



Presbyterian Church  
of Queensland



**MINISTRY SUPPORT FUND SCHEDULE [Form B]**

**CHARGE:** \_\_\_\_\_

**APPOINTED POSITION:** \_\_\_\_\_

**PRESBYTERY:** \_\_\_\_\_

Prior to the proposed appointment of a Minister or Accredited Ministry Worker to a Charge, this schedule should be carefully completed and submitted to a congregational meeting. When approved, the schedule (in triplicate) should be forwarded to the Director of Ministry Resourcing, **Presbyterian Church of Queensland, PO Box 510, Spring Hill QLD 4004**. Presbyteries may not proceed towards an appointment of a Minister or Accredited Ministry Worker to a Charge until the Committee on Ministry Resourcing has indicated its approval of the schedule. Therefore, this schedule should be furnished in ample time in order to avoid any undue delay. If you need help to complete this schedule, please contact the Director of Ministry Resourcing or Administration Manager.

**APPROVAL OF THE SCHEDULE**

**The Congregation**

This Schedule was submitted to, and approved by, a Congregational Meeting of the \_\_\_\_\_ Charge held on \_\_\_/\_\_\_/20\_\_\_ and forwarded to the Committee on Ministry Resourcing on \_\_\_/\_\_\_/20\_\_\_.

\_\_\_\_\_  
Session Clerk

**The Committee on Ministry Resourcing**

This Schedule (including the Terms of Appointment) was approved by the Committee on Ministry Resourcing on \_\_\_/\_\_\_/20\_\_\_

\_\_\_\_\_  
Director of Home Ministry

**The Presbytery**

The \_\_\_\_\_ Presbytery approved the Terms of Appointment and other proposals of the Schedule on \_\_\_/\_\_\_/20\_\_\_

\_\_\_\_\_  
Moderator of Presbytery

Schedule prepared/revised: Date - 20\_\_\_\_

**SECTION A: CHURCH STATISTICS**

Names of Preaching Places

1.	2.	3.
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Average attendance per week during the last six months?	
Average giving per month during the last six months?	

**SECTION B: STATEMENT OF ASSETS OF THE CHARGE**

FINANCIAL BALANCES: Current bank balances (*List accounts*)

ACCOUNT	TOTAL
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
<b>TOTAL</b>	\$

INCOME-PRODUCING ASSETS: Please list here all income-producing assets or trusts, and indicate whether the interest will be used in the calculation of ordinary revenue for the Charge.

ASSET	CAPITAL VALUE	ANNUAL INTEREST EARNED	USED FOR ORDINARY REVENUE
1.	\$	\$	\$
2.	\$	\$	\$
3.	\$	\$	\$
4.	\$	\$	\$
5.	\$	\$	\$
6.	\$	\$	\$
<b>TOTAL</b>	\$	\$	\$ *

\* Please transfer this amount to Item. 2 of Section E.

**SECTION C: STATEMENT OF ALL LIABILITIES OF THE CHARGE**

Debt on _____ to _____ secured by mortgage	\$ _____
Debt due to _____ to _____ Bank	\$ _____
Any other debts [Please name] _____	\$ _____
Arrears of Ministry Support Fund payments and/or for Supply _____	\$ _____
Arrears of Assessments for Assembly and Presbytery Funds	\$ _____
Other: [Please name] _____	\$ _____
<b>TOTAL</b>	\$ _____

**SECTION D: TERMS OF APPOINTMENT**

Cash Stipend for Zone _____ (see Ministry Support Fund Regulations 2, 4 and 5)	Please indicate actual annual amount payable, not an estimate	\$
Is there a Manse provided? Yes or No		
If Yes, does the Manse fall within the requirements of Guideline 210? Yes or No		
If not within the requirements, please specify:		
If Yes, reduced EPFB ("manse provided"), or not applicable [N/A]		\$
If Yes, Manse energy [\$ or 100%, or paid by the Appointee]		
If No, Manse Rental (when "manse provided" by means of rental on behalf of the Appointee), or not applicable [N/A]		\$
If No, EPFB ("no manse provided" because manse is owned by the Appointee), or not applicable [N/A]		\$
Do the Cash Stipend and EPFB reflect Terms of Appointment above the zone minimum? Yes or No		
If yes, what is the percentage; or not applicable [N/A]?		%
Ministry Expenses Allowance	Zone of charge: _____	\$
Does the Ministry Expenses Allowance reflect Terms of Appointment different from the zone minimum? Yes or No		
If yes, why; or not applicable [N/A]?		
Telecommunication: Please specify arrangements, eg: Manse Rental Paid By Church; Appointee reimburses private calls; Phone at church for church-related calls; Terms of mobile phone; Internet provision [Costs to Charge should be listed under Section F Item 14]		
Holidays: If minimum of four weeks a year including four Sundays, indicate "Yes". If other, specify		

**SECTION E: STATEMENT OF ESTIMATED REVENUE**

**FOR THE FIRST YEAR OF PROPOSED APPOINTMENT**

(Note: This estimate should be based on previous year's results, with such alterations as prevailing circumstances suggest)

1. Collections/contributions for the year (*List each centre of worship*):

1.	\$
2.	\$
3.	\$
<b>SUB TOTAL</b>	<b>\$</b>

2. Income from Assets or Trusts

1.	\$
2.	\$
<b>SUB TOTAL</b>	<b>\$</b>

3. Other revenues [Name each source]

1.	\$
2.	\$
<b>SUB TOTAL</b>	<b>\$</b>

<b>TOTAL ESTIMATED REVENUE</b>	<b>\$</b>
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**SECTION F:**  
**STATEMENT OF ESTIMATED EXPENDITURE**  
**FOR THE FIRST YEAR OF THE PROPOSED APPOINTMENT**  
for ordinary purposes of the Charge

**CALCULATION OF TERMS OF APPOINTMENT**

Payments listed under the Terms of Appointment	
Stipend \$ _____; EPFB \$ _____; Allowance \$ _____	SUB-TOTAL                 \$ _____
Less any approved stipend subsidies [First year] \$ _____	LESS SUBSIDY             \$ _____
	TOTAL                         \$ _____

**STATEMENT OF EXPENDITURE**

ITEM	AMOUNT	NOTES
1. Total Terms of Appointment [Section F]	\$	
2. Superannuation Payment	\$	
3. Total payments for other Terms of Appointment (Specialised Ministry Workers) [Section G]	\$	
4. Total payments for Other Ministry Workers [Section H]	\$	
5. Salaries of non-religious workers. E.g. Organist, secretary [Section I]	\$	
6. Ministry Support Fund Assessment	\$	
7. Assembly Assessments	\$	
8. State Mission Program [SMP]	\$	
9. Presbytery Levy	\$	
10. Repayment of Capital Expenditure	\$	
11. Payment of Interest on Loans	\$	
12. Support for Missionaries etc. from ordinary revenue	\$	
13. Rates, Land Tax etc	\$	
14. Electricity/Gas and Maintenance Expenses	\$	
15. General operating costs. E.g. Cleaning, grounds, repairs	\$	
16. Insurances	\$	
17. Printing costs, Christian education, licence fees etc	\$	
18. Other – please specify	\$	
19. Sundry/unbudgeted increases	\$	
20. Major work scheduled – Estimate	\$	
<b>TOTAL ESTIMATED EXPENDITURE</b>	<b>\$</b>	