



THE ANGLICAN DIOCESE OF GRAFTON
DIOCESAN POLICIES AND PROCEDURES

SUBJECT: Occasional Services Payments Policy		PROCEDURE REFERENCE NUMBER MUP-010
DATE APPROVED 30 April 2026 by Bishop-in-Council		VERSION 1 Original Version
IMPLEMENTATION DATE Immediate	REVIEW FREQUENCY 3 Yearly	RESPONSIBLE FOR REVIEW Bishop-in-Council

1. PURPOSE

To provide guidance to ministry units on payments to clergy who provide services on an occasional basis.

2. SCOPE

This policy applies to all parishes and ministry units that invite clergy to preach or conduct services on an occasional basis.

3. DEFINITIONS

“Occasional Services” – services provided by clergy from outside a parish or ministry unit, provided on a less than ordinary basis, and not covered by a Locum arrangement or Incumbency.

“Preparation Payment” – A payment for the preparation of Occasional Services, including writing sermons, liturgical preparation etc.

4. PROCEDURE

4.1 Occasional Services Payments

When a Ministry Unit requires Occasional Services, they are to make arrangements with the visiting minister for the specific services they require. These arrangements shall be made prior that minister starting at the parish. Fees for Occasional Services are to be paid on the following scale:

Service	Service Payment (day rate)
One service and not more than 3 hours in a day	\$94
Up to two services and not more than 5 hours in a day	\$156
Up to 7 hours in a day	\$220

Travel time for the visiting minister is to be taken into account when calculating the Service Payment.

These payments are to be increased annually by the Wage Price Index, and the payment shall not at any time fall below the casual worker minimum wage.



THE ANGLICAN DIOCESE OF GRAFTON DIOCESAN POLICIES AND PROCEDURES

SUBJECT: Occasional Services Payments Policy		PROCEDURE REFERENCE NUMBER MUP-010
DATE APPROVED 30 April 2026 by Bishop-in-Council		VERSION 1 Original Version
IMPLEMENTATION DATE Immediate	REVIEW FREQUENCY 3 Yearly	RESPONSIBLE FOR REVIEW Bishop-in-Council

4.2 Preparation Payments

It is recognised that church services require significant preparation, and so clergy delivering Occasional Services should also be given a Preparation Payment. Depending on the type of services and liturgical nature of those services, the Preparation Payment shall be paid in the following manner:

Number/Types of Services	Preparation Payment
Up to two services of a particular liturgical nature	\$94
Two or more services of different liturgical natures	\$94 per service
Three or more services of particular liturgical nature	\$94 for the first two services, and \$94 for each service thereafter

For example, two ordinary Sunday services in a day might be considered to have the same liturgical nature, so a single Preparation Payment is applicable. A Sunday service and a youth service, on the other hand, would be considered to have two different natures, so two Preparation Payments would be required.

As with the Occasional Services Payments, the Preparation Payments will be increased annually by the Wage Price Index.

4.3 Additional Payments

All payments made for Occasional Services (including Preparation Payments), must also include:

- Superannuation payments, made to the minister's preferred fund, at the Superannuation Guarantee rate.
- Motor vehicle and accommodation expenses in accordance with MUP-003 Ministry Travel and Associated Expenses Reimbursement.

4.4 Payment of Occasional Services Fees

Prior to delivering the Occasional Services, the minister and Ministry Unit must come to agreement on the number of services and payments to be delivered. The Occasional Services Agreement form must be completed which shows the dates of services and total fees payable.

4.5 Waiving of Occasional Services Fees

A Ministry Unit must offer the above fees willingly and must not seek a minister to provide Occasional Services unless they are prepared to pay these fees.



**THE ANGLICAN DIOCESE OF GRAFTON
DIOCESAN POLICIES AND PROCEDURES**

SUBJECT: Occasional Services Payments Policy		PROCEDURE REFERENCE NUMBER MUP-010
DATE APPROVED 30 April 2026 by Bishop-in-Council		VERSION 1 Original Version
IMPLEMENTATION DATE Immediate	REVIEW FREQUENCY 3 Yearly	RESPONSIBLE FOR REVIEW Bishop-in-Council

However, the minister may choose to waive part or all of these fees. This must be done at the minister's discretion, with no undue pressure from the Ministry Unit.

The Occasional Services Agreement must be completed by the minister indicating the payments they are waiving if they elect to do so, for transparency and accountability purposes.