled in the Anglican Pension Fund which is an approved alternative fund;
- ▶ Clergy also have the option to elect a private fund, should they so desire;

▶ **Southern Cross:**

- ▶ all Clergy qualify to join Southern Cross medical aid Scheme.
- ▶ This is a group scheme, not a subsidised scheme
 - ▶ Contact: Andrew.Thackery@southerncross.co.nz / 09 925 6944

▶ **Insurance:**

- ▶ All Clergy qualify to join AON life insurance.
- ▶ Professional Indemnity Insurance is built into the monthly Direct Debit. Cover is for negligence; no sexual abuse cover.
 - ▶ Contact: Ruth.Fortune@aon.com / 09 487 1080

Leave Provisions

- ▶ Two paid leave days each seven day week. One of these days may be worked at your discretion, but one day a week must be taken. Cannot be accumulated.
 - ▶ It is the job of the wardens to monitor and keep a record of this leave.

- ▶ Five weeks annual leave every twelve months of service, which must include five Sundays.
 - ▶ It is the job of the wardens to monitor and keep a record of this leave.

Leave cont..

- ▶ **Public Holidays (if they fall on a week day)**
 - ▶ If the cleric worked on one of these days they are entitled to a day in lieu to be taken within 12 months. These days in lieu cannot be accrued.

- ▶ **Parental Leave**
 - ▶ Following consultation with the Wardens and upon application to the Bishop;
 - ▶ A woman may take up to 2 months paid parental leave before the expected date of birth of her child;
 - ▶ Either parent of a new-born or newly adopted child may take up to 6 weeks paid parental leave after the birth of their child (with proviso's);
 - ▶ Either parent may take up to a further 12 months unpaid leave.

Leave cont..

▶ Sabbatical Leave

- ▶ The ministry unit is responsible for the payment of stipend pool contributions during the period of sabbatical leave;
- ▶ Pension contributions are to be sustained by the ministry unit;
- ▶ The ministry unit is responsible for providing appropriate interim ministry;
- ▶ The minister is responsible for all other costs.

▶ Leave Relief Ministry Funding

- ▶ SEE: Study Leave Relief Ministry Funding (p8) of the Handbook.

▶ Sick Leave

- ▶ Ten days sick leave per annum;
- ▶ May accrue up to a maximum of 30 days. Any days over 30 days will expire. May be used to support a dependent person who is sick or injured.

Leave cont..

▶ Bereavement Leave

- ▶ Up to 5 days can be taken.

▶ Special Leave

- ▶ The Bishop can direct that a stipendiary clergy person take special leave to address a crisis;

▶ Leave Accountability

- ▶ This is the responsibility of the Church Wardens;
- ▶ The wardens must meet with the stipendiary clergy regularly to ensure both parties agree with the leave record.

Benefits cont..

▶ Relief Ministry

- ▶ Stipended ministers are not to receive payment for conducting services outside their normal ministry unit;
- ▶ Reimbursement for travel may be requested from the Ministry Unit serviced.

▶ Service Fees

- ▶ Clergy may not charge a fee for officiating at baptisms, marriages and funerals, however, it is not unreasonable to expect reimbursement for expenses incurred.
- ▶ This does not exclude the request for a donation;
- ▶ These donations may not become clergy income;
- ▶ Clear records must be kept for IRD purposes.

Benefits cont..

▶ Retirement

- ▶ No finite retirement age is set;
- ▶ Clergy may serve as long as they are able to perform their duties well, meeting the requirements of the ministry unit and the Bishop;
- ▶ The Diocesan Bishop will interview clergy as they approach 65 years of age to ascertain their suitability for on-going stipended ministry;
- ▶ Clergy are encouraged to attend a retirement seminar within 10 years of reaching 65
 - ▶ Seminar is free to clergy and their spouse;
 - ▶ Funded by a small levy in the monthly Direct Deposit;
 - ▶ Arranged by the Diocesan Office.

Benefits cont..

▶ Pulpit Exchanges

- ▶ Exchanges with a priest from another country;
- ▶ Usually for a period of around 3 months
- ▶ A swap of houses, cars, congregation;
- ▶ Must be approved by Vestry and the Bishop;
- ▶ Are not to be regarded as study leave;
- ▶ There is to be no cost to the ministry unit unless Vestry wishes to provide financial support.

Additional Benefits

- ▶ **Removal Costs**
 - ▶ Application to the Diocesan Manager with approval from the Bishop;
 - ▶ Three quotes to be provided to the Diocesan Manager.
 - ▶ Funded for relocation to retirement home;
- ▶ **Financial Loans and Housing**
 - ▶ Applications to be made to the Stipends and Pensions Committee in the first instance;
 - ▶ Thereafter the application is sent through to the NZ Anglican Church Pension Fund;
- ▶ **Clergy Retirement Housing Fund**
 - ▶ Funded by a small levy in the monthly Direct Debit;
- ▶ **Car Loans**
 - ▶ Applications to the Diocesan Manager;
 - ▶ A rate of 8.15% interest over 5 years.

Payroll, Pay Advice, Financial Stuff

- ▶ Changes to clergy payroll:
 - ▶ Please contact the Archdeacons and the Diocese as soon as possible;
 - ▶ Due by the end of the second week of each month;
 - ▶ PLEASE complete and return the *Clergy Change of Status Form*;

- ▶ Pay Advice:
 - ▶ Will reflect each deduction from your stipend;

Finance – LSMU Reimbursements

- ▶ Submit all expense claims per month to Lynne Usher by the first Friday of the new month before close of business.
- ▶ Allow two weeks to process:
 - ▶ Send to Lynne by Friday close of business.
 - ▶ The invoice will then be coded and sent to Bishop Jim for review and authorisation. This may take time due to Bishop Jim's availability.
 - ▶ Once Bishop Jim has authorised, the invoices will be submitted to TML for processing.
 - ▶ TML Process:
 - ▶ Weekly submission of invoices to TML every Monday close of business.
 - ▶ TML prepare payment files Tuesday and Wednesday
 - ▶ TML submit payment batch to Bank on Thursday
 - ▶ Bank pays on Friday.