

GenR8 Ministries



**300,000
opportunities to
teach about Jesus**



genr8ministries.org

Joining up with Genr8

Welcome to Genr8 Ministries! We are excited to have you become part of the Genr8 team and would love to help make the process as easy as possible. Please follow along the steps and if you have any questions Sarah in our office would be more than happy to answer them. You can reach her on 02 8268 3328.

Step 1: Fill in your ministry partnership agreement

- Service Provision partnership agreement (page 3)
- Common seal (page 13) *please note: common seal not required, signatures can be used in place. Please see notes on page 13
- Board information (page 15)
- Churches on board information (page 16)

Step 2: Fill in your financial summary and salary packaging spreadsheet

If you do not have this form please email Sarah in our office on info@genr8ministries.org

If you are having difficulty filling out this form please call Sarah in our office on 02 8268 3328

You must send this form back with the contract in order for us to process your teacher

Step 3: Make sure your teacher has filled in all their documentation and returned them to Genr8. Please see the employment contract for a checklist of teacher documentation required for employment.

PLEASE NOTE ALL DOCUMENTATION MUST BE FULLY COMPLETED AND GENR8 MUST RECEIVE IN FULL 4 WEEKS PRIOR TO COMMENCEMENT OF MEMBERSHIP WITH GENR8 TO ENSURE PROPER COMPLIANCE IS MET IN ALL AREAS.

2 MONTHS PAYMENT (AS PER FINANCIAL SUMMARY AND SALARY PACKAGING SPREADSHEET) MUST BE MADE BEFORE NEW TEACHERS ARE PAID BY GENR8

After you have completed these forms, please return them to us at:

**GenR8 Ministries
PO Box A287
Sydney South NSW 1235**

If you have any questions please contact us on 02 8268 3328 or info@genr8ministries.org

The annual costs for the services outlined in the Genr8 Brochure (300 000 opportunities to teach about Jesus) are as follows.

Sliding scale for one SRE teacher:

	1 day	2 days	3 days	4 days	5 days	Total
From Jan 1 2011	\$2100	\$2,500	\$2,900	\$3,300	\$3,700	1 x \$ _____

By joining, boards will not only be well served but also support the expansion of high school ministry in New South Wales.

For multiple employees, please see Appendix 1.

**SERVICE PROVISION BY Genr8
NSW High Schools Special Religious Education Association Inc (GenR8
Ministries)
Partnership Agreement**

Local Scripture Board: _____

School: _____

Commencement Date of Partnership: _____

Employee: _____

Remuneration: \$ _____ p.a. (60% as untaxed fringe benefits)

Hours of Work: _____ days per week

Leave summary

- annual leave _____ days per annum

- personal/carer's leave _____ days per annum

Existing leave entitlements (if any): _____

Additional work related benefits: _____

Partnership Agreement

Agreement between:

NSW High Schools Special Religious Education Association Inc (GenR8 Ministries)

AND _____ (local
SRE board.)

1. Purpose

The above parties wish to provide Special Religious Education (SRE) as defined in the Education Act 1990 in NSW high schools by recruiting, employing and training appropriately qualified SRE teachers. Generally, the role of GenR8 Ministries is to provide training, resources, advocacy, employment and human resource management and administration, and the role of the local board is to provide supervision, local support and funding for SRE teachers, as well as negotiating SRE arrangements and conditions with the local high school(s) in which this SRE is given.

2. Responsibilities of the local board

General

- a. Recruiting and selecting the SRE teacher.
- b. Arranging for letters of authorization from the clergy of all churches represented on the local board.
- c. Primary pastoral care and an accountability structure / peer support of the SRE teacher by setting up a support committee to meet regularly with the teacher and to monitor and review the responsibilities.
- d. Regular contact with the school administration.
- e. Negotiating with the school administration on behalf of the SRE teacher in regard to arrangements and conditions.
- f. Developing and implementing a program of professional development for the SRE teacher in consultation with GenR8 Ministries.
- g. Participation in board training and development provided by GenR8 Ministries.
- h. Developing and monitoring the local SRE curriculum.
- i. Determining the remuneration level depending on the qualifications, skills and experience of the teacher(s) in line with Genr8's general advice and in consultation with Genr8's regional advisers. Salary increase is decided by the local board at their discretion depending on experience, training and maturity.
- j. Developing criteria for the success of the SRE teaching program and monitoring the success of the program in accordance with those criteria, establishing the salary in accordance with local commitments.

