



Anglican Diocese of Grafton Registry Update

Edition 25 – December 2024

For distribution to any office bearer within the Anglican Diocese of Grafton including its parishes and organisations.

A reminder that these Registry Updates are not only important for reading at the time of receiving but also worthwhile for putting aside for future reference. If you are looking for any of the previous copies, you can find them on the Diocese's website at <https://www.graftondiocese.org.au/documents/registry-update/>

This Registry Update has been widely distributed by email but if you believe that someone has been missed who should also be receiving the Registry Update, please feel free to share your copy with them and advise admin@graftondiocese.org.au of the update to the distribution list.

The information contained in this Registry Update is not confidential or private, so please feel free to share it with others who would benefit from knowing.

MYOB PAYROLL SELF SERVICE PORTAL

After much anticipation, the Diocese launched the MYOB Payroll Self Service Portal in November 2024. The portal enables:

1. Those on the payroll to access their own personal information and manage and apply for leave.
2. Increased operational efficiency especially with bringing new people onto the payroll and processing requests for leave.
3. Elimination of manual forms.
4. Approvers can view team leave balances and approve leave requests.
5. Improved reporting on payroll expenses.

Guides for using the system can be found on the [Administration](#) page of the Diocesan website, under the 'Payroll and Human Resources' heading.

Following Parish AGM's in 2025, please contact payroll@graftondiocese.org.au if your Parish Approvers need to be updated.

For all enquiries and requests for assistance in using the new system, please contact payroll@graftondiocese.org.au

PARISH GUIDE

Many of you have expressed positive feedback on the Parish Guide which was launched in the December 2023 Registry Update. A reminder that this is a quick reference tool on a broad range of topics and can be accessed on the Documents tab of the diocesan website, under 'Parish Guide' <https://www.graftondiocese.org.au/documents/parish-guide/>.

If you have any suggestions for further inclusion, please contact admin@graftondiocese.org.au.



Anglican Diocese of Grafton



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HOME ABOUT US BISHOP & REGISTRY SAFE MINISTRY PARISHES SCHOOLS MINISTRY DOCUMENTS LINKS

Parish Guide

The Parish Guide is a resource for leaders within the parishes and ministry units of the Anglican Diocese of Grafton. It is a quick reference tool that provides guidance on a broad range of questions, issues and scenarios for parishes.

To use the Parish Guide, please use the dropdown in the subject area that best relates to the guidance you are seeking.

We hope that you find this Guide useful.

Assets

View Assets

Clergy

View Clergy

Compliance

ADMINISTRATION
 COVID-19 INFORMATION
 DECLARATIONS OF TRUST
 FACULTIES
 INSURANCE & RISK
 ORDINANCES
 ORDINANCE HISTORY
PARISH GUIDE
 POLICIES & PROCEDURES
 REGISTRY UPDATE

CLERGY STIPENDS, SUPERANNUATION and LONG SERVICE LEAVE

New Stipend levels

At its meeting of 8 October 2015, Bishop-in-Council resolved that the Australian Bureau of Statistics' Wage Price Index (WPI) will be the basis on which the clergy stipend is revised each year. As the WPI over the applicable 12 month period up to September 2024 was 3.5%, the following schedule of clergy stipends will be effective from **1 January 2025**.

Clergy role	Current annual stipend	Current monthly stipend	New annual stipend from 1 January 2025	New monthly stipend from 1 January 2025
Rector ¹	\$74,990.60	\$6,249.22	\$77,615.30	\$6,467.94
Priest Associate ²	\$74,250.20	\$6,187.52	\$76,849.00	\$6,404.08
Assistant Priest ³ or Deacon ⁴	\$70,919.10	\$5,909.93	\$73,401.30	\$6,116.78

(Notes: ¹ includes Priests-in-Charge and Locums; ² typically a senior priest in a challenging role; ³ typically a priest in a curacy or training stage; ⁴ Stipendiary deacons only)

Superannuation

The rate of superannuation for clergy is currently 12.5% of the stipend (as of 1 July 2024) and will rise to 13% from 1 July 2025 (superannuation will not be applied to the payment of allowances).

Long Service Leave

The Anglican Church of Australia Long Service Leave Fund has advised that the annual rate of contribution for a full-time participant has increased to \$1,764 effective from 1 January 2025.

Occasional Service Payments

As advised in the September 2023 Registry Update, Occasional Service Payments for ministers (clerical or lay) who are invited to preach, conduct services and/or provide other ministries on an occasional basis in a ministry unit at the invitation of that ministry unit, now need to be made through the diocesan payroll.

These payments increase in line with the clergy stipend (ie Wage Price Index) and as such, the following rates are applicable from 1 January 2025.

Service	Service Payment	Preparation Payment	Total Payment
One service and not more than 3 hours in the parish	\$97	\$54	\$151
Up to two services and not more than 5 hours in the parish	\$151	\$54	\$205
Greater than 5 hours service in the parish	\$237	\$54	\$291

Future changes to Stipend

As mentioned above, the Wage Price Index (WPI) statistic provided by the Australian Bureau of Statistics will guide future increases in clergy stipend. The stipend will change on 1 January of each year depending on the annual change in the WPI reported in the previous September Quarter. The September Quarter statistic is usually published in mid-November of each year.

