



# **Anglican Diocese of Gippsland**

## **Administrative Circular**

### **2026**

*Issued by the Registry Office*

*For parishes, chaplaincies, diocesan bodies, office holders and ministry units*

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*Note: This document is intended as an administrative reference. Where a policy, canon, Act, contract, insurance schedule or other governing document applies, that document prevails.*

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## 1. Purpose and How to Use This Circular

This Circular is intended to assist clergy and parish officers by bringing together essential information about the Diocese's administrative arrangements. It should be used as a practical reference point and is not exhaustive. Content may be updated or expanded from time to time, and where another governing document applies, that document prevails.

## 2. Clergy Conditions of Service

### 2.1 Employment versus Office

For many years, there has been debate about the nature of clergy tenure. Current legal advice is that clergy (other than assistant clergy) are office holders, rather than employees of a parish or of the Diocese.

Over time, however, this distinction has become less clear, and it is anticipated that future legal advice may move toward clergy being regarded as employees of the Diocese. This distinction is important for some legal purposes.

In practice, clergy are already treated as employees in many respects, including for PAYG taxation, fringe benefits, superannuation contributions, and long service leave.

### 2.2 What is a Stipend?

A stipend is a form of payment provided to clergy to enable them to devote themselves to their ministry. It is a monetary allowance, rather than a salary or a fee for services rendered and should be clearly distinguished from wages or salary.

A salary is remuneration for work performed, usually assessed according to the nature and value of the work and often linked to specific duties or hours. A stipend, while paid in recognition of a minister's role, is not payment for tasks or defined hours of work.

Accordingly, the relationship associated with a salary is contractual, whereas the relationship associated with a stipend is covenantal.

#### ***The requirement of a just and equitable stipend***

Ministers should be paid a fair and adequate stipend. This reflects the principle that relationships within the Church should be grounded in equity and justice. It would not be just to provide a stipend that does not meet the legitimate needs of a minister, nor would it be just to set a stipend that, by reasonable standards, exceeds the Church's capacity to pay.

A fair stipend takes account of the general standard of living within the nation and has regard to average wage levels, calculated in an accepted manner. It recognises that ministers and those who support ministry often make, or continue to make, financial and personal sacrifices. It also recognises that ministry requires a high level of gifts and skills, while acknowledging that stipends are not set solely by reference to professional qualifications or market rates.

An adequate stipend is one that is sufficient to meet the reasonable living expenses of ministers and their spouses and families, having regard to the community in which they minister. While living expenses vary between households, Bishop-in-Council is required to make judgements about what constitutes reasonable and standard living expenses across Gippsland.

### 2.3 Centralised Payment of Stipends

Clergy stipends, together with the salaries of most lay staff, are paid centrally through the Registry Office on or before the 15th of each month.

Parishes are invoiced at the end of each month to recover these costs. Stipends and travel allowances are charged in advance, while other payments, including superannuation and long service leave, are charged in arrears.

### 2.4 Minimum Clergy Stipend

The minimum stipend arrangements are reviewed annually by Bishop-in-Council, having regard to the General Synod Guidelines for the Remuneration of Parish Clergy. Please see the table below outlining Stipend per annum (rounded).

Category	Percentage	Minimum Stipend	Days per Week					
			1	2	3	4	5	6
Persons in Orders in Charge of a Parish <sup>1</sup>	100%	\$67,986	\$11,331	\$22,662	\$33,993	\$45,324	\$56,655	\$67,986
Person in second and subsequent years in orders	90%	\$61,187	\$10,198	\$20,396	\$30,594	\$40,791	\$50,989	\$61,187
Person first year in orders	80%	\$54,389	\$9,067	\$18,133	\$27,195	\$36,260	\$45,325	\$54,389

### 2.5 Other Benefits

Clause 11 of the *Stipends, Remuneration and Allowances Act 1994* provides that the costs of heating, lighting and telephone calls (excluding personal long-distance calls but including internet connection fees) are payable by the parish for an incumbent or assistant minister.

A residence is also provided, together with the cost of travel. Where clergy provide their own residence and the rectory is leased, a Housing Allowance is paid, calculated as 80% of the rent received from leasing the rectory.

<sup>1</sup> This stipend is equivalent to that applied in the Anglican Diocese of Melbourne, as recommended by the Stipends Commission and approved by Bishop-in-Council.

## 2.6 Superannuation

Employer and employee superannuation contributions are forwarded to superannuation funds monthly.

The current contribution rates are:

- Parish: 15%
- Clergy: 10% by way of salary sacrifice, as determined by Bishop-in-Council under section 13 of the *Clergy Superannuation Benefits Act 1979*.

Superannuation contributions are calculated on the cash stipend only. Employer contributions are paid at a rate above the Superannuation Guarantee Contribution (SGC) to reflect the full stipend package, which includes housing, travel and other benefits in addition to the cash stipend.

## 2.7 Travel Funding and Casual Service Rates

Travel funding comprises three components:

- Car Replacement
- Fixed Costs
- Kilometre Allowance

### 2.7.1 Car Replacement

An annual amount of **\$5,534** is provided, pro rata, for car replacement, together with an additional allowance of **\$0.23** per kilometre for kilometres travelled more than 20,000 kilometres per annum.

A monthly amount of **\$461.17** is charged to parishes, pro rata, and credited to the relevant Car Replacement Accounts held in the Diocesan Trust Accounts for each clergy member.

*Note: Car loans to clergy have been suspended due to compliance issues with legislative requirements, pursuant to a Bishop-in-Council resolution made in April 2024.*

### 2.7.2 Fixed Costs

An annual amount of **\$1,510<sup>2</sup>** is provided, pro rata, to meet fixed motor vehicle costs, including registration, insurance, servicing and RACV membership.

This amount is paid monthly, either directly to the clergy member or retained and invested in a Trust Account and used to meet these costs.

### 2.7.3 Kilometre Allowance

A flat rate of **\$0.23** per kilometre applies.

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<sup>2</sup> Increased annually in accordance with the percentage stipend increase approved by Bishop-in-Council.

To assist in determining appropriate amounts, the following table may be used as a guide, please note, this is for a full-time minister, fixed costs and vehicle replacement is pro rata:

	Annual			Monthly			
Agreed Excess Kilometres	Fixed Allowance	Vehicle Replacement Allowance	Excess Kilometres Allowance	Fixed Allowance	Vehicle Replacement Allowance	Excess Kilometres Allowance	Total Payment
5,000	\$1,510.00	\$5,534.00	\$1,150.00	\$125.83	\$461.17	\$95.83	\$682.83
8,000	\$1,510.00	\$5,534.00	\$1,840.00	\$125.83	\$461.17	\$153.33	\$740.33
10,000	\$1,510.00	\$5,534.00	\$2,300.00	\$125.83	\$461.17	\$191.67	\$778.67
12,000	\$1,510.00	\$5,534.00	\$2,760.00	\$125.83	\$461.17	\$230.00	\$817.00
14,000	\$1,510.00	\$5,534.00	\$3,220.00	\$125.83	\$461.17	\$268.33	\$855.33
16,000	\$1,510.00	\$5,534.00	\$3,680.00	\$125.83	\$461.17	\$306.67	\$893.67
18,000	\$1,510.00	\$5,534.00	\$4,140.00	\$125.83	\$461.17	\$345.00	\$932.00

#### 2.7.4 Casual Services

The following rates apply for casual services:

- One service: **\$100.00**
- Each additional service: **\$50.00**
- A travelling allowance is payable at the casual travelling rate (see below).