- k. Ensuring all board members have signed an “Attachment 4: Prohibited Employment Declaration” of the Working with Children Check.
- l. Approving any people who the SRE teacher wishes to use to assist in the delivery of the SRE program.
- m. Managing the referral of students to local churches, other communities of faith and Christian organisations.
- n. Managing the process of Probation Review, Annual Performance Reviews and End-of-Contract Review of the SRE teacher.
- o. Monitoring the professional conduct of the SRE teacher in accordance with Faithfulness in Service: A national code for personal behaviour and the practice of pastoral ministry by clergy and church workers Second Edition 2006 (or any subsequent edition) and reporting to GenR8 Ministries.
- p. When not on annual leave, utilisation of the teacher during school holidays in activities such as local church promotion, church youth programs and curriculum development and professional development, as appropriate and negotiated with each teacher.
- q. Fulfil its legal obligations as a legal entity (normally an incorporated association), including to the ATO regarding GST (if registered), to the Office of Fair Trading regarding having its accounts audited and lodgement of an annual statement (if incorporated under the Associations Incorporation Act, 1984) and the Office of Liquor, Gaming and Racing regarding fundraising.
- r. Be registered with the ATO as a Donor Gift Recipient.
- s. Ensuring that, if being utilised by the local board and teacher, the teacher is eligible for Fringe Benefits Tax Exemption according to the Genr8 ATO private ruling number 88692 with documented evidence of training requirements available on request from Genr8 or the ATO.

3. Responsibilities of GenR8 Ministries

1. Advocacy on behalf of the local board as agreed with the local school administration.
2. Training and resource provision:

- a. regular training events for board members and employees; and
- b. assistance in designing appropriate SRE curriculum.

3. Financial administration

- a. monthly salary payments and deposits into Fringe Benefits Account;
- b. monthly payment advice to employees;
- c. negotiate and remit Workers' Compensation premiums;
- d. quarterly remittance of superannuation;
- e. PAYG payments and annual payment summaries;
- f. providing quarterly and annual statements to the local board;
- g. housing payments arranged through direct debit;
- h. provision of Fringe Benefits Tax Exemption for Religious Practitioners employed through GenR8, will need to comply with the conditions outlined in Appendix 3. Tax exemptions will be provided through:
 - o Westpac Employee Benefits Card;
 - o Housing and/or loan payments; and
- i. provision for long service leave.

4. Insurance

As part of the Partnership, GenR8 provides the following insurance for local boards acting as GenR8's agents in the field:

- a. workers' compensation for paid SRE teachers (not included in the service fee);
- b. public and property liability;
- c. voluntary workers insurance (for all local board members and volunteers in performing functions on behalf of the board and GenR8 in local SRE ministry); and
- d. professional indemnity and directors and officers liability insurance for local board members and SRE teachers.

5. Human resources management of the SRE teacher

- a. provide advice and assistance in the recruiting and selecting of the SRE teacher by the local board;
- b. provide resources for the monitoring and assessment of SRE teachers by the local board; and
- c. keeping the local board abreast of the latest developments in the delivery of SRE in NSW.

4. Funding Arrangements

The local board is to provide the funding as set out in the Financial Summary. If any payment referred to in the summary is not paid by the due date, GenR8 Ministries may immediately terminate this agreement.

5. Service Fee

In addition to providing funding for the teacher(s)' salary(ies) the local board agrees to pay a service fee of the amount set out in the Financial Summary & the Service Fee section below. If payment of the service fee is not paid by the due date, GenR8 Ministries may immediately give one month notice of its intention to terminate this agreement.

6. Termination

- a. If a party is in breach of its obligations under this agreement, the other party must give one month notice of the breach. If the breach has not been rectified within that one month period, the party not in breach may terminate this agreement.
- b. Termination of this agreement does not override any pre-existing duty or obligation under this agreement.

