



奧克蘭東區華人浸信會 2023 年 10 月 22 日季會議程 PCBC AGENDA FOR QUARTERLY MEETING ON 22nd OCTOBER, 2023

日期：	2023 年 10 月 22 日〔崇拜後〕	地點：	教會正堂
Date：	22nd October, 2023 (After Sunday service)	Venue：	Main Hall of Church
主席：	甘鴻泰執事	會議記錄員：	宋恩琳
Chairperson：	Deacon Anthony Kam	Minute Taker:	Irene Sung

一、 開會祈禱 Prayer by Chairperson

二、 教牧／主席分享 Pastor/Chairperson sharing

三、 各部／委員會分享 Sharing by respective Departments/Committees

關懷部職員的財務王秀芳與文書范詩琪，將擔任代部長和副部長，直至 12 月底。
The Staff Bookkeeper Adela Lee and Secretary Suki Fan of the Caring Department will be the acting Leader and Deputy Leader until the end of December.

四、 商討事項 Discussion Items

在會友大會上，一般提案通常會以簡單多數票形式進行投票。而特別提案將在提案內明確指定投票形式，例如多數票或 2/3 多數票等。

At members meetings, general proposals are usually voted on by simple majority. Special proposals will clearly specify the form of voting within the proposal, such as majority vote or 2/3 majority vote, etc.

4.1 通過宋恩琳姊妹擔任本次會議的會議記錄員。
To approve sister Irene Sung to be the minute taker of this meeting.

4.2 通過本次會議的議程。
To approve the agenda for this meeting.

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- 4.3 通過上次(2023年7月23日)會友季會會議文字記錄(參附件1)。
To approve the (23rd July, 2023) minutes of the previous Quarterly Members' Meeting (see Appendix 1).

會籍：浸禮加入教會申請

Membership: The Acceptance of Baptism and Membership

- 4.4 通過謝沁希姊妹接受浸禮加入本教會。
To approve sister Bernice Tse's acceptance of baptism to become a member of PCBC.
- 4.5 通過羅思顯弟兄接受浸禮加入本教會。
To approve brother Sheldon Law's acceptance of baptism to become a member of PCBC.
- 4.6 通過李樂兒姊妹接受浸禮加入本教會。
To approve sister Wilson Lee's acceptance of baptism to become a member of PCBC.
- 4.7 通過袁漢光弟兄接受浸禮加入本教會。
To approve brother Stephen Yuen's acceptance of baptism to become a member of PCBC.
- 4.8 通過 Daniel Pereira 弟兄接受浸禮加入本教會。
To approve brother Daniel Pereira's acceptance of baptism to become a member of PCBC.
- 4.9 通過何文英姊妹接受浸禮加入本教會。
To approve sister Mandy Ho's acceptance of baptism to become a member of PCBC.
- 4.10 通過陳英樂弟兄接受浸禮加入本教會。
To approve brother Samson Chan's acceptance of baptism to become a member of PCBC.
- 4.11 通過閔連秀姊妹接受浸禮加入本教會。
To approve sister Alina Man's acceptance of baptism to become a member of PCBC.

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會籍：轉會申請

Membership: The Transference of Membership

- 4.12 通過孔慕恩姊妹申請轉會加入本教會。

To approve the transference of membership application of sister Peggy Hung.

指引的修訂

Amendments of Guidelines

- 4.13 通過修訂會章附則三的 7.2.3.4 以及 7.2.4.3，關於教會書記和司庫選舉程序的相關條款。（參附件 2）

(此提案將使用多數票形式進行投票，必須獲得超過出席人數的 50% 贊成方能通過。)

To approve the amendments of 7.2.3.4 and 7.2.4.3 in Supplement 3 of the Constitution, regarding the relevant clauses on the election procedures for the church secretary and treasurer. (See Appendix 2)

(This proposal will be voted on using a majority vote and must receive more than 50% of the votes in attendance to pass.)

