



GUIDELINES

MINISTRY AGREEMENT FOR LICENSED MINISTERS

This ministry agreement is made between the Council of

_____ (the Church)

And _____ (“you”, “your”, etc.)
(name of Licensed Minister)

For ministry service at _____

Start date _____

1. Status of ministry

1.1 You will minister as _____ in a
_____ capacity.

Notice provisions

1.2 If applicable, a probationary period of three months will apply from the date of commencement of your ministry. The expiry date will be on: _____

- (a) either you, the Board or the Church may terminate your ministry during the probationary period by giving not less than 14 days’ notice in writing;
- (b) at least 14 days’ before the expiry date, The Church Council and Foursquare Board will assess your ministry and its operational requirements to determine whether your ministry will continue. The Church will either confirm your ongoing ministry or terminate it at this time.

2. Ministry Duties

- 2.1 Your ministry will agree with the Foursquare constitution.
- 2.2 A review of your ministry will be held by agreement, and at least once a year, this may be at the discretion of the Supervisor and the Board.
- 2.3 The Board, Church, or yourself may change your ministry type by written agreement. Where any proposed change is likely to have a significant effect on you, the Church council and/or Foursquare Board will discuss what measures may be taken to avoid or minimise the effects of the change and note these in writing along with your written agreement.

3. Reports

You will complete required reports and provide statistics to the Church Council and/or Foursquare Board from time to time.

4. Remuneration

- 4.1 You will be paid for ministering _____ per hour / week / fortnight.
- 4.2 Payment will be made on a weekly or fortnightly basis (by agreement) in a manner agreed to in writing and attached to this document.
- 4.3 Salary sacrifice arrangements can be negotiated. Any agreement is to be attached to this document.

5. Usual hours of ministry

Your *usual* hours of ministry will be flexible. Records will need to be kept of ministry hours.

7. Annual leave

- 7.1 You will be entitled to annual leave provision as outlined in the ministerial leave guidelines.
- 7.3 You will give the Church adequate notice of your intent to take any annual leave or personal leave (without pay). This can be negotiated, however, 2 months is anticipated.

9. Personal/carers/sick leave

- 9.1 See the ministerial leave guidelines document.
- 9.2 If you are sick, it is your duty to notify the Church administration as soon as possible of your inability to minister.

10. Bereavement leave

See the ministerial leave guidelines document.

11. Professional Development (PD)

- 11.1 Professional development will be provided for on a pro-rata basis. Study leave for Licensed Ministers is considered as professional development.
- 11.2 Ministers are expected to regularly update their skills and knowledge at their own expense – the Foursquare Board may pay for approved PD from time to time.

12. Superannuation

The Church will make applicable superannuation contributions on your behalf in accordance with the *Superannuation and Guarantee (Administration) Act 1992*. Any such Superannuation will be paid into a fund of your choice based upon your monthly income.

13. Employee grievance procedure

In the event you have a grievance about any aspect of your ministry in a Foursquare church that is unresolvable with the Church council, you should approach the Foursquare Board to mediate. A dispute resolution may be facilitated by independent consultation.

14. Performance dispute procedure

In the event of a complaint or ministry grievance against you, the Church council and/or Foursquare Board representatives will call a meeting with you. This clause does not apply to complaints or performance grievances warranting summary dismissal.

15. Termination

15.1 If you are not on probation, your ministry agreement may be terminated on the recommendation of the Foursquare Supervisor, which is ratified by the Foursquare board giving you notice in writing. A minimum of two weeks notice is anticipated unless negotiated.

15.2 Nothing in this clause affects the Church council's right to notify the Foursquare Board of serious misconduct for action to be taken.

15.3 Nothing in this clause affects the Foursquare Board's right to dismiss you without notice for serious misconduct. Failure to comply with any part of the Foursquare Church's Ministers Code of Behaviour may represent serious misconduct warranting summary dismissal.

16. Code of Behaviour

Licensed Ministers are expected to comply with the Foursquare Church's Ministers Code of Behaviour, Biblical ethics and morality. Failure to do so may result in disciplinary proceedings and/or termination of ministry agreement.

17. Resignation

You must provide the Church and Foursquare Board with two weeks' notice in writing of your intent to resign from ministry unless another time period is negotiated.

Signed for and on behalf of:

Church name

Witness

Council Chairperson

Signed by the Minister

Date

Date