#### 2.7.5 Casual Travelling

For casual travel and occasional services, a flat rate of **\$0.88** per kilometre applies.

Parishes experiencing difficulty in meeting this cost are encouraged to contact the Bishop or the Registrar to discuss possible assistance. Assistance will generally be considered where total travel exceeds 100 kilometres per return journey (that is, at least 50 kilometres one way).

#### 2.7.6 Out of Pocket Expenses - Honorary and Retired Clergy and Lay Ministers

Where retired clergy are resident within a parish, or where lay ministers are regularly engaged to take services at centres requiring significant travel, parishes are encouraged to contribute toward reasonable out-of-pocket expenses, such as petrol.

These arrangements are a matter for discussion and agreement between the individual concerned and the parish.

### 2.8 Stipendiary Lay Officers

The determination for Stipendiary Lay Officers (e.g. pastoral workers, youth workers) is outlined below for the guidance of parishes.



Category	Minimum Annual Stipend
Persons with relevant qualifications or a minimum of three years' work experience	\$61,187.00
All other persons	\$54,389.00

## 2.9 Salary Sacrifice

The salary sacrifice rate is set at **30%** of the combined value of the cash stipend, the value of housing, and the employer contribution to superannuation. For 2026, the salary sacrifice amount is calculated as follows:

Stipend:	\$67,986
Employer superannuation contribution (15%):	\$10,198
Housing allowance (Melbourne rate):	\$31,200
<b>Total remuneration base:</b>	<b>\$109,384</b>
Salary sacrifice amount (30%):	\$32,815

Within the Diocese of Gippsland, the following practices apply:

- Salary sacrifice funds may be used for any lawful purpose.
- Salary sacrifice arrangements are managed directly with the Diocesan Office, not the parish.
- Receipts are not required to be submitted to the Diocese but should be retained by the clergy member for taxation purposes.

## 2.10 Implementation of Variations to Clergy Conditions of Service

Parish accounts issued by the Diocese will reflect updated stipend and travelling rates from January each year, following the annual stipend determination by Bishop-in-Council.

Any parish wishing to vary its stipend arrangements must advise the Registrar as soon as possible. Travelling allowances are calculated based on agreed travel distances and may be varied from time to time by agreement between the Incumbent and the Parish Council.

The *Stipends, Remuneration and Allowances Act 1994* require the Parish Council and the Incumbent or Assistant Minister to agree annually on the applicable travelling distance. Any changes to this distance must be advised to the Registrar for implementation.

Parishes having trouble meeting stipend or travelling payments are requested to notify the Registrar or the Archdeacon as early as possible.

## 2.11 Clergy Leave

Clergy are entitled to annual leave, long service leave and other forms of leave, as set out in the Clergy Leave Guidelines at [Attachment H](#).

## 2.12 Clergy Removals

Clergy removal assistance arrangements are currently under review by the Stipends Commission. This section will be updated once a resolution has been endorsed. If immediate assistance is required, please contact the Registry Office.

## 2.13 Policy Guidelines For Parish Purchase of Cars for Clergy

Detailed policy guidelines regarding the parish purchase of cars for clergy are set out at [Attachment B](#).

## 2.14 Clergy Residences

The following extract from the *Parish Administration Act* applies to clergy residences:

*32 (1) The relevant churchwardens of the parish must report to the parish council on any expenditure necessary to keep the rectory and residences of the incumbent and clergy of the parish in good order and repair.*

*32 (2) The relevant churchwardens in the parish must inspect the rectory and other residences of the clergy of the parish at least once each year at a time convenient to the occupant of the rectory or residence.*

See also:

- [Attachment F](#) — *Guidelines on Clergy Occupancy of Church-owned Residences*
- [Attachment G](#) — *Clergy Residence Standards*

## 2.15 Clergy Living in Own Residence

Parish incumbents and other full-time clergy are normally required to live within the boundaries of the parish in which they are licensed, in a church-owned or church-leased residence.

In some circumstances, a clergy member may seek approval to live in their own accommodation where a church-owned residence is available. Any such arrangement requires the approval of the Bishop, in consultation with the Archdeacon and the parish.

Where approval is granted, a housing benefit will be paid. The housing benefit is calculated as 80%<sup>3</sup> of the rental income received from the church-owned residence, which will generally be leased on the open market at a commercial rate.

As far as possible, the housing benefit should not exceed the cost the parish would otherwise incur if the clergy member occupied the church-owned residence, considering rates and land tax. The housing benefit must not create a financial incentive for clergy to choose this arrangement. This reduced rate is agreed by the parish and the Regional Dean/Archdeacon.

Before approval is given, the Bishop will consider the following matters:

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<sup>3</sup> Approved December 2025

- (a) Whether the location of the proposed residence enables the effective delivery of ministry within the parish
- (b) Whether the clergy member is approaching retirement
- (c) Whether the parish would incur additional costs under the proposed arrangement
- (d) Whether there is a viable market for leasing the rectory in that location
- (e) Whether leasing the rectory would create difficulties for parish activities or operations

In the unusual circumstances where a parish is unable to provide a residence for a clergy member, the parish and the clergy member will agree the value of the housing benefit in consultation with the Bishop and the Registrar. In general, the housing benefit will reflect the full rental value of a rectory-standard residence in the relevant location.

## **2.16 Health Insurance**

A corporate health insurance program is in place with Latrobe Health Services for stipendiary clergy and lay employees of the Diocese. Clergy holding Permission to Officiate and retired lay employees are also eligible to participate.

The program offers reduced premium rates through group purchasing arrangements. In addition, the Diocese meets the excess on hospital claims made under the scheme.

Enquiries may be made directly to Latrobe Health Services on 1300 362 155, quoting the *Anglican Diocese of Gippsland Corporate Plan*.

## **2.17 Centrelink Income Assessment of Clergy**

The treatment of income differs significantly between the Australian Taxation Office and Centrelink.

The Australian Taxation Office and Services Australia (Centrelink) apply different legislative frameworks and definitions when assessing income. The ATO assesses taxable income under Commonwealth taxation law, while Centrelink assesses income for social security purposes under the *Social Security Act 1991* and related instruments. As a result, the income amount used for taxation purposes may differ from the income amount used for Centrelink assessments.

Clergy are encouraged to seek advice from their accountant, and/or consult the Australian Taxation Office and Centrelink directly, for guidance on how income is treated under each system.

## **2.18 Archdeacons' and Deans' Allowances**

These allowances are paid to the parishes of which the rector holds the office of Archdeacon or Dean.

The Archdeacon or Dean and the parish council should agree how the allowance is to be applied. This is particularly relevant where the office holder maintains their own motor vehicle.

The allowance rate as of 1 January 2026 is \$22,639.34 (1/3 of stipend) per annum. This is currently under review by the Stipends Commission. When a new rate is resolved, this section will be updated.

