**Clergy – Change to Appointment**

[Parish Representative to complete sections requiring change to be made]

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| **Personal Details** |
| **Name:** |
| **Parish:** |
| **Position Title:(please circle)** | Parish Priest | Assistant Priest | Locum |
| **Other:** (please state) |  |
| **Status:****(please tick)** | **Full Time 🞏** | **Part Time 🞏** |  |
| **Part Time Details****Indicated which days of the week are required to work** | **Mon 🞏 Tues 🞏 Wed 🞏 Thurs 🞏** **Fri 🞏 Sat 🞏 Sun 🞏** | **Hours per day** |  |
| **% of Fulltime Equivalent role:** |  |
| **Start Date:** |  |
| **End Date:****(if fixed term)** |  |
| **Gross Stipend:** | **p.a.** | **Hourly Rate: $****(if casual)** |
| **Allowances** | Existing Amount | New Amount |  |
| **Housing:** |  |  | Per annum amount |
| **Motor Vehicle:** |  |  | Per annum amount |
| **Other:** (please specify) |  |  | Per annum amount |
| **TOTAL:** |  |  | Total of gross stipend + above allowances |
| **Superannuation** | Existing Amount | New Amount |  |
| **%** | **$** |  |  |
| **Other Costs** | Existing Amount | New Amount |  |
| **Total Annual Payroll** |  |  | Total stipend + allowances + Super |
| **Parish Debit** |  |  | Total annual Payroll ÷ 12 |

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| **Authorisation – Two Church Wardens to authorise**  |
| **Name:** |  |
| **Contact Phone:** |  | **Email:** |
| **Signature:** |  | **Date:** |  |
| **Name:** |  |
| **Contact Phone:** |  | **Email:** |
| **Signature:** |  | **Date:** |  |

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