- 4.14 通過修改神學培才委員會職責指引。（參附件 3）

To approve the amendments of the Theological Training Committee guidelines. (See appendix 3)

- 4.15 通過修改神學培才基金使用準則。（參附件 4）

To approve the amendments of the Theological Training Fund usage guidelines. (See appendix 4)

年度薪津審核

Annual Review of Stipend and Allowances for Pastors

- 4.16 通過人事委員會參考浸聯會的建議，對牧者未來的薪酬進行調整。（參附件 5 和 6）

To approve the proposal made by the Personnel Committee based on the recommendation of the Baptist Union, to make adjustments to the future salary of pastors. (See Appendix 5 & 6)

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- 4.17 通過人事委員會參考浸聯會的建議，將現時主任牧師的事工增進補貼由每年\$1000 提高至\$2375，並建議適合本教會所有牧者人員。（參附件 6）

To approve the proposal made by the Personnel Committee based on the recommendation of the Baptist Union, to increase the Ministry Enhancement Allowance for the current senior pastor from \$1000 to \$2375 per year, and the recommendation to be for all pastoral staff of the church. (See Appendix 6)

備註:

- a) 該金額將對「書籍、雜誌、訂閱、電腦軟體、培訓課程、監督、屬靈指導等」進行報銷。
- b) 這一權益適用於所有牧者人員（包括主任牧師, 牧師和助理牧師）。
- c) 生效日期為 2024 年 4 月 1 日（以配合年度預算，並反映在 2024 財政年度預算中）。
- d) 事工增進金的報銷權益應自入職起生效。

Notes :

- a) This amount will be reimbursed for books, magazines, subscriptions, computer software, training courses, supervision, spiritual guidance, etc.
- b) This benefit applies to all pastoral staff (including senior pastor, pastor and assistant pastor).
- c) Effective date is April 1, 2024 (to coincide with the annual budget and be reflected in the budget of the financial year of 2024).
- d) The entitlement to reimbursement of the Ministry Enhancement Allowance shall be effective from the time of employment.

- 4.18 通過人事委員會的建議，所有教牧人員享有 11 天的學習假（須工作 1 年後）。

To approve the recommendation of the Personnel Committee, that all pastoral staff are entitled to 11 days of study leave (after 1 year of service).

備註:

- a) 學習假適用於所有牧師（包括主任牧師, 牧師和助理牧師）。
- b) 學習假審批須逐案審批，並應與相關實地考察/進修相關。
- c) 由主任牧師審批牧師和助理牧師； 以及由執事會審批主任牧師。

Notes :

- a) Study leave applies to all pastors (including senior pastor, pastors and assistant pastor).
- b) Approval of study leave must be done on a case-by-case basis and should be related to relevant field trips/ further education.
- c) The senior pastor shall approve the pastors and assistant pastor; and the deacon board shall approve the senior pastor.

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五、 其他事項：〔需要有效簡單多數票贊成方可接納討論〕
Any Other Business (To be discussed subjected to agreement by a simple majority of valid votes)

六、 書記宣讀是次議決事項
Secretary to announce resolutions passed in this meeting

七、 下次季會日期： 2024 年 1 月 28 日
Date of next meeting: 28th January, 2024

八、 閉會祈禱
Closing prayers

附件 Appendices

1. 上次(2023 年 7 月 23 日)會友季會會議文字記錄
The minutes of the previous Quarterly Members' Meeting (dated 23rd July, 2023)
2. 修訂會章附則三的 7.2.3.4 以及 7.2.4.3
Amendment of 7.2.3.4 and 7.2.4.3 in Supplement 3 of the Constitution
3. 修改神學培才委員會職責指引
Amendment of Theological Training Committee guidelines
4. 修改神學培才基金使用準則
Amendment of Theological Training Fund usage guidelines
5. 建議東浸各牧師類別薪資範圍
Proposed salary ranges for each pastor category in PCBC
6. 2023 年度薪津審核
Annual Review of Stipend and Allowances 2023

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附件 1 Appendix 1

東區華人浸信會 2023 年 7 月 23 日季會會議記錄 MINUTES OF PCBC QUARTERLY MEETING ON 23rd JULY, 2023