### **2.19 Clergy Professional Development**

There is an expectation that clergy attend the clergy conference and clergy retreat as part of their ongoing professional development. The costs associated with these events are allocated as follows:

- Parishes meet the full cost of accommodation and meals for each clergy member attending the clergy conference.
- Parishes meet 50% of the cost of accommodation and meals for each clergy member attending the clergy retreat, with the Diocese meeting the remaining 50%.

The Diocese meets all other costs associated with speakers and retreat leaders.

## **3. Fair Work Arrangements and Employment Compliance**

### **3.1 Complying with *Fair Work Act***

While clergy fall outside the jurisdiction of the *Fair Work Act*, authorised stipendiary lay ministers and all other employees are covered by Fair Work legislation.

Churchwardens must ensure that parish employees receive at least the following minimum employment standards.

### **3.2 The 11 National Employment Standards (NES)**

The *Fair Work Act 2009* establishes 11 National Employment Standards (NES) that apply to all employees:

- 1) Maximum weekly hours
- 2) Requests for flexible working arrangements
- 3) Parental leave and related entitlements
- 4) Annual leave
- 5) Personal and carer's leave, and compassionate leave
- 6) Community service leave
- 7) Long service leave
- 8) Public holidays
- 9) Notice of termination and redundancy pay
- 10) Fair Work Information Statement
- 11) Casual Employment Information Statement

Full details of the National Employment Standards, including the Fair Work Information Statement, are available on the Fair Work Ombudsman website: [www.fairwork.gov.au](http://www.fairwork.gov.au)

## 4. Insurance

### 4.1 Insurance Cover

Current insurance resources are available from the Registry Office, via the diocesan website, or directly from Anglican Insurance and Risk Services (AIRS).

- Diocesan website: <https://www.gippslandanglicans.org.au/resources/diocesan-resources>
- Anglican Insurance and Risk Services (AIRS): <https://www.airs.org.au/>

These resources include information relating to property, public liability, professional indemnity, and other insured risks.

### 4.2 Payment of Premium

Parishes meet their insurance premium contributions through monthly invoicing issued by the Registry Office.

#### ***Note – Insurance & Risk Handbook (in development)***

*The Registry Office is preparing an Insurance & Risk Handbook to bring together guidance for parishes on incident reporting, claims management, and key risk considerations. The Handbook will be issued to parishes once finalised.*

*In the interim, all incidents, accidents, and near misses must be reported to the Registry Office as soon as practicable. The Registry Office can provide advice and support in relation to insurance matters.*

## 5. Missionary Agencies - Handling of Funds

Parishes must remit funds collected for missionary agencies directly to the relevant agency.

## 6. Collections at Confirmation and Induction Services

It is standard practice for loose collections taken at Confirmation and Induction services to be allocated to Gippsland Ministry Foundation.

Clergy are asked to announce this at the service and to ensure that the funds are forwarded to the Registry Office as soon as practicable after the service.

## 7. Accounts Issued by Registry Office

### 7.1 Monthly Invoices

From 1 January 2026, monthly Stipend Accounts, commonly referred to as the “S Invoice”, issued by the Registry Office as close as practicable to the 6th of each month, will include the following items:

- a) Stipend charged half a month in advance and half a month in arrears
- b) Travel allowances, where applicable and varying by parish

From 1 January 2026, monthly Bishop-in-Council Accounts, commonly referred to as the “B Invoice”, will include payment for the following items:

- Superannuation, being the employer contribution of 15% of the actual stipend, subject to legislative requirements.
- Long service leave, as required under the Long Service Leave Canon
- Parish Contribution
- The *Gippsland Anglican* subscription (except January)
- Insurance

## 7.2 Ad Hoc Invoices

From time to time, the Finance Office may issue one-off invoices. Examples include, but are not limited to, copyright licences, accounting fees, and retreats.

## 8. Submission of Proposals to the Diocese

Diocesan approval is required for the following categories of proposals.

ACTION	METHOD OF SUBMISSION	APPROVING AUTHORITY
Borrowing Funds from ADF	Application to the Finance Committee.	Finance Committee and/or Bishop-in-Council.
Altering a building on church land	See <a href="#">Attachment C</a>	Bishop-in-Council
Constructing a building on church land		Bishop-in-Council
Varying the furnishings or ornaments in a church	Application to the Registrar	Bishop
Legal documents	All legal documents, including contracts, transfers of land, and building contracts, must be forwarded to the Registrar	Trusts Corporation

This list is not exhaustive. Parishes should contact the Registrar where there is uncertainty about whether diocesan approval is required.

## 9. Election of Lay Members of Synod

The election of lay members of Synod is governed by the *Synod Act 1997*. Elections for lay members are held every three years.

Under section 29 of the *Synod Act 1997*, the dates and venues of Synod sessions are determined by the Bishop.

Parishes will be advised in advance of Synod session dates and election procedures. Current information is available from the Registrar.

## 10. McNeilly Trust

Grants from the McNeilly Trust are currently suspended. Parishes should contact the Registrar for advice on the status of the Trust.

## 11. The Nature of Parish Incorporation

The following form of words is normally used to describe the nature of parish incorporation.

*"A parish is an established unit of the Anglican Diocese of Gippsland. While the Diocese is an unincorporated body, its existence is recognised in the Church of England Act 1854, the Anglican Trusts Corporations Act 1884 and the Anglican Church of Australia Constitution Act 1960 of the Parliament of Victoria.*

*Property held for the use of the Anglican Church of Australia within the Diocese is vested in the Anglican Trusts Corporation of the Diocese of Gippsland, a body corporate formed and incorporated under the Anglican Trusts Corporations Act 1884 of the Victorian Parliament. It is not incorporated under Company Law.*

*The Trusts Corporation is the corporate trustee for the Diocese. Property of the Diocese, including parishes and organisations, is held by and in the name of the Corporation. Formal contracts in writing by or on behalf of the Diocese or any of its parishes or organizations are entered into by the Trusts Corporation as trustee for the Church in the Diocese. This includes applications and agreements in relation to government grants, building contracts and property leases."*<sup>4</sup>

## 12. Copyright and Intellectual Property

The Diocese holds a diocesan-wide copyright licence with *Christian Copyright Licensing International (CCLI)*, which applies to all parishes and diocesan bodies. This arrangement provides a reduced licence cost compared with individual parish licensing.

Licence fees are apportioned to parishes in accordance with the methodology determined by CCLI, based on congregational size. Parishes cannot opt out of this diocesan arrangement.

Further information about the CCLI licence is available at <https://au.ccli.com>.

See also [Attachment E](#) for copyright matters relating to *A Prayer Book for Australia*.

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<sup>4</sup> Advice of Diocesan Chancellor received on 24 January 2006 on this statement

## END OF MAIN DOCUMENT

Attachments follow.

**Note:** *Attachments may be updated from time to time. Where an updated version is issued, it supersedes earlier versions.*



## Attachment A

### Long Service Leave Fund: Summary of Key Provisions<sup>5</sup>

The Long Service Leave Fund is governed by the Long Service Leave Canon 2010 of the Anglican Church of Australia. This Canon came into effect on 1 January 2015.