7. Local Board Funding Responsibilities

The local board is to fund all costs relating to the employment of each SRE teacher including:

- a. Salary and Fringe Benefits;
- b. Statutory entitlements, such as Long Service Leave, holiday pay, Superannuation Guarantee Levy, workers compensation insurance premiums and payments;
- c. Existing liabilities: On the transfer of employment from the local Board to GenR8 Ministries, all existing liabilities need to be funded or discharged;
- d. Long Service Leave: GenR8 requires local boards to make payments for Long Service Leave at a rate of 2% of the total package; the local board will also be liable for any accrued Long Service Leave entitlements which are transferred on employment from the board to GenR8. This may be paid off in a lump sum or by negotiation progressively over time. Any funds retained by GenR8 not used for LSL on termination of employment will be used at Genr8's discretion to **further NSW schools ministry**.
- e. Income protection insurance must be obtained by employees who work 15 hours a week or more. This provides a regular monthly income of at least 75% of your gross salary should you become ill or injured for a long period. GenR8 suggests that this be done through a superannuation provider. Once the local board has signed up with Genr8, GenR8 will provide the board with the information necessary for the board to set up income protection for its teacher;
- f. Insurance costs: Where any cost is not directly attributable to a particular teacher, the cost is to be apportioned between X and Y on a reasonable basis; and
- g. Such other costs as are agreed from time to time.

8. SRE Teacher Payments

Before the teacher is employed:

- a. GenR8 Ministries and the local board are to prepare a budget to be paid in equal monthly instalments — ie. monthly payments are to be the agreed budgeted amount divided by the number of months in the budget (Budgeted Employee Payment).
- b. The local board is to pay to GenR8 Ministries two Budgeted Employee Payments at the commencement of the arrangement (Commencement Payment). This is necessary to enable GenR8 Ministries to have sufficient funds to pay the teacher if the teacher's employment is terminated on one months' notice.
- c. The local board commencement payment is to pay the Budgeted Employee Payment (including any variation under the following clause) monthly in advance by the first day of the month.
- d. GenR8 Ministries may notify the local board if the budgeted amounts are above or below the actual payments and may require a variation of future Budgeted Employee Payments to compensate for these discrepancies.
- e. If actual payments exceed the Budgeted Employee Payment the local board is to pay the difference within 14 days of payment being requested.
- f. Payments to GenR8 Ministries must be made in the manner requested by GenR8 Ministries (usually by bank or internet transfer).
- g. When GenR8 Ministries and the local board agree on the payment of additional expenses, those amounts are to be paid in the manner as agreed from time to time.
- h. The local board will retain \$100 for each day of a teacher's normal weekly teaching load for out-of-pocket work expenses for each teacher. . For example, \$100 pa is retained for a teacher with a one day a week load; \$500 pa for a full load.
- i. The local board is at liberty to increase the amount available for capital items outside this salary agreement.

9. Statements of Faith

The parties ascribe to the following Statements of Faith.

Beliefs of the NSW High Schools Special Religious Education Association Inc

God and the human race

We hold that that the Lord our God is one: Father, Son and Holy Spirit, and that he fulfils his sovereign purposes in creation, revelation, redemption, judgement, and the coming of his kingdom - by calling out from the world a people united to himself and to each other in love.

We acknowledge that though God made us in his own likeness and image, conferring on us dignity and worth and enabling us to respond to himself; we now are members of a fallen race; we have sinned and come short of his glory.

We believe that the Father has shown us his holy love in giving Jesus Christ, his only Son, for us, while through our sinfulness and guilt, we were subject to his wrath and condemnation; and has shown his grace by putting sinners right with himself when they place their trust in his Son.

We confess Jesus Christ as Lord and God;
as truly human, born of the virgin Mary;
as Servant, sinless, full of grace and truth;
as only Mediator and Saviour, dying on the cross in our place, representing us to God, redeeming us from the grip, guilt and punishment of sin;
as Victor over Satan and all his forces, rising from death with a glorious body,

being taken up to be with his Father,
one day returning personally in glory and judgement to establish his kingdom.

