

Sample Motions for amending terms of Call or Appointment
(e.g., paying a stipend supplement)

Action of Session and CoM – start this straight away

The Session and the Committee of Management start work immediately on having the following available for the papers to be distributed for the congregational meeting:

1. The Ministry Support Fund Schedule for a Minister (Form B + Sections G & I).
*The documents can be found at <https://www.pcq.org.au/pcq-forms.php>
Email the Ministry Support Fund Schedule when it's still a draft to PCQ Payroll Payroll@pcq.org.au and ask them to review it before it goes to the congregational meeting.*
2. The congregation's audited statement for the last PCQ financial year (i.e., calendar year).
This would have been tabled at the last Annual Congregational Meeting (usually held in March).
3. A financial statement showing the Charge's financial position in terms of income and expenditure from the period of the last audited statement up to a month preceding the date on which the Ministry Support Schedule is to be approved by the Congregation.
4. A Statement signed by the CoM Treasurer of all the financial liabilities of the congregation.
5. The revised roll of Communicants and Adherents attested by the Session Clerk.
6. Session (with Committee of Management concurrence) appoints persons to discuss the proposed stipend supplement for Rev. Mr. Ms. _____ and report back to the Session and the Committee of Management.
7. Appoint a person (e.g., CoM Treasurer) to complete the PCQ Appointments Checklist on the webpage <https://appointments.pcq.church/appointment-checklist/>

Session resolves to announce the Congregational meeting at the worship services on Sunday ___ and ___ of _____ (to be held _____)

Congregational meeting held Sunday _____ immediately after the morning worship service.

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Congregational Meeting motions

1. Receive the joint report from the Session and the Committee of Management, with the recommendation that the congregation approve a stipend supplement for Rev. Mr. Ms. _____ of __%, noting this shall be paid as 50% cash stipend and 50% EPFB (with 15% additional Superannuation to also be paid on this amount).
2. Receive and approve the amended Budget that accounts for the above stipend supplement.
3. Receive from the Session and the Committee of Management the following documents:
 - a. The Ministry Support Fund Schedule.
 - b. The congregation's audited statement for the last PCQ financial year (i.e., calendar year).
 - c. A financial statement showing the Charge's financial position in terms of income and expenditure from the period of the last audited statement up to a month preceding the date on which the Ministry Support Schedule was approved by the Congregation
 - d. A Statement signed by the CoM Treasurer of all the financial liabilities of the congregation.
4. Note that opportunity was given for questions to be asked of the representatives of the Session and Committee of Management and note that Rev. Mr. Ms. _____ has indicated agreement with this amendment to their Terms of Call/Appointment.
5. Subject to the necessary approvals of the appointment by the relevant PCQ bodies, as recommended by the Session and Committee of Management, approve a stipend supplement for Rev. Mr. Ms. _____ of __%, noting this shall be paid as 50% cash stipend and 50% EPFB (with 15% additional Superannuation to also be paid on this amount) from the first day of the first/second PCQ Pay Cycle in _____ [month] _____ [year].
6. Approve the Ministry Support Fund Schedule as tabled at the meeting.
7. Forward the Ministry Support Fund Schedule to the Clerk of Presbytery, the PCQ Committee on Ministry Resourcing (CMR), and PCQ Payroll.
8. Note that the chair of the meeting appointed _____, and _____, to count the vote that shall be by show of hands.
9. Note that ____ (number) Communicant Members were recorded as being present.
10. In accordance with the above amended Terms of Call/Appointment, resolve by a vote "for" and "against" taken by a show of hands that the congregation request the presbytery to approve a stipend supplement for Rev. Mr. Ms. _____ of __%, noting this shall be paid as 50% cash stipend and 50% EPFB (with 15% additional Superannuation to also be paid on this amount) from the first day of the first/second PCQ Pay Cycle in _____ [month] _____ [year], subject to the above necessary approvals of the appointment, the vote being over 60% of those present (____/____).
11. Appoint _____, and _____ as commissioners to support the amended Terms of Call/Appointment in the meeting of the presbytery.
12. Authorise the Session and the Committee of Management to act on behalf of the congregation and in accordance with the various Rules and Regulations of the Presbyterian Church of Queensland and the requirements of the PCQ Receivership to do all that is necessary to progress the above, including any amendments to the Terms of Call/Appointment that may be necessary due to the requirements of employment law or the Rules of the PCQ and PCA.

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Presbytery Meeting Motions

1. In accordance with PCQ Code Rule 8.5, receive the following documents from the _____ Charge:
 - a. The Ministry Support Fund Schedule.
 - b. The congregation's audited statement for the last PCQ financial year (i.e., calendar year).
 - c. A financial statement showing the Charge's financial position in terms of income and expenditure from the period of the last audited statement up to a month preceding the date on which the Ministry Support Schedule was approved by the Congregation
 - d. A Statement signed by the CoM Treasurer of all the financial liabilities of the congregation.
 - e. The amended Budget that accounts for the stipend supplement.
2. Note that the _____ Congregational Meeting held on _____ 202__ resolved to request the presbytery to approve a stipend supplement for Rev. Mr. Ms. _____ of __%, noting this shall be paid as 50% cash stipend and 50% EPFB (with 15% additional Superannuation to also be paid on this amount) from the first day of the first/second PCQ Pay Cycle in _____ [month] _____ [year], subject to the above necessary approvals of the appointment, the vote being over 60% of those present (____/____).
3. Receive the report from _____ concerning the above.
4. Approve the Ministry Support Fund Schedule, subject to its approval by CMR and the PCQ Receivers, authorising PCQ Payroll to make any amendments to the terms of appointment that are required under employment law or by the directions of CMR (again, subject to the approval of CMR and the PCQ Receivers).
5. Receive the statements concerning the appointment from the Commissioners appointed by the _____ Congregational Meeting _____ and _____.
6. In accordance with the above request from the _____ Charge (made with the agreement of Rev. Mr. Ms. _____) and subject to any necessary approvals from the PCQ Assembly's Committee on Ministry Resourcing (CMR) and from the Court Appointed Receivers to the PCQ LPE (the Receivers), amend the Terms of Settlement/Appointment of Rev. Mr. Ms. _____ so that a stipend supplement for Rev. Mr. Ms. _____ of __% is effective from the first day of the first/second PCQ Pay Cycle in _____ [month] _____ [year], noting this shall be paid as 50% cash stipend and 50% EPFB (with 15% additional Superannuation to also be paid on this amount).
7. Advise the _____ Session and Committee of Management, PCQ Payroll, the PCQ General Manager (and through him the Receivers), CMR, and Rev. Mr. Ms. _____ of the above resolutions of presbytery, and forward to them the amended Budget that accounts for the stipend supplement.
8. Request PCQ Church Offices to prepare an appointment letter.