The following pages contain an extract from the Anglican Church of Australia's *Long Service Leave Fund Fundamentals*. It provides a practical overview of how the Fund operates, including eligibility, the recognition of service, available leave, and payment arrangements.

This summary is provided to help clergy and parish officers understand the main features of the Fund. It does not replace the Canon. If there is any difference between this summary and the Canon, the Canon applies.

The full Long Service Leave Canon 2010 can be read on the Anglican Church of Australia website:

[https://anglican.org.au/wp-content/uploads/2019/03/Long\\_Service\\_Leave\\_Canon\\_2010\\_updated\\_GS17.pdf](https://anglican.org.au/wp-content/uploads/2019/03/Long_Service_Leave_Canon_2010_updated_GS17.pdf)

If you have questions about how the Fund applies in practice, please contact the Registry Office.

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<sup>5</sup> **Version:** February 2026

## **Long Service Leave Fund Fundamentals**

### **SUMMARY OF THE MAIN PROVISIONS OF THE FUND**

The Long Service Leave Fund was created in 1966 by the Canon of the General Synod of the Anglican Church of Australia. The Fund operates under General Synod Canon 2010 with effect from 1 January 2015 (former Canon 1992-1995).

### **ELIGIBLE PARTICIPANTS (FORMERLY KNOWN AS MEMBERS)**

In accordance with the LSLF 2010 Canon, participants is a member of Clergy in receipt of an ordinary stipend, or is a member of a class of people defined with the consent of the Board as a participant by the participating diocese or participating organisation.

A member of Clergy includes:

- A bishop of a diocese;
- a person in holy orders collated instituted or licensed by the bishop of a diocese to the cure of souls in a parish or to any other appointment in a parish;
- a bishop, dean, archdeacon, canon, principal, vice principal or tutor in holy orders of a university or theological college, a principal of a school or a chaplain, or other person in holy orders licensed to a distinct official position in the diocese or holding some other licence of the bishop of the diocese.
- A person in holy orders on missionary service; or
- A person licenced by the bishop of the diocese to exercise the office of deaconess in that diocese.
- The Bishop to the Defence Force, and Defence Force chaplains in holy orders. *(Please note that this is a new class for eligible participants, effective 1 January 2015)*

The Board has consented to the following classes of persons, who are licensed by a Bishop, and in receipt of an ordinary stipend to be eligible participants in the Fund.

- Lay ministers
- Lay Theological Lecturers
- Lay Chaplains

### Part time participants

A member of clergy or other eligible classes of persons in part time service in a participating diocese or participating organisation are eligible to be in the Fund. The payment for contributions as well as the payment of leave is pro-rated according to the advice given to the Fund by the participating diocese or organisation.

The Board has introduced a policy for part time participants in the Fund –

- The Board encourages the dioceses and organisations to maintain the same FTE for a participant for a reasonable period. The dioceses are to allocate the full-time equivalent period for a minimum of 1 quarter.
- The FTE service is to be amended at the beginning of each quarter, and not during the quarter.
- The allocations for Full Time Equivalent (FTE) service may be distributed in accordance with the policies of the participating dioceses and participating organisations. The apportionment should be

allocated in whole numbers such as 0.20 or 0.40 and not in denominations of 0.1997 etc., for example.

**Participating Organisation means –**

- An organisation which employs 1 or more members of clergy and agrees to the terms and conditions of participating in the scheme of this Canon, upon application to and approval by the Board to become a participating organisation.

**Qualifying Service and Entitlements**

Qualifying Service is service rendered in a participating diocese or organisation, and who participates in the schemes of the former Canons and the current Canon.

- In accordance with the former Canon 1992-1997 participants of the Long Service Leave Fund are entitled to 10 weeks LSL on completion of 10 years qualifying service in respect of each year of qualifying service prior to the Commencement Date of the LSLF 2010 Canon.
- The 2010 Canon came into effect on the 1 January 2015. The entitlement for participants are at a rate of 13 weeks for 10 years qualifying service, 1.3 weeks in respect of each year of qualifying service from and after the Commencement Date of the 2010 Canon.
- From 1 January 2018 the entitlement has reverted to 1 week of qualifying service in respect of each completed year of service. This is called the “**Revision of Entitlement**”
- It is unlawful for members to take Long Service Leave and continue with paid employment during the period of long service leave.
- Long Service Leave cannot be paid as cash in lieu of leave, except as provided for in the Canon.

**Payments of Long Service Leave**

**Notional Stipend**

- The Notional Stipend is reviewed annually by the Board. The Standing Committee upon advice by the Board approves the rate of the Notional Stipend which is used to determine the amount paid for each week of LSL taken.
- Benefits are paid by the Fund and are made to the appropriate diocese or participating organisation, to be paid to the member requesting the leave. The leave benefits should be paid as agreed between the participant, and the diocese or organisation and in accordance with diocesan policies.
- The balance of the leave component of the payment is facilitated by the Diocese to assist in the payment for the replacement locum, etc.

**Sabbatical Allowance (formerly known as Supplementary Allowance)**

- The Sabbatical Allowance was introduced from the 1 January 1987 to encourage and assist participants with the cost of taking leave.
- The Sabbatical Allowance is payable for Long Service Leave taken, on death or permanent disability. It is not payable on resignation or retirement.

- The Board periodically reviews the rate set for the Sabbatical Allowance.
- The rate for the Sabbatical Allowance was set at 80% of the Notional Stipend up to the 31 December 2015.
- For the 2016 year the Board has revised the rate for the Sabbatical Allowance benefit to the rate of 75%, and for the 2017 period to the rate 70%.
- The Board has reviewed the rate and agreed to revert to 80% of the Notional Stipend. This is called the **“Revision of Entitlement”**, with effect from 1 January 2018.

#### **Payment in Lieu of Resignation or Retirement**

- When a participant of the Fund who completes not less than 5 years qualifying service resigns or retires, the participant is to be paid one week for each year of service completed before the Commencement Date of the 2010 Canon, and 1.3 weeks for each year of service completed after the Commencement Date (1 January 2015) of the 2010 Canon, together with a proportionate payment for any incomplete year of qualifying service. This payment is not to include the sabbatical allowance.
- With effect from 1 January 2018 the entitlement has reverted to 1 week of qualifying service in respect of each completed year of service. This is called the **“Revision of Entitlement”**

#### **Payment in Lieu of Death**

- If the qualifying service of a participant terminates by reason of the participant’s death, then an amount for each completed year of service is to be paid, one week for each year qualifying service before the Commencement Date of the 2010 Canon, and 1.3 weeks for each year completed after the Commencement Date of the 2010 Canon together with a pro-rata payment for any incomplete year of service rendered.
- With effect from 1 January 2018 the entitlement has reverted to 1 week of leave in respect of each completed year of service together with a pro-rata payment for any incomplete year of service rendered. This is called the **“Revision of Entitlement”**.
- This payment does include the Sabbatical Allowance with effect from 11 May 2022.

#### **Periods of leave**

- There is no minimum amount for weeks of leave that a participant may take.
- Any period of leave granted must consist of 7 days for 1 week of leave.
- The Long Service Leave period is to include public holidays but to exclude annual holidays and sick leave.