We believe in the Holy Spirit

who convicts the world of guilt in regard to sin, righteousness and judgement;
who makes the death of Christ effective to sinners, declaring that they must now turn to Christ in repentance, and directing their trust towards the Lord Jesus Christ;
who through the new birth makes us partake in the life of the risen Christ, and
who is present within all believers illuminating their minds to grasp the truth of Scripture, producing in them his fruit,
granting to them his gifts, and
empowering them for service in the world.

The Scriptures

We believe that the Old and New Testament Scriptures are God-breathed, since their writers spoke from God as they were moved by the Holy Spirit; hence are fully trustworthy in all that they affirm; and are our highest authority for faith and life.

The Church and its Mission

We recognise the Church as the body of Christ, held together and growing up in him; both as a total fellowship throughout the world, and as the local congregation in which believers gather.

We acknowledge the commission of Christ to proclaim the Good News to all people, making them disciples and teaching them to obey him;

and

We acknowledge the command of Christ to love our neighbours, resulting in service to the church and society, in seeking reconciliation for all with God and their fellows, in proclaiming liberty from every kind of oppression and in spreading Christ's justice in an unjust world

... until he comes again.

Beliefs of Scripture Union International reproduced with permission

Nicene Creed

We believe in one God, the Father, the Almighty,
maker of heaven and earth, of all that is, seen and unseen.

We believe in one Lord, Jesus Christ, the only son of God,
Eternally begotten of the Father,
God from God, Light from Light, true God from true God,
begotten, not made, of one being with the Father,
through him all things were made.

For us men and for our salvation he came down from heaven:

by the power of the Holy Spirit he was incarnate of the Virgin Mary, and became man.

For our sake he was crucified under Pontius Pilate;

He suffered death and was buried.

On the third day he rose again in accordance with the Scriptures;

he ascended into heaven and is seated at the right hand of the Father.

He will come again in glory to judge the living and the dead,

And his kingdom will never end.

We believe in the Holy Spirit, the Lord, the giver of life,

who proceeds from the Father and the Son.

With the Father and the Son he is worshipped and glorified.

He has spoken through the Prophets.

We believe in one holy catholic and apostolic Church.

We acknowledge one baptism for the forgiveness of sins.

We look for the resurrection of the dead, and the life of the world to come.

THE COMMON SEAL of NSW High Schools Special Religious Education Association Inc

was affixed in the presence of:

Signed for and on behalf of GenR8 Ministries

Signature: _____

Signature: _____

Name: _____

Name: _____

Office Held: _____

Office Held: _____

Date: _____

THE COMMON SEAL of _____

was affixed in the presence of:

Signed for and on behalf of Local SRE Board

Signature: _____

Signature: _____

Name: _____

Name: _____

Office Held: _____

Office Held: _____

Date: _____

Note 1: The Common Seal of the Association must be affixed in the manner provided in the rules of the Association. If the Association has adopted the Model Rules under the Association's Incorporation Act then the seal must be affixed in the presence of two committee members or one committee member and the public officer or secretary. Check a copy of the rules.

Note 2: If the Association does not have a seal the two signatures above can stand in place of the seal according to the legislation on 31/3/2009: 'Associations will no longer need to use a common seal to execute documents. Instead, they can have documents signed by two of their authorised signatories. The public officer will be an authorised signatory by virtue of that office.'

Setting Remuneration Levels

Boards need to decide the remuneration level for their teachers, but in order to ensure that teachers are fairly paid, and to ensure that neither boards nor Genr8 Ministries are liable to legal action from teachers who claim they were underpaid, the rationale for choosing particular criteria is essential, and boards should make the criteria known to teachers. The rationale needs to relate either to the recognised school teacher or ministry worker pay scales.

Genr8 Ministries' insurance broker advises that evidence of due diligence by boards and Genr8 Ministries in seeing equivalence with a recognised pay scale gives the best security for all parties against possible legal action

Salary increase is decided by the local board at their discretion depending on the experience, training and maturity of the SRE teacher and long term viability for both the board and the teacher.

