



REMUNERATION POLICY

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TABLE OF CONTENTS

1	Purpose of Policy.....	3
2	Application.....	3
3	Guiding Principles.....	3
4	Key Responsibilities.....	3
5	Policy Statements.....	4
5.1	Pastoral Staff Remuneration.....	4
5.1.1	Base salary.....	4
5.1.2	Exempt benefits.....	4
5.1.3	Superannuation contribution.....	4
5.1.4	Home use.....	4
5.1.5	Work related travel.....	4
5.1.6	Recognition of service.....	5
5.1.7	Annual leave.....	5
5.1.8	Weekend breaks.....	5
5.1.9	In-service training.....	5
5.1.10	Mobile telephones and laptops.....	5
5.2	Non-Pastoral Staff Remuneration.....	6
5.2.1	Base salary.....	6
5.2.2	Superannuation contribution.....	6
5.2.3	Recognition of service.....	6
5.2.4	Annual leave.....	6
5.3	Working from Home.....	6
6	Related Documents.....	7
7	Definitions & Acronyms.....	7
8	Appendix 1 – Recognition of Service Supplement.....	8

1 PURPOSE OF POLICY

To provide clarity in relation to remuneration and to provide fair and consistent financial compensation to employees.

This policy sets out how ECC determines the remuneration payable to employees.

2 APPLICATION

This policy applies to all employees of ECC.

3 GUIDING PRINCIPLES

- Fair and adequate compensation for all staff.
- Equitable treatment of all staff.
- Non-discrimination towards staff.
- All staff are to be active members of ECC.
- QB Remuneration Guidelines are used as a basis for calculating remuneration.

4 KEY RESPONSIBILITIES

1. The Council of Elders are responsible for:
 - a. establishing and approving this policy, and reviewing it every two years; and
 - b. confirming to the Treasurer / Finance Team the application of the recognition of service supplement dependent on acceptable performance reviews and budgetary constraints.
2. The Treasurer / Finance Team are responsible for:
 - a. applying this policy including making salary payments,
 - b. providing the Council of Elders with advice should relevant law or regulations change impacting this policy or related employment contracts,
 - c. ensuring the operational budget reflects the application of this policy,
 - d. providing the Council of Elders with advice should full implementation of this policy (notably the recognition of service supplement) cause a significant budgetary issue.

5 POLICY STATEMENTS

5.1 PASTORAL STAFF REMUNERATION

5.1.1 BASE SALARY

Base salaries are calculated on the QB published benchmark for pastors.

The Senior Pastor shall receive an additional 10% (ten percent) above the QB published benchmark for pastors.

Pastors who have not commenced the process of registration with QB shall receive 10% (ten percent) less than the QB published benchmark for pastors.

Salaries are adjusted the first payroll of July each year in accordance with the QB Remuneration Guidelines.

Salaries are paid fortnightly.

5.1.2 EXEMPT BENEFITS

In terms of current legislation, pastors are entitled to receive a portion of their salary in the form of an exempt benefit. The portion attributable to the exempt benefit is set at 50% (fifty percent) of the salary. In the event of a change in Federal Income Tax Legislation, this benefit shall automatically be adjusted to comply with the new legislation.

5.1.3 SUPERANNUATION CONTRIBUTION

ECC shall pay superannuation contributions at the statutory rate on the total salary.

5.1.4 HOME USE

In recognition of the fact that pastors are often called upon to either work from home, or perform work related tasks at home, ECC shall supplement the base salary for all pastoral staff.

The current supplement is set at \$50 per fortnight.

5.1.5 WORK RELATED TRAVEL

In recognition of the fact that pastors are often called upon to visit members of the congregation using their private vehicles in the normal course of their pastoral work, ECC shall supplement the base salary for all pastor staff.

The current supplement is set at \$50 per fortnight.

5.1.6 RECOGNITION OF SERVICE

The QB published benchmark for pastors does not consider years of faithful service or performance. In order to recognise good performance and faithful service after one call period (5 years), an amount of 2% of the base salary for each subsequent year of service, capped at 10% maximum, shall supplement the pastor's remuneration. This shall be added at the annual adjustment of base salary subject to an acceptable performance evaluation. This is illustrated in Appendix 1.