#### **Notice of leave**

Every participating diocese or participating organisation must determine when participants may take leave, and if the participant so agrees must give at least 3 months notice of the date from which the leave is proposed to be taken.

## **Attachment B**

### **Church-owned Vehicles<sup>6</sup>**

#### **A. BISHOP-IN-COUNCIL VEHICLE PURCHASING GUIDELINES**

Bishop-in-Council recognises that under the current tax regime, vehicles can be obtained under Government purchasing arrangements.

1. Bishop-in-Council recommends this as an option for parishes, alongside the present scheme in which clergy provide their own vehicles.
2. Purchases should be for new vehicles of a suitable make and model that are readily available on the Australian market. Changeovers should be made at the most economical time.
3. Where vehicles are purchased for clergy, they should be registered in the name of 'The Trusts Corporation of the Diocese of Gippsland' and name the parish or other ministry entity.
4. If vehicles are to be financed, this must be through ADF-Gippsland. Insurance should also be under the Diocesan policy.

#### **B. GUIDELINES ON THE CLERGY USE OF CHURCH-OWNED VEHICLES**

The following guidelines will normally apply in these circumstances. Any variations should be based on discussion and the reaching of a mutual understanding between the member of the clergy and the parish council.

##### **Provision of Vehicles**

1. The parish members of the clergy appointments board are responsible to provide the Bishop with a clear indication of the travelling arrangements in the parish, so that proper consideration can be given when the board meets. Where parishes own the vehicle and it is agreed that this arrangement should continue, careful consideration must be given to the situation of the incoming incumbent who has had his or her own vehicle so that he or she is not financially disadvantaged if he or she agrees to follow the normal practice in the parish.
2. When buying a vehicle, consideration should be given to the types of vehicles that will cope with the roads in the parish and the size of the clergy family. The views of the member of the clergy on the size of vehicle required for both parish and family use should determine the size of vehicle purchased. The model purchased would normally be of a type commonly available in Australia.

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<sup>6</sup> *Version: Pre-February 2026*

### **Operation of Vehicles**

3. As early as possible during the appointments process the member of the clergy and the parish council should discuss from the application of these guidelines so that any misunderstandings do not arise in the future due to different expectations of the member of the clergy and parish council members.
4. The member of the clergy is responsible for the safe operation, routine maintenance and general care of the vehicle to ensure it remains available for use. It is recommended that the parish council appoint a nominated person or persons with whom the member of the clergy may raise any vehicle-related matters.
5. A qualified mechanic should carry out all work on the vehicle. The service record book belonging to the vehicle should be kept up to date throughout its life.
6. The member of the clergy shall always have the use of the vehicle for parish and personal use, and for travelling outside the parish, including holidays. The member of the clergy will pay for fuel only when the vehicle is used for annual leave or long service leave.
7. The member of the clergy shall be responsible for determining who may drive the vehicle.
8. The vehicle is to be insured in the name of the Anglican Trusts Corporation and the name of the member of the clergy as driver, and the parish will pay all excess due in the case of any accident. If persons in the clergy family under 25 are to drive the vehicle, the clergy family shall pay any surcharges.
9. The parish should not expect the member of the clergy to use alternative transport unless he or she indicates a preference.
10. It is expected that members of the clergy will respond to normal diocesan obligations and relationships with other clergy, which may necessitate travelling outside the parish.

### **Resolution of Any Issues**

11. These guidelines must be formally received at Parish Council before a purchase is entered.
12. The Archdeacon must be satisfied that both the clergy member and the parish council are comfortable with the arrangements.
13. Where a difficulty or dispute arises regarding arrangements, the matter should be referred in the first instance to the Regional Archdeacon.

## Attachment C

### Anglican Diocese of Gippsland

#### Guidelines Relating to Construction and Alteration of Church Buildings<sup>7</sup>

See Division 2 (sub-sections 10 to 19) of the *Parish Administration Act*. This Act provides that a church building or alterations to an existing church building need approval of Bishop-in-Council. The following is a practical outworking of the Act that has evolved for the Diocese of Gippsland.

1. The first step is approval of the Parish Council for the erection of a church building (Church, Hall, Rectory, etc.) or alterations to any church building in the parish.
2. Plans then need to be discussed with the relevant Archdeacon. When agreement is reached, the parish should apply to Bishop-in-Council.
3. It has become a practice in the Diocese for a letter of 'preliminary advice' to be sent to the Registrar of the Diocese for Bishop-in-Council which, if it agrees, will give 'approval in principle' thus enabling the Parish to proceed with detailed plans and specifications for the building or alterations suggested by the parish.
4. When these plans are completed, the parish should meet again with the relevant Archdeacon to discuss them before the formal application is made to Bishop-in-Council.
5. Alterations of a minor nature to a church building can be made with the approval of the Registrar who, in consultation with the relevant Archdeacon, has authority to give approval up to a certain limit.
6. Application for approval of a church building or alterations above the Registrar's limit of authority must be given in writing to the Registrar of the Diocese accompanied with proper plans and specifications and a written estimate of the cost involved, together with proposed arrangements for meeting that cost.
7. Construction of major alterations shall not proceed until a contract has been executed.
8. The Registrar needs to be informed if any serious difficulties arise during the course of the building construction or renovations to a church building.
9. Faculties. Fabric, furnishings and ornaments of a church must not be added to, removed, or altered except in accordance with a faculty from the Bishop. See Section 19 of the *Parish Administration Act* 1995 which reads as follows:

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<sup>7</sup> Version: Pre-February 2026

### *Faculties*

- 19. (1) Fabric, furnishings and ornaments of a church must not be added to, removed or altered except in accordance with a faculty from the Bishop.*
  - (2) Application in writing for a faculty may be made by the incumbent and churchwardens of a church on the recommendation of the parish council after consultation with the relevant Archdeacon and otherwise in such manner as the Bishop prescribes from time to time.*
10. Application for a faculty must be on the form provided and signed by the Incumbent and Churchwardens.

*Prepared by Archdeacon Clem Watts*



## Attachment D

### Trust Policies Approved by Bishop-in-Council (As revised from time to time)<sup>8</sup>

**12 September 1989**

#### **1. Parish Trusts General**

That is funds left to Parishes by Will or donation but which are not governed by expressed terms or directions from the Will or Donor. The funds in this category can be used for charitable purposes other than day-to-day running expenses.

##### **Policy**

That Parish Trusts which were not restricted by Trust terms be able to be withdrawn without the necessity of Bishop-in-Council's approval for charitable purposes and not for day to day running expenses.

#### **2. Parish Trusts - Specific Terms**

These funds are received by way of bequest or from a donor who gives specific terms and directions as to what and how the funds may be appropriated.

##### **Policy**

That Parish Trusts with specific Trust terms be able to be withdrawn upon an application being made to the Registrar. He would be required to refer the request to The Trusts Corporation (or Diocesan Legal Advisor if appropriate) whose duty is to ensure that the purpose for which the funds were to be used accords with the terms of the Trust.