Board Information

Board Contact Details	
Board Name:	Contact Person:
Mailing Address:	Contact Phone:
Suburb:	Website:
Postcode:	
Email (for board correspondence):	

Executive Board Members	
Chairperson Name:	Chairperson Phone:
Chairperson Signature:	Chairperson Email:
Date:	
Vice Chairperson Name:	Vice Chairperson Phone:
Vice Chairperson Signature:	Vice Chairperson Email:
Date:	
Treasurer Name:	Treasurer Phone:
Treasurer Signature:	Treasurer Email:
Date:	
Secretary Name:	Secretary Phone:
Secretary Signature:	Secretary Email:
Date:	
Public Officer Name:	Public Officer Phone:
Public Officer Signature:	Public Officer Email:
Date:	

Churches Included in the Board

Church Name	Church Phone Number
1.)	
2.)	
3.)	
4.)	
5.)	
6.)	
7.)	
8.)	
9.)	
10.)	
11.)	
12.)	
13.)	
14.)	
15.)	

From January 2011: GenR8 Service Fee schedule					
Number of teachers	FT 5 days	4 days	3 days	2 days	1 day
1st teacher	3700	3300	2900	2500	2,100
2nd teacher	3300	2900	2500	2100	2100
3rd teacher	2900	2500	2100	2100	2100
4 or more teachers	2900	12500	2100	2100	2100

To work out the total service fees for your teachers:

- Use the above Service fee schedule to identify each teacher according to days in descending order from most days a week worked
- Add the service fees to calculate total service fee as in the example below

example

Number of Teachers	Days per week worked	Service Fee
1 st teacher	5	3700
2 nd teacher	4	2900
3 rd teacher	2	2100
		8700

Appendix 2: SRE Teachers as Religious Practitioners

Conditions arising from the Australian Tax Office's private ruling that GenR8 Scripture teachers are exempt from Fringe Benefit Tax as Religious Practitioners:

The religious practitioner (SRE teacher) will:

- Have a demonstrated calling or vocation to ministry with teenagers and be their care-givers within the context of the classroom;
- Subscribe to the beliefs of GenR8 and be committed to teaching and proclaiming them, as well as living according to the code of conduct, Faithfulness in Service;
- Be an active member of a recognized Christian church which has beliefs similar to the beliefs of GenR8;
- Be supervised, in teaching and conduct, by the local SRE board whose members represent local churches;
- Be trained in theology, or in the process of being trained. A Diploma of Theology (or equivalent) is the minimum qualification;
- Be the official authority within a school on Christian teaching (doctrine) and living; and
- Provide feedback to the SRE board and GenR8 on their experiences within the school so that improvement can be made to make the work of communicating the Christian message more fruitful.

The local board (SRE board) will:

- Have members who come from approved Christian churches or institutions;
- Employ SRE teachers through a process of recruitment, interview and confirmation in partnership with the denominational leaders on the board;
- Commission the SRE teacher at a service open to the local community. The teacher will be commissioned by denominational leaders (representatives of local churches) of the SRE board and GenR8; and
- Officially recognise the SRE teacher as the authority within the school on Christian teaching (doctrine) and living.
- Ensure the teacher has either attained an approved diploma of theology or equivalent or is actively working towards a diploma at a minimum rate of three subjects in four semesters.

Appendix 3: Income Protection Insurance

Genr8 Ministries asks all board to provide an adequate level of income protection insurance (in case of illness, temporary disability etc.) for their SRE teachers who work more than 15 hours/week. (Each full day is 7.6 hours.) This can be done in one of three ways.

1. If the employee is with AMP Anglican National Super Fund (Genr8's default fund), the employee should automatically have income protection insurance. It is the board's responsibility to make sure the employee hasn't opted out of receiving income protection insurance. So that the employee's super balance is not compromised by the cost of the income protection insurance, the board should pay to Genr8 the total fee payable as advised by the super fund, who will then pass it along to the super fund.

