



Anglican Church Diocese of Sydney

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Important Information for Wardens and Parish Treasurers about...

- Your Parish Cost Recoveries for 2009
- Licensing of your ordained ministry staff

Your Parish Cost Recoveries for 2009

Please find enclosed the Parish Cost Recoveries Summary ('PCR Summary') for 2009 for your parish.

The Synod has adopted, under the *Cost Recoveries Framework Ordinance 2008* ('the Ordinance'), the costs to be recovered from parishes for 2009 which are detailed in your PCR Summary. There are 3 components that you need to take note of -

1. Parish Personnel Costs (ordained ministry staff only)

These costs represent entitlements of *ordained* ministry staff currently licensed to your parish for 2009 (or part thereof).

2. Diocesan Program Costs

These costs include your parish's proportionate contribution (based on the 2007 *net receipts* disclosed in your 2007 Annual Financial Return) toward the cost of -

- the various insurances held on behalf of parishes under the Diocesan Insurance Program;
- the Asbestos Inspection Program (for those parishes with real property);
- the Connect09 initiative;
- the Professional Standards Unit; and
- the provision for the relief or remission of parish cost recoveries (i.e., bad debts).

3. 2009 Instalment Plan

There will be 12 invoices issued to your parish, a month in advance, during 2009. However, under clause 6 of the Ordinance, your parish is required to pay 10 equal instalments over the year, as detailed on your PCR Summary, **the first being due 3 March 2009.**

The January 2009 invoice is enclosed and **does not require payment.** If your parish has a balance carried forward from a previous year, please pay the amount outstanding as a matter of urgency

If your parish does not already pay via direct debit, there is a PCR Direct Debit Request form available on the SDS web site (www.sds.asn.au → For Wardens & Parish Councillors → Ministry Staff Remuneration → Forms) that will enable each instalment to be paid automatically on the due dates from your nominated parish bank account.

If you already pay your instalments by direct debit, there is no need to complete another PCR Direct Debit Request form. A new form must be completed ONLY if your bank account details change.

Licensing of your ordained ministry staff

The entitlement start and end dates listed on the PCR Summary are obtained from the licensing details for each of your ordained ministry staff held by the Diocesan Registrar ('Registry'). These dates are used to calculate the period for which charges will be recovered for each of your ordained ministry staff currently licensed to your parish for 2009.

Please check the dates for each person on the PCR Summary and if they are *incorrect* please advise the Deputy Registrar on 02 9265 1526, immediately.

Some common corrections needed are -

- You have an assistant minister whose licence end date is 31 December 2008, but they will continue at your parish beyond that date. If this is the case, the Rector will need to extend their licence end date by advising the Diocesan Registry.
- You have a minister or assistant minister who will be leaving your parish, but they do not have an end date on their licence. If this is the case then the parish/Rector must advise the Registry as soon as possible.

Licence changes advised to Registry will automatically update future PCR invoices issued to your parish and the PCR instalment amounts payable.

What is the best way to advise the Diocesan Registrar of licence changes?

Parishes have previously been advised of the Registry's secure website which is <https://secure.anglican.asn.au/registry/yearbook>. Every minister has access to this site as *they are ultimately responsible* for advising Registry of assistant minister licence changes.

Important: Please note that the Registry needs to know the date on which the assistant minister was *paid up to*, rather than their last Sunday or day of work. Service *should be continuous* from one parish to the next, as any break could mean that entitlements are forfeited.

Resignation, retirement and appointment of ordained ministry staff

It is the parish's responsibility to advise the Registry *immediately* upon a notice being given of the appointment, resignation or retirement of ordained ministry staff. Until such time as the Registry is advised and the licence details are amended, the parish will continue to be charged and the Synod will make payments to third parties on the ministry staff member's behalf.

Where the parish has failed to advise the Registry in a timely manner and payments have been made to third parties that can't be recovered (e.g., superannuation and long service leave premiums), the parish will be charged.

If you have any questions in regard to the above, please contact Colin Murphy, Clergy Services Officer on 02 9265 1560 (email cjm@sydney.anglican.asn.au) or myself.

Yours sincerely



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