#### **3. Parish Trusts - Land Sale Proceeds**

These Trusts usually derive from the sale of Parish land and traditionally have only been applied to other land purchases or capital works. It is reasonable also to form the view that the original donors may have created an implied trust and that such proceeds ought only be applied to land and buildings.

##### **Policy**

That the approval of Bishop-in-Council be required for the release of land sale proceeds that such funds be only released for purchases of land, erection or renovation of buildings.

#### **4. Parish Trusts - Parish Investment**

These funds are placed with the Diocese for investment and represent surplus funds from the parish.

##### **Policy**

That Parishes be able to be withdraw without the necessity for Bishop-in-Council approval and without restriction on their use and application.

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<sup>8</sup> Version: January 2022

## **5. Parish Trusts – Parish Funds Raised for Particular Purposes.**

A parish may have a fund raising event to raise money for a particular purpose and moneys invested with the Diocese.

### **Policy**

That funds be available for withdrawal provided it is for the stated purpose. Where it becomes impractical to apply funds for the stated purpose, application and approval be obtained from Bishop-in-Council to vary the terms.

## **6. Diocesan Trusts**

It was noted that apart from those trusts which gave express authority to the Bishop of Gippsland to allocate, Diocesan Trust funds may only be appropriated on the authority of the Bishop-in-Council as it may direct from time to time.

13 December 2007

## **7. Sale of Church Property**

That in recognition of the wider needs of the church the net proceeds of the sale of all church properties be allocated as follows:

- 20% to the benefit of the Anglican Diocese of Gippsland, with current allocation being made for 18.5% to Redress costs and 1.5% to fund indigenous ministry;
- 80% being established as a Parish Trust for the particular parish in which the property is situated

This policy may be waived or varied by Bishop-in-Council

- in cases where, in the opinion of the Council, the parish's viability is at risk; or
- in respect of that portion of the funds that are to be used for capital purposes within the parish which have been approved by the Council as essential to its mission

(Amended 16 December 2021)

## **8. Distribution of Interest on Trust Funds**

- That all income from trust funds be released for parish operating purposes in each financial year less the CPI minus 2% of capital.
- In relation to the annual income of the Gippsland Ministry Foundation, 10% and no more than 20% of the income of the Foundation is be applied to Aboriginal ministry in the diocese through the Gippsland Aboriginal Ministry Fund. (Added 14 April 2011)



(Richard Connelly)

**Registrar**

5 January 2022

## Attachment E

### APBA Copyright Licence for Parishes & Rules for Reproduction<sup>9</sup>

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<sup>9</sup> **Version:** February 2026

## Attachment F

### Guidelines on Clergy Occupancy of Church-owned Residences<sup>10</sup>

These guidelines are for the use of parish clergy and the parish councils to clarify responsibilities in relation to clergy housing. They are designed to ensure that residences are maintained at an appropriate standard once they have been occupied.

Before the appointment is made, the parish members of the clergy appointments advisory board are responsible to provide the Bishop with a clear indication of the condition of clergy residences to be occupied by a new appointee. The Archdeacon has the responsibility to inspect the residence to ensure that it is up to an acceptable standard. These guidelines cover the position once upgrading before occupancy has been arranged.

As early as possible at the time of appointment to a parish the clergy member and the parish council, perhaps through the churchwardens, should consider these guidelines and come to a mutual understanding if there are to be any variations. This process is intended to prevent misunderstandings because of different expectations held by the clergy member and the parish council.

#### **1. The Parish Council will:**

- a. in consultation with the relevant Archdeacon, ensure that the premises comply as far as is practicable with diocesan clergy residence standards and are in a reasonably fit condition for use as a clergy residence at the commencement of the occupancy;
- b. allow the clergy member and his or her family to occupy the residence as a private home and to place no obligation on the clergy member which would involve the parish use of any part of the rectory without his or her initiative;
- c. pay all maintenance costs, rates and other outgoings on the residence;
- d. complete without delay all reasonable repairs relating to the clergy members ordinary use and occupation of the residence; and
- e. give authority to the clergy member to effect repairs including those involving the engagement of tradespersons, on non-discretionary matters such as plumbing and electrical problems. An annual financial guideline of \$500 is recommended for these items.

#### **2. The Clergy Member will:**

- f. ensure that the premises are used only as a residence other than for any parish use agreed to by the clergy member;
- g. takes care of the residence and keeps it in a clean condition, in particular:
  - i. keep the grounds and gardens tidy and free from rubbish and the guttering

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<sup>10</sup> **Version:** Pre February 2026

- and storm water downpipes free from debris and foul matter;
- ii. take special care of the parish items within the residence including carpets and curtains;
  - iii. make no alterations or additions to the residence without the consent of the parish council;
  - iv. do no decorating that involves marking, defacing or painting any part of the premises, without the consent of the parish council;
  - v. ensure that nothing is done that might prejudice any insurance which the parish has in relation to the residence;
  - vi. notify the parish council promptly of any loss, damage or defect in the residence;
  - vii. take all reasonable precautions against the outbreak of fire in the premises; and
  - ii. viii keep up and preserve in good condition the lawn and garden belonging to the residence.

**Note: Parishes are encouraged to assist clergy in relation to items listed under i. and viii. especially in cases where Rectories and gardens are extensive and bearing in mind that clergy are expected to be available to undertake ministerial responsibilities for six days per week.**

### **3. General**

The parish council and the clergy member will:

- arrange an inspection of the residence to be carried out by the churchwardens on an annual basis;
- facilitate the inspection of the residence by a diocesan representative from time to time.

## **Attachment G**

### **Anglican Diocese of Gippsland Clergy Residence Standards<sup>11</sup>**

#### **1. Planning Guidelines**

The following "benchmark" is used by Bishop-in-Council when considering plans for new residences or the upgrading of existing residences.

The residence should include as far as possible:

- 4 bedrooms
- 2 bathrooms
- a study (12 square metres with a minimum width of 3 metres)
- lounge room
- family room
- kitchen
- laundry
- double garage (preferably constructed as part of the residence and constructed of the same materials)

In planning clergy residences, particular attention should be given to separating the bedrooms and family living areas from the "public" areas such as the study and lounge room. If possible, there should be separate external access to the study.

The use of an architect is strongly recommended.

#### **2. Furnishings and Fittings**

The following items are normally required:

- a fenced area for the safety of children and for Rectory privacy;
- insect screenings on doors and windows and exterior openings such as chimneys;
- garage, or at least a carport with lock-up shed for tools, garden implements and storage space;
- rotary clothes hoist or other clothesline;
- television antenna;
- septic tank where sewerage is not available;
- appropriate fire extinguisher, properly maintained;
- floor coverings (carpet throughout except that the kitchen floor should have either kitchen carpet or hard coverings, and the laundry and bathroom(s) should have hard coverings);

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<sup>11</sup> **Version:** Pre February 2026

- all windows to have curtains or drapes and security locks;
- built-in linen cupboard (recommended minimum dimensions 1.8metres high, 1.8 metres wide, 0.6 metres deep);
- all bedrooms to be built-in wardrobes (recommended dimensions 1.8metres high, 1.8 metres wide, 0.6 metres deep) with drawers or shelves if requested;
- light fittings in all rooms;
- normal modern fixtures in kitchen, bathroom and laundry, including a hot water system and dishwasher;
- study furniture (a suggested minimum: bookshelves, large filing cabinet, cupboard space for robes and other equipment); and
- adequate provision for heating in living areas.