Through to the budget year 2023 this supplement will be adjusted through a transitional cap incrementing at 2% per year to enable ECC's budget to absorb this adjustment. The transitional adjustment is also illustrated in Appendix 1.

5.1.7 ANNUAL LEAVE

Pastors shall be entitled to 20 working days leave per annum apportioned for part-time employees. In order to ensure an appropriate work/life balance is maintained, it is expected that leave shall be taken regularly and shall not be accumulated. Should a pastor wish to accumulate annual leave for a specific purpose, this may occur with the prior approval of the elders.

5.1.8 WEEKEND BREAKS

In recognition of maintaining a work/life balance, pastors shall be entitled to 4 (four) weekend breaks per calendar year. These shall be taken within the calendar year in consultation with the Council of Elders, shall not accumulate year on year, nor shall they accrue for severance pay purposes.

5.1.9 IN-SERVICE TRAINING

In order to assist pastors to remain effective in their ministry, pastors are encouraged to take up to 10 (ten) working days per annum to attend approved training events at the cost of the church. These days shall not accrue for severance pay purposes. The days may be accumulated to allow for an intensive period of study, should this be approved by the elders.

5.1.10 MOBILE TELEPHONES AND LAPTOPS

Each pastor shall be provided with a mobile telephone and laptop for work purposes, paid for by ECC.

5.2 NON-PASTORAL STAFF REMUNERATION

5.2.1 BASE SALARY

Salaries for non-pastors (including administration and ministry workers) may be determined at either the relevant award rate or application of the QB Remuneration Guidelines depending on the role and responsibility.

Base salaries for each role are determined by the Council of Elders at the time of appointment.

Salaries are adjusted when the award rate changes or the first payroll of July each year in accordance with the QB Remuneration Guidelines, whatever is applicable.

Salaries are paid fortnightly.

5.2.2 SUPERANNUATION CONTRIBUTION

ECC shall pay superannuation contributions at the statutory rate on the total salary.

5.2.3 RECOGNITION OF SERVICE

The QB remuneration guideline do not consider years of faithful service or performance. In order to recognise good performance and faithful service after 5 years of service, an amount of 2% of the base salary for each subsequent year of service, capped at 10% maximum, shall supplement the remuneration. This shall be added at the annual adjustment of base salary subject to an acceptable performance evaluation. This is illustrated in Appendix 1.

Through to the budget year 2023 this supplement will be adjusted through a transitional cap incrementing at 2% per year to enable ECC's budget to absorb this adjustment. The transitional adjustment is also illustrated in Appendix 1.

5.2.4 ANNUAL LEAVE

Non-pastoral staff shall be entitled to 20 working days leave per annum, apportioned for part-time employees. In order to ensure an appropriate work/life balance is maintained, it is expected that leave shall be taken regularly and shall not be accumulated. Should a non-pastoral staff member wish to accumulate annual leave for a specific purpose, this may occur with the prior approval of the Senior Pastor.

5.3 WORKING FROM HOME

It is acknowledged that it may be appropriate for employees to work from home from time to time and, subject to approval from the Senior Pastor and completion of the appropriate documentation, staff shall be permitted to work from home.

6 RELATED DOCUMENTS

The following documents support this policy:

- Queensland Baptist remuneration guidelines
- Employment contract

The Council of Elders may, from time to time, amend the employment contract to reflect current employment laws and practices.

- Employment letter
- Finance and Asset Management Policy

7 DEFINITIONS & ACRONYMS

- ECC: Eastside Community Church
- QB: Queensland Baptists

8 APPENDIX 1 – RECOGNITION OF SERVICE SUPPLEMENT

The following table shows the normal recognition of service supplement, without transition arrangements.

Years of Service	Recognition of Service Supplement
0-5	0%
6	2%
7	4%
8	6%
9	8%
10+	10%

The following table shows adjusted transition arrangements through to 2024.

Budget Year	Years of Service at 1st of Jul	Maximum Recognition of Service Supplement
2020	6 or more	2%
2021	6	Normal Years of Service Supplement
2021	7 or more	4%
2022	6-7	Normal Years of Service Supplement
2022	8 or more	6%
2023	6-8	Normal Years of Service Supplement
2023	9 or more	8%
2024	6+	Normal Years of Service Supplement