開會日期 (Date) : 23-07-2023 地點 : 教會正堂 (Venue): Church main hall 時間 (Time) : 12:15PM – 02:30PM

主席 : 劉林愛珊執事 書記 : 鄧穎曦
Chairperson : Deacon Cindy Lau Secretary : Karis Lam

出席會友: 131 位, 2 位透過網上視頻; 共計: 133 位
Members present : 131 in person, 2 via online Zoom; Total : 133 persons

一、 開會祈禱 劉林愛珊執事
Prayer by Chairperson Deacon Cindy Lau

二、 教牧 / 主席分享
Pastor/Chairperson sharing

主席分享
Chairperson's sharing

鼓勵會友互相認識，而不僅僅是參加會議。
Encouraged members to get to know each other, instead of just attending the meeting.

牧師分享
Pastor's sharing

閱讀使徒行傳 13:1-3
這些經文概述了第一個外邦教會派遣宣教士傳福音的情況。他們可能沒有想到這個計劃，但神告訴他們派兩個人出去做神的工作。
神的意念遠比我們高。
為什麼是保羅和巴拿巴？可能自始至終都存在迷亂，但神的旨意是通過禱告和尋求而實現的。
讓我們藉著這些事來思想神的心意，願神喜悅。

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Read Acts 13:1-3

The very first Gentile church sending out missionaries for the Gospel. They may not have thought about the plan but God told them to send two people out to do the work of God. God's understanding is far greater than ours.

Why Paul and Barnabas? There may be confusion throughout but God's will happens through prayer and seeking.

Let's consider God's will through these matters and may it be pleasing to God.

三、各部／委員會分享

Sharing by respective Departments/Committees

神學培才委員會

甯強兄弟 2023 年第二學期的課程費用，已獲得神學培才基金半資助 50%，資助金額 \$837。

Theological Training Committee

Tommy Ning was partially-funded (50%) \$837 for the 2nd semester courses in 2023.

四、商討事項

Discussion Items

4.1 通過本次會議的議程。

To approve the agenda for this meeting.

議決: Resolution:	贊成: 115 Consent: 115	不贊成: 1 Objection: 1	通過 Resolution Passed
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4.2. 通過“三份之二”之定義為“剔除棄權票後，佔總票數的 66.7% (唯不得少於 10 票)”。

To approve the definition of “2/3” to read **“66.7% of the total votes after exclusion of abstention votes (subject to a minimum of 10 votes)”**.

議決: Resolution:	贊成: 62 Consent: 62	不贊成: 54 Objection: 54	棄權 (不記名投票): 9 Abstention (secret ballot): 9	棄權: 8 Abstention: 8	不通過 Resolution not passed
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備註:

- 一位會友建議教會應該調查棄權票的目的以及會友選擇棄權票的原因。
- 洪家耀弟兄提議對此事項進行不記名投票；甯強兄弟和議。

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- 49 名會友投票支持使用不記名投票 – 該事項進行了不記名投票。
- 根據會章 8.5.1, 若十分之一或以上的出席“活躍會友”要求用不記名票方式投票時, 該提案則須要用不記名票方式進行投票。
- 會章 12.5.3 – 出席總票數的 50% 或以上 (包括棄權票)。

Notes:

- A member suggested that church should look into the purpose of abstention votes and the reasons behind members choosing to abstain.
- Brother Samuel Hung suggested secret ballot for this item; supported by brother Tommy Ning.
- 49 members voted for the use of secret ballot – secret ballot was carried out for this item.
- According to Constitution 8.5.1, secret ballot may be used when requested by 10% or more of the “Active Members” present at the meeting.
- Constitution 12.5.3 – 50% or more votes of total attendance (abstention votes included).

- 4.3 通過上次(2023 年 4 月 23 日)會友季會會議文字記錄 (參附件 1)。
To approve the (23rd April, 2023) minutes of the previous Quarterly Members’ Meeting (see Appendix 1).

