The Methodist Church of New Zealand

Mission Resourcing

**Ministry Covenant**

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| **1. Parties to this Ministry Covenant** |
| **1.1** | **This Covenant is for a:**E.g. Presbyter, Deacon, Lay Minister, Probationer, Supply, Overseas Minister, etc |  |
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| **1.2** | **Minister** |  |
|  | **Address** |  |
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| **1.3** | **Parish** |  |
|  | **Parish Superintendent** |  |
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| **1.4** | **Synod** |  |
|  | **Synod Superintendent** |  |
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| **1.5** | **Congregation(s) the Minister is responsible for:** |  |

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| **2. Terms of this Covenant** |
| **2.1** | **Appointment Start date:** |  |
|  | **Appointment Finish date:** |  |
| **2.2** | **Days and Hours per Week:**Full Time = 40hrs Part Time e.g. 20hrs = 50% |  |
| **2.3** | **The Monthly Stipend shall be:**See Information Leaflet no 25 for details |  % of full stipend and Standard Allowances |
| **2.4** | **The Housing Agreement shall be:**See Information Leaflet No 25 & 26 for details.E.g. Parish parsonage provided, Presbyter’s own home (Housing allowance/Market Rental).Please note that housing must be provided for all full time appointments, however is discretionary for part time appointments.  |  |
| **2.5** | **Allowances:**In addition to stipend and housing, Ministers are entitled to Book allowance, travel allowance, supervision, expense allowance, landline, etc which are paid in several ways e.g. by reimbursement on receipt, on invoice (e.g. Telecom), pro rata payment, etc. Please refer to Information Leaflet 25 & 26 for more details. (www.methodist.org.nz) |
|  | **Comments:** |  |
| **2.6** | **Supervision:** |  |
| **2.7** | **Leave Provision:**Leave entitlement is pro-rata as a percentage of the Connexional year covered by this Ministry Covenant – ie. 12 months = 100%, 6 months = 50% of annual allowances. Rate of remuneration is the % of stipend as stated in 2.3. |
|  | **Comments:** |  |
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| **2.7** | **Please tick the one option which applies to this Covenant**  |
|  | [ ]  | Superannuation: I am a Presbyter received into Full Connexion before 1 February 2009 |
|  | [ ]  | KiwiSaver: KS2 form completed |
|  | If you have already completed the KS2 and are simply changing appointments or parishes, then there is no need to complete the KS2 again. The Church only requires the KS2 to be completed ONCE. |

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| **3. Minister’s Responsibilities** |
| **3.1** | **The Minister shall lead Worship:**How often? E.g. Weekly, Monthly, etc |  |
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| **3.2** | **The Minister will also have** **responsibility for:**Please list and indicate expectations clearly. E.g. Pastoral visiting, hospital visiting, taking funerals, weddings, baptisms, administration, mission and outreach, leadership development, youth and children’s ministries, etc. |  |
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| **3.3** | **Other requirements & responsibilities for the Minister:**E.g. Probation requirements, etc |  |
| Where the Minister is a Probationer the Covenant needs to be discussed with the Principal of Trinity College, and the Probation requirements need to be included in the responsibilities.Where the Minister is an Overseas Minister the Covenant needs to be discussed with the Partnership Team, and the requirements need to be included in the responsibilities. The Minister shall carry out his/her ministry in accordance with the Laws and Regulations of the Church, the Ethical Guidelines for Ministry, the Mission Statement, and general expectations for Ordained ministry as contained in the Law Book of the Methodist Church of New Zealand.The Minister will participate in the life of the Synod by attendance and participation in Synod, including the ministerial Synods, unless dispensation is sought from the Synod Superintendent. The Minister is also a member of the Conference and may attend the Annual Conference of the Methodist Church of New Zealand. |
| **4. Parish Responsibilities** |
| The Parish shall provide all normal support for this ministry, including appropriate pastoral care for the Minister’s family.Any remuneration shall be based on the standard basic stipend (including allowances) for an ordained Minister and allocated according to the agreed portion of the time spent in this particular appointment. Please refer to Information Leaflets 25 & 26. (www.methodist.org.nz)Any changes to the standard basic stipend shall automatically apply in the case of this stipend.All allowances including housing, travel, book, expenses, supervision, etc shall be paid according to Information Leaflets 25 & 26. (www.methodist.org.nz) Please note the following;* Supervision is mandatory for all involved in professional ministry. The Parish who is responsible for the payment of stipend will be asked to pay supervision costs up to an agreed amount (as set out in Information Leaflet 25).
* Medical Insurance is provided by the Church as part of the stipend package for Ministers.
* Superannuation or KiwiSaver. (See also Note at the end of the Covenant) If the Minister does not qualify for Superannuation (being in Full Connexion before 1 February 2009), the Minister will be enrolled in KiwiSaver. The Parish will provide the Minister with copies of the following KiwiSaver information: (Current versions to be downloaded from www.ird.govt.nz)
	+ Your Introduction to KiwiSaver – Employee Information (KS3)
	+ KiwiSaver for New Employees (KS8)
	+ KiwiSaver deduction form (KS2)

Any minister enrolled in KiwiSaver shall also be automatically enrolled in a Life Cover Insurance.In the event of a change of Parish Superintendent this covenant shall be brought to the attention of the incoming Superintendent. |

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| **5. The Synod and Synod Superintendent Responsibilities** |
| It is the Synod Superintendents responsibility to ensure that an agreed ministry covenant is completed for all necessary appointments. It is also the responsibility of the Synod Superintendents to ensure that employment agreements are completed for all those necessary appointments.The Synod will offer and provide collegial support to the minister. |
| **6. Further Information** |
| The Ministry Covenant describes the specific objectives, tasks & expectations for the ministry appointment. This document helps ensure clarity for both parties (Parish & Presbyter) with regard to expectations and responsibilities.The ministry covenant must be reviewed at least every two years by the Parish or Synod, and with non-stipendiary positions an annual check is advised in case of the financial or employment situation has changed for the ministry in any employment outside the church.Please note that failure to fulfil the covenant requirements and responsibilities may result in the withdrawal of the covenant and appointment. The covenant may be terminated at any time, on a three months notice, by either the Parish or the covenanted person. |

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| **Signed** |
| **Presbyter** |  | **Date:** |  |
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| **Parish** |  | **Date:** |  |
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| **Parish Superintendent** |  | **Date:** |  |
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| **Synod Superintendent** |  | **Date:** |  |
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| **Mission Resourcing Director** |  | **Date:** |  |
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| **General Secretary** |  | **Date:** |  |