**Clergy – Change to Appointment**

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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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| **OFFICE USE ONLY** | | | |
| Entered into MYOB | 🞏 | Date: | By: |