議決:	贊成: 105	不贊成: 0	通過
Resolution:	Consent: 105	Objection: 0	Resolution Passed

會籍：轉會申請

Membership: The Transference of membership

- 4.4 通過陳勵進弟兄申請轉會加入本教會。
To approve the transference of membership application of brother Martin Chan.

議決:	贊成: 110	不贊成: 0	通過
Resolution:	Consent: 110	Objection: 0	Resolution Passed

- 4.5 通過謝祺恩姊妹申請轉會加入本教會。
To approve the transference of membership application of sister Hilda Tse.

議決:	贊成: 111	不贊成: 0	通過
Resolution:	Consent: 111	Objection: 0	Resolution Passed

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教牧同工：聘請助理牧師

Pastoral Team: The Recruitment of Assistant Pastor(s)

4.6 通過聘請李萬基為助理牧師。

To approve the recruitment of Barry Lee for the Assistant Pastor role.

備註:

a) 根據會章附則 5.1.d 此議案需出席人數三份之二或以上同意，方可通過

b) 助理牧師的聘任合約主要條款包括：

1. 合約試用期為 90 天，由 2023 年 9 月 1 日至 2023 年 11 月 29 日
2. 部分時間制，每週工作 20 小時
3. 工資：年薪\$30,380 (起薪點為 0, 按每週 20 小時計算)
4. 職責及工作範圍依照附件 2 所列

Notes :

a) According to Constitution Supplement 5.1.d, this motion is subject to the consent of 66.7% or above of members present

b) Principle conditions of the employment contract for the Assistant Pastor comprise :

1. The contract encompasses a trial period of 90 days, commencing from 01/09/2023 to 29/11/2023.
2. It will be a part time position with 20 hours of work per week.
3. Salary shall be \$30,380 per annum (starting point is 0, based on 20 work-hours per week).
4. Details of his job description are outlined in Appendix 2.

** 劉梓晴姊妹提議對此事項進行不記名投票；李榮耀弟兄和議。

- 66 名會友投票支持使用不記名投票 – 該事項進行了不記名投票。
- 根據會章 8.5.1，若十分之一或以上的出席“活躍會友”要求用不記名票方式投票時，該提案則須要用不記名票方式進行投票。

** Sister Joyce Lau suggests secret ballot for this item; supported by brother Raymond Lee.

- 66 members voted for the use of secret ballot – secret ballot was carried out for this item.
- According to Constitution 8.5.1, secret ballot may be used when requested by 10% or more of the “Active Members” present at the meeting.

議決： Resolution:	贊成： 108 Consent: 108	不贊成： 2 Objection:	棄權 (不記名投票): 6 Abstention (secret ballot): 6	棄權: 17 Abstention:	通過 Resolution passed
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4.7 通過聘請葉詩廷為助理牧師。

To approve the recruitment of Peter Ip for the Assistant Pastor role.

備註:

a) 根據會章附則 5.1.d 此議案需出席人數三份之二或以上同意，方可通過

b) 助理牧師的聘任合約主要條款包括：

1. 合約試用期為 90 天，由 2023 年 9 月 1 日至 2023 年 11 月 29 日
2. 部分時間制，每週工作 20 小時
3. 工資：年薪\$30,380 (起薪點為 0, 按每週 20 小時計算)
4. 職責及工作範圍依照附件 2 所列

Notes :

a) According to Constitution Supplement 5.1.d, this motion is subject to the consent of 66.7% or above of members present

b) Principle conditions of the employment contract for the Assistant Pastor comprise :

1. The contract encompasses a trial period of 90 days, commencing from 01/09/2023 to 29/11/2023.
2. It will be a part time position with 20 hours of work per week.
3. Salary shall be \$30,380 per annum (starting point is 0, based on 20 work-hours per week).
4. Details of his job description are outlined in Appendix 2.