2. If the employee is with another super fund, the board can investigate whether or not the choice of super fund has adequate income protection insurance. If the board fees there is a satisfactory level of coverage, the board can, separately from Genr8, contribute to the employee's choice of fund similar to the process outlined above in point 1. Some good guidelines for what is a satisfactory level of coverage are:

- Income protection payments should start after no more than three months of sick leave
- Income protection payments should cover at least 75% of the SRE teachers total package

3. If the employee has no income protection or inadequate protection through their superannuation company it is up to the board to ensure that this is either upgraded or that they take out a stand alone income protection insurance policy.

Genr8 And Your Board

As the employer of your SRE teacher(s) GenR8 delegates back to the local board responsibility for:

- negotiations with the school(s) about the SRE program and placement of your SRE teacher(s);
- recruitment, interviewing and selection of your SRE teacher(s);
- determining the remuneration level depending on the qualifications, skills and experience of teacher(s) in consultation with GenR8;
- ongoing liaison with the school(s) about arrangements and conditions for your teacher(s);
- ongoing day to day support, encouragement and supervision of the teaching and conduct of the teacher(s);
- probationary, periodic and final reviews of teacher performance; and
- selecting, approving and overseeing the curriculum.

The responsibility for raising the financial support for the teacher(s), including for Long Service Leave and other special provisions is the local board's.

These are more fully outlined in Part 2, the Ministry Services Agreement.

Genr8 Salary Scale

Category	Studying diploma of theology	Remuneration without FBTE	Remuneration with FBTE	40% salary	60% MEA
A	1st and 2nd year	46981	39906	15962	23944
B	3rd and 4th year	51067	42566	17026	25540
Dip Theology Qualified					
C	1st and 2nd year	55189	45226	18090	27136
D	3rd and 4th year	59293	47886	19154	28732
E	5th and 6th year	63397	50546	20218	30328
F	7th and 8th year	67223	53206	21282	31924
G	9th and 10th	71023	55866	22346	33520
H	11th or teacher qualified	74823	58526	23410	35116

The following table shows the saving available to the board in utilizing the FBTE status under GenR8
The Board is free to set pay of staff members on any of these scales, this is a recommendation not a mandate.

Genr8 will never automatically increase any teachers' salaries. Salary increases must be directed from the board by submitting a Form A 'changes to Teacher Salary' and a new financial summary and salary packaging spreadsheet. The scales have been standardised to reduce administration cost at the GenR8 head office

For calculating payment of part time staff: divide the remuneration amount by 5 and multiply by the amount of days worked

The Remuneration without FBT has been calculated to provide boards an indication of the salary without FBTE, it has been calculated without reference to a particular person or situation. If any underlying assumptions were altered, this figure would be change slightly. If you would like more information on this please contact the GenR8 office.

The Genr8 salary scale reflects ministry pay rates in NSW churches

Services Provided By Genr8

Development of New Boards across NSW

- Consult with local churches/ministers' associations
- Field workers support step by step process
- Start-up Resources

Support for Boards

- Training Days
- Field Support
- Discounted Insurance (including boards and board members)
- Board Resources

Employment of Teachers

Accounting

- Remuneration advice based on qualifications, skills and experience
- Payroll
- Fringe Benefit Tax exemption for employees as religious practitioners
- Insurances (including workers' compensation) – see over
- Superannuation/Long Service Leave

Human Resources

- Employment policies
- Recruitment advice

Professional Development of Teachers

- Training days/Field support
- Professional development pathways
- Annual SRE/Chaplaincy conference (conference fee not included)

Representation at organisational level lobbying for the development of SRE in schools

- Advising on Inter-Church Commission on Religious Education in Schools (ICCOREIS)
- Relating to denominational and para-church schools ministries

Fundraising

- Advice and resources
- Providing structures for tax deductible giving

Resources for SRE

- Field workers for curriculum suggestions
- Access to SRE materials

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Representation at organisational level lobbying for the development of SRE in schools

- Advising on Inter-Church Commission on Religious Education in Schools (ICCOREIS)
- Relating to denominational and para-church schools ministries

Fundraising

- Advice and resources
- Providing advice to help local boards set up structures for tax deductible giving

Resources for SRE

- Field workers for curriculum suggestions
- Access to SRE materials

GenrR8 Ministries - NSW High Schools Special Religious Education Association Inc.

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