REMUNERATION POLICY

Version: 2.5

Last Approved: 29 Nov 2023

Approved by: Council of Elders

TABLE OF CONTENTS

1 Purpose of Policy 3

2 Application 3

3 Guiding Principles and Actions 4

4 Relationship to Constitution and Other Policies 7

Schedule 1 – Missions Support and Expectations 8

Schedule 2 – Preferred Mission Organisations 9

Schedule 3 - In-Kind Support ..... Error! Bookmark not defined.

1 PURPOSE OF POLICY

For the good governance of the Church, pastors and other individuals can be employed on a part or full-time basis to engage in ministry and other areas. By remunerating these individuals, they are able to devote their attention to the work of the Church.

The one who receive instruction in the word should share all good things with their instructor…
(Galatians 6:6)

The elders who direct the affairs of the church well are worthy of double honour, especially those whose work is preaching and teaching.
(1 Timothy 5:17)

Do you best to speed Zenas the lawyer and Apollos on their way; see that they lack nothing.
(Titus 3:13)

1.1 This policy sets out how Eastside Community Church determines the remuneration payable to employees.

2 APPLICATION

2.1 This policy applies to all employees of Eastside Community Church, including both pastoral and non-pastoral staff.

3 GUIDING PRINCIPLES AND ACTIONS

General Rules

3.1 The Council of Elders are responsible for establishing appropriate remuneration levels for all staff at Eastside Community Church. In making decisions on remuneration, the following guideline principles apply:

3.1.1 Remuneration should be based on providing fair and adequate compensation for all staff.

3.1.2 All remuneration decisions are to provide for equitable treatment of all staff, avoid any discrimination and be based wherever possible on objective standards.

3.1.3 For pastoral staff, including pastoral interns, remuneration is to be guided by the Queensland Baptist Remuneration Guidelines while for non-pastoral staff, remuneration is to be guided by relevant industry awards.

3.1.4 To the extent of any inconsistency between this policy and legal requirements, the latter will prevail.

3.1.5 In making any remuneration decision, the Council of Elders should seek the advice of the Treasurer to understand the budgetary implications.

3.2 Contracts and listed salaries shall be kept up to date and be reflective of actual tasks performed.

3.3 Salaries are to be paid fortnightly.

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

3.5 Eastside Community Church shall pay superannuation contributions at the statutory rate on the total salary.

3.6 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 staff member wish to accumulate annual leave for a specific purpose, this may occur with the prior approval of the elders.

3.7 Staff shall be entitled to 10 personal days leave per annum, apportioned for part time employees. Pastoral staff or elders reserve the right to request medical certificates for staff taking personal leave.

3.8 Staff shall accrue and be entitled to take long serve leave in accordance with the *Industrial Relations Act 2016*.

3.9 All staff shall be entitled to take parental leave on the birth of each of their children in accordance with the *Industrial Relations act 2016*. During this period, they will be paid by Eastside the difference between their salaried wage and the payment provided by the government.

3.10 Rules for determination of pastoral and non-pastoral salary and benefits are set out below. The salary package for individuals performing multiple roles will be determined based on a combination of salary and benefits relevant to their separate roles. For example, the salary package for an individual who serves in a pastoral role 2 days a week and a non-pastoral role 3 days a week will be based on 40% of a pastoral staff wage and 60% non-pastoral staff wage.

Pastoral Staff

3.11 Base salaries for pastoral staff are to be calculated on the Queensland Baptist published benchmark for pastors, with the following modifications:

3.11.1 In recognition that pastors are often called upon to visit members of the congregation using their private vehicles in the normal course of their pastoral work, they are to be provided with a vehicle supplement, as listed in Schedule 1.

3.11.2 In recognition of years of service, any pastor who has completed one call period (5 years) shall be entitled to receive an amount of 2% of the base salary for each subsequent year of service, capped at 5%. This entitlement shall be provided by the elders where subject to an acceptable performance evaluation.

3.11.3 In recognition of accommodation expenses, an accommodation uplift, to be calculated in accordance with Schedule 2, is to be applied. At the discretion of the Council of Elders, the value of the uplift can be increased to support a new pastor moving to the Eastside area, or alternative support can be provided.

3.12 Pastoral staff shall be entitled to take sabbatical leave for the purposes of professional growth, personal renewal and ministry opportunities outside of their day-to-day employment. Sabbatical can be taken on approval by the Council of Elders for any pastor after their first seven years of full time employment and every seven years thereafter. Pastors on sabbatical leave will be entitled to full remuneration for up to a period of 4 weeks or longer if approved by the Congregation.

3.13 Base salaries for pastoral and ministry interns will be determined in accordance with the Queensland Baptist published benchmarks for pastors, without any of the modifications noted in Clause 3.10, apportioned to the number of days a week for which they are hired.

3.14 Subject to church finances, the minimum employment for interns shall be one day per week for a church ministry intern and two days a week for pastoral ministry intern.

3.15 Pastoral interns may also be offered rent-free accommodation within the ministry centre, subject to an appropriate lease agreement with Eastside Community Church. Where this is offered, the salary of the pastoral intern shall be reduced in accordance with the Housing Reduction in the Queensland Baptist remuneration guidelines (apportioned to their level and days a week for which they are hired), unless this is partly or wholly waived by the Council of Elders.

Non-pastoral Staff

3.16 Base salaries for non-pastoral staff are to be calculated based on the relevant industry award as published by the Fair Work Ombudsman. The relevant awards for current non-pastoral staff levels are provided in Schedule 3. In the event of any disagreement between Schedule 3 and the staff member's contract, the award listed in the contract will apply.

3.17 In recognition of years of service, any non-pastoral staff member who has worked at Eastside for a period of at least five years shall be entitled to receive an amount of 2% of the base salary for each subsequent year of service, capped at 10% maximum. This entitlement shall be provided by the Council of Elders where subject to an acceptable performance evaluation.

4 Relationship to Constitution and Other Policies

4.1 To the extent of any inconsistency between this policy and the Constitution, the latter prevails, except as required by law.

4.2 Budgeting for remuneration is to be undertaken in accordance with the Finance Policy.

4.3 Any breaches of this policy are to be handled in accordance with the issue / incident requirements of the Risk and Compliance Policy.

Schedule 1 – Work-related Travel and Housing Supplements

Date of Revision	
Approved by	
Description of Change	

The following tables set out the supplements that can be provided to pastoral wages.

Table 1 – Work-related Travel Supplement

Value	Period
$50	Fortnight

Schedule 2 – Accommodation Uplift

Date of Revision	
Approved by	
Description of Change	

Before 30 June 2024

The housing uplift for pastoral staff before 30 June 2024 is as per Table 2.

Table 2 – Housing Supplement

Value	Period
$50	Fortnight

From 1 July 2024

The Queensland Baptist remuneration guideline includes a weekly Housing Reduction where pastoral staff are provided with housing by the church which can therefore be used as a *de facto* calculation of the weekly housing component of the base salary.

The minimum housing uplift to be provided for all pastoral staff is:

For renting:

Weekly Uplift = Long-term Average Rental Rate – Housing Reduction

For buying:

Weekly Uplift = (Long-term Average Rental Rate – Housing Reduction) x 50%

Where:

Housing Reduction = the published Housing Reduction in the latest Queensland Baptist remuneration guideline

Long-term Average Rental Rate = the published average-12-month rental rate for South East Brisbane on the SQM database or equivalent. The rental rate used should be:

- *For a single pastor – 2-bed unit*
- *For a married pastor or pastor with children – 3-bed house*