** 劉梓晴姊妹提議對此事項進行不記名投票；李榮耀弟兄和議。

- 66 名會友投票支持使用不記名投票 – 該事項進行了不記名投票。
- 根據會章 8.5.1，若十分之一或以上的出席“活躍會友”要求用不記名票方式投票時，該提案則須要用不記名票方式進行投票。

** Sister Joyce Lau suggests secret ballot for this item; supported by brother Raymond Lee.

- 66 members voted for the use of secret ballot – secret ballot was carried out for this item.
- According to Constitution 8.5.1, secret ballot may be used when requested by 10% or more of the “Active Members” present at the meeting.

議決： Resolution:	贊成： 74 Consent: 74	不贊成： 23 Objection: 23	棄權 (不記名投票): 14 Abstention (secret ballot): 14	棄權: 22 Abstention: 22	不通過 Resolution not passed
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產假：代書記

Maternity cover: Acting Secretary

- 4.8 通過藍港強弟兄為代書記, 任期由 2023 年 10 月 1 日至 2024 年 2 月 1 日。
To approve brother Kenneth Lam as the acting secretary for the period from 1/10/2023 to 1/2/2024.

議決: Resolution:	贊成: 96 Consent: 96	不贊成: 2 Objection: 2	通過 Resolution Passed
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- 五、 **其他事項：**（需要有效簡單多數票贊成方可接納討論）
Any Other Business (To be discussed subjected to agreement by a simple majority of valid votes)

將商討事項 4.6 和 4.7 推遲到稍後日期投票。
To postpone the voting of discussion items 4.6 and 4.7 to a later date.

動議 Move	和議 Second	贊成 Agreed	不贊成 Objection	議決 Resolution
黃希舜 Chris Wong	文優越 Cecilia Man	15	75	動議不通過 Motion not passed

- 六、 **書記宣讀本年會議記錄並提議接納**
Secretary announces the resolutions passed in this meeting and recommends for its acceptance

- 七、 **下次季會日期：** 2023 年 10 月 22 日
Date of next meeting: 22nd October, 2023

- 八、 **閉會祈禱** 鄧錦材牧師
Closing prayers Pastor Albert Tang

主席簽署：
Signature of Chairperson:

書記簽署：
Signature of Secretary:

劉林愛珊執事
Deacon Cindy Lau

鄧穎曦
Karis Lam

日期 Date:

日期 Date :

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附件 2 Appendix 2

修訂會章附則三的 7.2.3.4 以及 7.2.4.3，關於教會書記和司庫選舉程序的相關條款。
Amendment of 7.2.3.4 and 7.2.4.3 in Supplement 3 of the Constitution, regarding the relevant clauses on the election procedures of the church secretary and treasurer.

目前 Current version	修改 Revised version
<p>7.2.3.4 選舉形式： 執事會將授權三位或以上會友成立選舉小組，籌劃提名/選舉事宜。合適會友將按提名/選舉指引，依程序填寫提名表，並需得到最少十位會友的簽名推薦，成為候選人。當選舉委員會確立候選人名單後，將通告所有會友，要求在指定時間前投交選票。最高得票者為當選。</p> <p>7.2.3.4 Method of election: The Deacons Board will authorize three (3) or more Members to set up an election team ("Election Committee") to plan for nomination/election. Appropriate Members will fill out the nomination form according to the nomination/election guidelines, and must be recommended by at least ten (10) Members as signified by their respective signatures to become a candidate. Upon establishment of a list of candidates, the Election Committee shall publish such list and shall notify all Members to cast their ballot within a prescribed time frame. The candidate who receives the highest vote shall be elected.</p>	<p>7.2.3.4 選舉形式： 由選舉委員會負責(當選舉委員會不適合時，執事會將授權三位或以上會友成立臨時選舉小組負責)，籌劃提名/選舉事宜。合適會友將按提名/選舉指引，依程序填寫提名表，並需得到最少十位會友的簽名推薦，成為候選人。當選舉委員會確立候選人名單後，將通告所有會友，要求在指定時間前投交選票。最高得票者為當選。</p> <p>7.2.3.4 Method of election: The Election Committee is responsible (when the Election Committee is not suitable, the Deacons Board will authorize three (3) or more Members to set up a temporary election team) to plan for nomination/election. Appropriate Members will fill out the nomination form according to the nomination/election guidelines, and must be recommended by at least ten (10) Members as signified by their respective signatures to become a candidate. Upon establishment of a list of candidates, the Election Committee shall publish such list and shall notify all Members to cast their ballot within a prescribed time frame. The candidate who receives the highest vote shall be elected.</p>
<p>7.2.4.3 任期為兩年一任，最多可連任多兩次。(即最多可連續事奉此崗位六年，停任一屆後，可再參選事奉此崗位。) The term of office shall be two (2) years and can be renewed for up to two (2) times. (i.e. The person can serve in this position for up to six (6) consecutive years. After stopping for one term, the person is eligible for re-election again.).</p>	<p>7.2.4.3 任期為兩年一任，最多可連任多兩次。(即最多可連續事奉此崗位六年，停任一屆後，可再參選事奉此崗位。) The term of office shall be two (2) years and can be re-elected for up to two (2) times. (i.e. The person can serve in this position for up to six (6) consecutive years. After stopping for one term, the person is eligible for re-election again.).</p>