## **Attachment H**

### **Clergy Leave Guidelines<sup>12</sup>**

#### **1. Introduction:**

The purpose of these guidelines is to set out the various forms of clergy leave. The guidelines were adopted by Bishop-in-Council on 8 December 2011.

The guidelines may be seen as either describing what it is good practice, except possibly for the one day off a week for full-time clergy, and as a consequence not in need of synod legislation or if necessary, some of the provisos might need to be provided for by future Synod legislation.

These guidelines should be discussed by parishes with their clergy and where there are issues to be resolved, these need to be worked out with the wardens and if necessary, the Parish Council, the Archdeacon or the Bishop.

## **PART 1 – GENERAL WORKING CONDITIONS**

#### **2. Clergy hours**

- 1) A clergy member who is in full time service in a parish is generally expected to work six days a week and is entitled to one day off per week.
- 2) A day is to be defined as a minimum of two sessions, where a session is morning afternoon or evening
- 3) Sessions beyond this may be regarded as voluntary.
- 4) Any Sessions over 12 per week may be taken as TIL

#### **3. Days Off**

- 1) Where it is not possible for a clergy person to take a day off in a week due to a ministry commitment or commitments, another day in the same week should be taken.
- 2) When it is not possible to take a day off in a particular week, these days may be accumulated as TIL (Time in Lieu) and to be taken as soon as possible.

#### **4. Time in Lieu (TIL)**

That given the pressures demands of ministry and the difficulties clergy may have in having a regular day off, clergy be encouraged to work a TIL System.

- 1) TIL may be taken by clergy when:
  - i. Clergy have worked more than twelve sessions in a week
  - ii. A day off has not be taken in the week

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<sup>12</sup> **Version:** Pre February 2026



- 2) TIL accrued should generally be taken within a six-month period unless other arrangements have been made.

**5. Clergy working conditions to be administered by Clergy, Wardens and when necessary the Bishop.**

A clergy member should decide working conditions in consultation with a mentor, (professional development supervisor), wardens and the Bishop as the final arbitrator. In working these patterns out clergy be encouraged to have a rule of life, that is the basis for any criteria to assess performance.

## **PART 2 – ANNUAL LEAVE**

Clergy annual leave is provided for in the *Appointments Act* 1994 as follows -

Recreation leave and temporary absence

24. "(1) The incumbent of a parish and an assistant minister in a parish is entitled to recreation leave at the rate of 28 days, including 4 Sundays, in each year of service in the parish.
  - (1A) For the purposes of sub-section (1), "year" means a year beginning on the date of induction, commissioning or licensing in the parish".
  - (2) An assistant minister shall take the leave at such time as is agreed with the incumbent.
  - (3) An incumbent or assistant minister in a parish shall not -
    - (a) be absent from the parish or ministry for more than 72 hours without first advising the relevant Archdeacon and an officer of the parish; and
    - (b) be absent from the parish for more than 28 consecutive days without also first obtaining the approval of the Bishop.
  - (4) Recreation leave must be taken in the year in which it accrues or in the next succeeding year, unless the Bishop otherwise approves.
  - (5) Recreation leave accrued during an appointment to a parish must be taken before the end of that appointment."

Leave forms may be obtained from the Registry Office or on the Diocesan website (Username and password required). Clergy are requested to complete the form and send it to the Registry Office. The Registry will send a copy of the form to the relevant archdeacon.

## PART 3 – LONG SERVICE LEAVE

The Long Service Leave Fund will provide funds for long service leave on the basis of a notional stipend determined by the Standing Committee of General Synod. In 2024 the notional stipend will be \$81,063pa and will be disbursed as follows:

	For leave commencing on or after 1 January 2026
Cash Stipend paid to member (per week)	\$1,741.40
Sabbatical Allowance	\$1,389.31
Paid to parish to cover: <ul style="list-style-type: none"><li>• employer's superannuation contribution</li><li>• long service leave contributions</li><li>• WorkCover</li><li>• Any Allowances offered</li></ul>	\$XXX

Further information on Long Service Leave is at [Attachment A](#).

## PART 4 – STUDY LEAVE AND PROFESSIONAL DEVELOPMENT

### 6. Clergy Entitled to Two weeks Leave for Study and Professional Development

1. A clergy member who is in full time service in that parish is entitled to two weeks study and professional development leave per year
2. This leave may be taken as a block or in part. As with all other leave when and how needs to be by mutual agreement with the Parish.
3. This leave can only be accumulated by agreement
4. The use of this leave should be as flexible as possible and not restricted to formal study programs but rather be in harmony with the life and Ministry directions of the clergy person has discerned in consultation with their professional development supervisor, mentor and the bishop.

## PART 5 – SICK LEAVE, MATERNITY LEAVE, PATERNITY LEAVE, ADOPTION LEAVE AND COMPASSIONATE LEAVE

### 7. Awareness needed that Clergy are in need of these provisions

Parishes need to be aware that clergy are entitled to Sick, Leave, Maternity Leave, Adoption Leave and Compassionate Leave. The social rule of thumb is two weeks sick leave a year. Unless a legislative path is chosen with regard to these provisions, then, given the diversity of circumstances and life situations it is suggested that these provisions are best provided for by the establishing of or extending existing financial provisions so that the burden on Parishes can be equitably shared. See below.

## **PART 6 – FINANCIAL PROVISIONS**

### **8. Establishing a fund or extending the Provisions of Existing fund**

That financial provision is made so that the burden of sick leave, maternity leave and adoption leave is shared by the Parishes of the Diocese rather than by the Parish in which the Clergy Person resides. Current provisions whereby funding for sick leave is available after eight days of sickness, would seem to cover this adequately at the moment.

## **PART 7 – PART TIME MINISTRY**

### **9. These Guidelines to apply pro rata to part time ministries**

A clergy member whose paying authority is a Parish Council and who is in part time service in that parish is entitled to the provisions of this ordinance, pro rata.

## **PART 8 – NOTES**

### **10. Guidelines to be seen in the light of Ministry as a Vocation**

No provisions within this ordinance are to be seen as detracting from the essential nature of ministry as a vocation and that clergy are paid a stipend that they might serve God in whichever way God leads them.

## Attachment I

### Privacy Policy for the Diocese and Parishes<sup>13</sup>

#### PURPOSE

To encourage sensitivity and appropriate respect for individuals in the collection and use of information for Church purposes.

To provide formal guidelines for the Diocese and Parishes to ensure protection of people's privacy.

#### GUIDELINES

##### 1. Collection

It is usual for the Parish Councils and the Diocese to collect personal information about Church members and potential Church members including their religious practices. In addition, it is usual for the Diocese and Parish Councils to collect information from service providers, contractors and agents. It is important that the collection of personal information is fair, lawful and not intrusive. A person must be told the name of our organisation, the purpose of collection and how to get access to their personal information and what happens if the person chooses not to give the information.

