



Ministry Expense Account Annual Salary Sacrifice Agreement

Parish:

Minister:

For the year:

Each year the beneficiary of a Ministry Expense Account is to enter into an agreement with their parochial district which sets out what allowances and stipend sacrifice amounts are to be put in the Ministry expense Account, and what items this money may be spent on at the request of the beneficiary. It is recommended that this agreement be renewed in July each year to coincide with the first pay period after the annual update of clergy stipends and allowances.

Allowances and Stipend sacrifice amounts to be transferred into Ministry expense accounts (please tick as required)

- Salary sacrifice amounts % requested
(up to 40% stipend allowed)
 - Car allowance
 - Kilometre allowance (if wanting to be directly reimbursed then don't tick this box)
 - Book Allowance
 - Technology allowance
 - Other
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Agreed items that this money may be spent on:

- Telephone
- Mobile Phone
- Internet services
- Subscriptions
- Periodicals

- Newspapers
- Computer hardware and software
- Clerical shirts and attire
- Gifts made in relation to ministry e.g. offertories and gifts to Missionary Organisations
- Purchase and finance of motor vehicle
- Operating costs motor vehicle
- Local, domestic or overseas travel relating to ministry duties and professional development
- Expenses of spouse and children accompanying or representing ministry worker on ministry related matters
- Costs associated with the provision or upkeep of a home, e.g. loan repayments, utility costs, local government rates, home and contents insurance and building maintenance. This home may be a home in which a ministry worker is living, a holiday home or a home for retirement, but only payments for one home are permitted.
- Education, professional development, supervision, mentoring and professional debriefing costs for ministry workers, including but not limited to books, DVDs and Conference fees
- Education expenses of dependent children
- Private health insurance premiums for the ministry worker and family
- Personal contributions to superannuation
- Other expenses of ministry workers that are approved by Parish Council

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Date: / /20

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Minister

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