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附件 3 Appendix 3

東區華人浸信會神學培才委員會職責指引PCBC Theological Training Committee Guidelines 現時版本Current version (季會通過approved at the 24/7/2022 QMM)	東區華人浸信會神學培才委員會職責指引PCBC Theological Training Committee Guidelines 建議版本Proposed version (22/10/2023)
1.1教牧同工一位： 乃是當然成員，負責諮詢及監管。 A Pastor – should be an ex-officio member and is responsible for consultation and monitoring.	1.1 教牧同工一位： 當然成員，負責諮詢及監管。 A Pastor : serving as an ex-officio member, responsible for consultation and monitoring.
1.2 教育部部長 - 會議召集人。 1.2 Education Department Leader should be the convener	1.2教育部部長或副部長: 會議召集人 Education Department Leader or Deputy Leader: serving as the convener.
1.3 其他成員 不少於 兩位- Other members - no less than two (2) persons.	1.3 其他成員 不少於 兩位: Other committee members- no less than two (2):
1.3.2 應由現任委員會成員或由執事會推薦,並經該被提名人同意。 Should be nominated by current members of the committee or by the Deacons Board (“DB”). The nomination should be agreed upon by that nominee.	1.3.2應由現任委員會成員或由執事會推薦,並經該被提名人同意。 Should be nominated by current members of the committee or by the Deacons Board (“DB”). The nomination should be agreed upon by the nominee.
2.4 設立及定期複檢神學培才基金之使用和管理指引, 並依照已通過的 最新基金版本 作為執行準則。 2.4 Regularly review, propose and revise the Theological Training Fund Usage Guideline. Its implementation will be dictated by the latest approved version of the Fund Usage Guideline.	2.4 設立及定期複檢 《神學培才基金之使用準則》 , 並依照已通過的 最新版本 作為執行準則。 2.4 Establish and regularly revise the Theological Training Fund Usage Guidelines, and implement the latest approved version of the Guidelines
2.5 若申請人與委員會成員有任可的直系親屬關係, 包括是申請人的父母、兄弟姐妹、兒女、領養或配偶, 此委員會成員必須避免參與任何有關批准或不批准的申請討論或決定過程。	2.5 為避免潛在的利益衝突, 若申請人與委員會成員有任何的直系親屬關係, (包括配偶或領養關係), 此委員會成員必須避免參與任何有關批准或不批准的申請討論或決定過程。 2.5 To avoid potential conflict of interest, if any of the existing TTC member is a first