##### 2. Use and disclosure

In relation to Church Members or potential Church members it would only be normal to collect from such individual, the individual's name, contact details, date of birth and history of Church membership.

In relation to individuals acting as service providers, contractors or agents of the Diocese or of a Parish Council it would only be normal to collect from such individual the individual's name, contact details and relevant information concerning that individual's dealings with the Diocese or Parish Council.

Information should only be disclosed for the purpose it was collected (primary purpose) unless the person concerned has consented, or a secondary purpose is related to the primary purpose, and a person would reasonably expect such use or disclosure. A normal secondary purpose is communication about our activities, funding needs and philosophies.

##### 3. Data quality

Reasonable steps must be taken to ensure that the personal information collected, used or disclosed is accurate, complete and up to date.

##### 4. Data security

Reasonable steps should be taken to protect the personal information held from misuse, loss and from unauthorised access, modification or disclosure.

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<sup>13</sup> **Version:** Pre February 2026

**5. Openness**

A document should be available outlining the information handling practices of the Diocese and Parish Councils and made available to anyone who asks for it.

**6. Access and correction**

An individual has the right to access the personal information held by the Diocese or Parish Council about them. Unless exempted from doing so by law, individuals should be permitted access to their own records. It is intended that any request for such access be made through the Office of the Diocesan Registrar.

**7. Identifiers**

Identifiers that have been assigned by a Commonwealth Government agency (e.g. Tax File Number, Medicare number, Pension number etc.) should not be obtained, used or disclosed except where required by law (e.g. in the case of a Contractor – ABN No. or where funds are invested with the Diocese – TFN No.).

**8. Anonymity**

Individuals should be given the option to interact with the Diocese or a Parish Council anonymously whenever it is lawful and practicable to do so.

**9. Transborder data flows**

The Diocese and Parish Councils should only transfer personal information to a recipient in a foreign country in circumstances where the information will have the appropriate protection.

**10. Sensitive information**

Sensitive information will not be collected unless a person has consented to its collection, it is required by law, or the collection is necessary to prevent or lessen a serious and imminent threat to the life or health of any other individual.

**11. It is the policy of the Diocese that individual Parishes should adopt the Parish's own Privacy Policy.**

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**Attached** to this document is a model privacy policy for each Parish to adopt and make available to those who have dealings with the Parish including Church Members. The document should only require modification where shown to become Parish specific.

## ANGLICAN DIOCESE OF GIPPSLAND PRIVACY POLICY

The Anglican Diocese of Gippsland (“**Diocese of Gippsland**”) commits to protecting the privacy of personal information regarding potential Church members, Church members, service providers, contractors and agents.

### 1. Collection

In most circumstances information is collected directly from you. This may be through correspondence, email, in person and by telephone. Indicative information we may collect includes your name, contact details, date of birth history of Church membership etc.

In relation to individuals acting as service providers, contractors or agents of the **Diocese of Gippsland** the information collected is confined to your name, contact details and relevant information concerning your dealings with the **Diocese of Gippsland**.

### 2. Purpose of Collection

The information is collected for the purpose of recording members of the Parish and its congregations and to enable the Parish and Diocese to communicate about the activities of the Church, its funding needs and programs and its philosophies.

In relation to individuals acting as service providers, contractors or agents, the **Diocese of Gippsland** may use your information to access or use services provided by you or an organisation that you work for.

### 3. Use and disclosure of information

We will only use or disclose information for the purpose it was collected (primary purpose) unless the person has consented, or the secondary purpose is related to the primary purpose, and a person would reasonably expect such use or disclosure. A normal secondary purpose is communication about our activities, funding needs and philosophies.

### 4. Accuracy of Personal Information

We will take all reasonable steps to ensure the information we collect is accurate, complete and up to date at the time of collection. If your circumstances change or if you have reason to believe our records are not accurate, complete or up to date please contact us immediately and we will take all reasonable steps to amend the information in accordance with the above criteria, or an alternative may be discussed with you.

### 5. Openness

A document is available outlining the information handling practices of the **Diocese of Gippsland** and made available to anyone who asks for it.

### 6. Access

You may request the right to access the personal information that we hold about you. However, our discretion, duties and obligations under the Law may restrict your access. Given this, all reasonable actions will be taken to assist access or to address any reasons you have to seek access. If access is deniable, we will provide you with reasons in accordance with the Law. If access is provided a reasonable fee may be charged for the

time and other costs incurred in providing access. Individuals may apply for access to the personal information held about them by application to the Diocesan Registrar.

**7. Identifiers**

Identifiers that have been assigned by a Commonwealth Government agency (e.g. Tax File Number, Medicare number, Pension number etc.) will not be adopted, used or disclosed except where required by law (e.g. in the case of a Contract).

**8. Anonymity**

Individuals are given the option to interact with the **Diocese of Gippsland** anonymously whenever it is lawful and practicable to do so.

**9. Transborder data flows**

The **Diocese of Gippsland** will only transfer personal information to a recipient in a foreign country in circumstances where the information will have the appropriate protection.

**10. Sensitive information**

Sensitive information will not be collected unless a person has consented to its collection, it is required by law, or the collection is necessary to prevent or lessen a serious and imminent threat to the life or health of any other individual.

# ANGLICAN DIOCESE OF GIPPSLAND PRIVACY POLICY OF THE PARISH OF [INSERT]

The Parish Council of the Parish of [INSERT] in the Anglican Diocese of Gippsland (“**Parish Council**”) commits to protecting the privacy of personal information regarding potential Church members, Church members, service providers, contractors and agents.

## 1. Collection

In most circumstances information is collected directly from you. This may be through correspondence, email, in person and by telephone. Indicative information we may collect includes your name, contact details, date of birth history of Church membership etc.

In relation to individuals acting as service providers, contractors or agents of the **Parish Council** the information collected is confined to your name, contact details and relevant information concerning your dealings with the **Parish Council**.

## 2. Purpose of Collection

The information is collected for the purpose of recording members of the Parish and its congregations and to enable the Parish and Diocese to communicate about the activities of the Church, its funding needs and programs and its philosophies.

In relation to individuals acting as service providers, contractors or agents, the **Parish Council** may use your information to access or use services provided by you or an organisation that you work for.

## 3. Use and disclosure of information

We will only use or disclose information for the purpose it was collected (primary purpose) unless the person has consented, or the secondary purpose is related to the primary purpose, and a person would reasonably expect such use or disclosure. A normal secondary purpose is communication about our activities, funding needs and philosophies.

## 4. Accuracy of Personal Information

We will take all reasonable steps to ensure the information we collect is accurate, complete and up to date at the time of collection. If your circumstances change or if you have reason to believe our records are not accurate, complete or up to date please contact us immediately and we will take all reasonable steps to amend the information in accordance with the above criteria, or an alternative may be discussed with you.

## 5. Openness

A document is available outlining the information handling practices of the **Parish Council** and the Diocese of Gippsland and made available to anyone who asks for it.

## 6. Access

You may request the right to access the personal information that we hold about you. However, our discretion, duties and obligations under the Law may restrict your access. Given this, all reasonable actions will be taken to assist access or to address any reasons you have to seek access. If access is deniable, we will provide you with reasons in accordance



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