MINISTRY TRAVEL AND REIMBURSEMENT

The reimbursement rates applicable from 1 January 2025, can be found in MUP-003 Ministry Travel and Associated Expense Reimbursement. A copy of the procedure can be found on the Diocesan website at <https://www.graftondiocese.org.au/documents/policies-procedures/>

Rates for reimbursement for motor vehicle use	Current rate	New rate – effective from 1 January 2025
Use of private vehicle as a requirement of role	Fixed component: \$9,715 pa Variable component: 32 cents per kilometre	NO CHANGE Fixed component: \$9,715 pa Variable component: 32 cents per kilometre
Occasional use of private vehicle	Fixed component: Nil Variable component: 85 cents per kilometre	Fixed component: Nil Variable component: 88 cents per kilometre

UTILITIES ALLOWANCE

At its meeting held 12 December 2024, the Bishop-in-Council considered a recommendation from the Stipends and Allowances Committee regarding different approaches to the payment of utilities for ordained persons across the Diocese and resolved:

That the Bishop-in-Council advises Ministry Units that all stipended Ordained persons are to have their utility bills (electricity, gas, internet and water usage) paid in full by the relevant Ministry Unit, regardless of whether they live in provided housing or their own accommodation.

Diocesan Management and Bishop Murray will implement this decision in early 2025, in collaboration with those affected.

DIOCESAN REVENUE WORKING GROUP

The following resolution was passed at Synod 2024:

R27/24: Diocesan Revenue Working Group

That this Synod requests Bishop-in-Council as a matter of urgency, to form a working group to investigate additional revenue streams to assist in funding Diocesan operations. This working group should include stakeholders such as a chairperson appointed by Bishop-in-Council, representatives from local churches, registry staff member/s, preferentially covering a range of skill areas such as financial risk management, entrepreneurial ventures and/or start-up businesses, who provide regular updates to Bishop-in-Council on their progress, findings and recommendations.

Bishop-in-Council subsequently resolved:

That Bishop-in-Council requests the Registrar to arrange for an expression of interest campaign for membership of a Diocesan Revenue Working Group.

If you think you have appropriate skills and gifts in this area, or know of people who do, and would be willing to be involved in the Working Group, please send an Expression of Interest to admin@graftondiocese.org.au

CHANGES TO SECTION G - PARISH ANNUAL RETURN 2024

The effectiveness and efficacy of Section G, the financial section of the Annual Return by parishes to the Diocese, was considered by both the Finance Committee and the Bishop-in-Council in the second half of 2024. Improvement has been sought to both the content and the methodology of completion.

The approved changes attempt to enable reconciliation to parish audited financial statements and for the Assessable Income of the parish to be readily found. Notes to accompany the changes have also been developed and will be provided when the Return is circulated early next year.

At this point in time, no change has been made to move the process online.

This will be a significant change for the 2024 Return and we thank you in advance for your cooperation.

CHANGES AT THE REGISTRY

As you would be aware from earlier correspondence, I have accepted another appointment as Business Development Manager at CHS Training, a private Registered Training Organisation servicing the Northern Rivers. My last effective day in the Office will be 20 December. I thank you for the opportunity to have served the Diocese since 2020 and I wish both the Registry Office and the wider Diocese all the best as it continues to live into its mission.

Following a review of diocesan services and an appropriate staffing structure at the Registry to service the needs, new Executive Officer positions were approved by the Bishop-in-Council at its meeting held 24 October 2024 and recruitment actions have taken place.

It is hoped that the Registry will soon return to an appropriate staffing level to be able to support both a new Registrar and the ongoing needs of the Diocese.

IMPORTANT DATES

To assist in tracking the diocesan governance schedule of meetings, a calendar is now available on our website at <https://www.graftondiocese.org.au/bishop-registry/governance-calendar/>

If you have a submission for a meeting, please provide relevant paperwork to admin@graftondiocese.org.au **at least 10 days prior to a meeting**, to ensure that your submission can be included in the business of that meeting.

Bishop-in-Council

27 February 2025
1 May 2025
31 July 2025
2 October 2025
4 December 2025

Corporate Trustees

6 February 2025
27 March 2025
29 May 2025
28 August 2025
23 October 2025
18 December 2025

Synod

Synod will be held 27, 28 and 29 June 2025 with business sessions being held at Opal Cove in Coffs Harbour.

Registry Christmas Closure

The Bishop's Registry will close on the afternoon of Friday 20 December for the Christmas-New Year period and re-open at 9am Tuesday 21 January 2025. At this stage, the Registry will remain closed on Mondays until further advice is communicated.

May you each have a blessed, joyous and safe Christmas.

Yours in Service,



Angela Mula
Registrar/General Manager
Anglican Diocese of Grafton