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<p>2.5 If any of the existing TTC member is an immediate member of the applicant, that is an applicant's parent, sibling, child, adoption, or spouse, that TTC member should refrain himself or herself from any related discussion or decision process on granting approval for or disapproval of the application.</p>	<p><u>degree relative of an applicant (including spousal or adoption related relationship),</u> that TTC member should refrain from any related discussion or decision process on granting approval for or disapproval of the application.</p>
<p>2.6 獲資助課程費用50%或100%的申請者, 通過了首次的申請後, 日後在會友大會中報告便可。申請要求準則必須依照神學培才基金指引及參照「3.2.1或3.2.2」。 At the Members' Meeting, to announce the name(s) of the approved first-time applicant(s) who is going to be subsidized 50% or 100% of their course fee. The application's requirements must be referred to the Theological Training Fund Usage Guidelines and section "3.2.1 or 3.2.2".</p>	<p>2.6 所有申請必須依照《神學培才基金之使用準則》審核和執行。 <u>All applications must be reviewed and executed in accordance with the Theological Training Fund Usage Guidelines.</u></p>



附件 4 Appendix 4

東區華人浸信會 Pakuranga Chinese Baptist Church 神學培才基金使用準則 Theological Training Fund Usage Guidelines

現時版本Current version (23/01/2022)	建議版本Proposed version (22/10/2023)
1. 神學培才基金成立之目的: 資助會友進修神學課程 Purpose of the Theological Training Fund: To subsidize theological studies undertaken by church members.	1. 神學培才基金之目的 Purpose of the Theological Training Fund
	1.1 資助會友進修神學課程 To subsidize theological studies undertaken by church members.
2. 神學培才基金之來源 Source of the Theological Training funds	2. 神學培才基金之來源 Sources of the Theological Training Fund
2.1 每年神學培才崇拜特別奉獻 Special Offering at worships dedicated annually to mobilize theological training.	2.1 每年神學培才崇拜之特別奉獻 Special Offerings at the annual Theological Training services
2.2 奉獻封上之指定奉獻 Offering in envelopes with designated purposes.	2.2 透過奉獻封或網上之指定奉獻 Designated offerings from Offering Envelopes or Online Offerings.
3. 神學培才基金之使用 Administration of the Theological Training Fund	3. 神學培才基金之使用 Administration of the Theological Training Fund
3.1 每年資助之百分比, 將由神學培才委員會, 依當時的需要, 基金財政狀況及申請名額, 作出分配及調整。須經執事會確認, 交會友大會通過。 Percentage of the subsidy may be assessed and adjusted by the Theological Training Committee each year, when necessary, according to the financial situation of the fund and the number of applicants. It will be assessed by the Deacons Board and presented to the Members Meeting for approval.	3.1 神學培才委員會可按當時的需要、基金財政狀況及申請名額等因素, 調整每年資助之百分比。調整須經執事會確認及經會友大會通過。 The Theological Training Committee may adjust the annual subsidy percentages based on factors such as current needs, financial status of the fund, and application numbers. Adjustments must be confirmed by the Deacons Board and approved at Members' Meetings.
3.2 資助會友全日制或部份時間制神學學分課程之百分比: The fund subsidizes church members undertaking full time or part time points based theological studies	3.2 資助級別 Levels of subsidy

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<p>3.2.1 清楚接受神呼召全職事奉成為傳道人, 並由執事會確認其心志後的申請人, 和經會友大會通過後, 可以獲得 100%的課程費用資助 (其中包括學費, 行政費和報名費)。通過了首次的申請後, 日後在會友大會中報告便可。</p> <p>Applicants who are called and are willing to dedicate their lives to serving the Lord full-time through the role of a pastor and confirmed by the Deacons Board, and approved by the Members' Meeting may receive 100% subsidy of the course fee (include student fees, administrative fees and enrolment fees). At the Members' Meeting, to announce the name(s) of the approved first-time applicant(s).</p>	<p>3.2.1 全資助：清楚接受神呼召全職事奉成為傳道人的申請人, 由教牧同工會及執事會確認其心志, 並經會友大會通過後, 可以獲得100%的課程費用資助 (學費、行政費和報名費)。</p> <p>Fully-funded: Applicants who are called and willing to dedicate their lives to serving the Lord full-time through the role of a pastor, once confirmed by the Pastors' Board and the Deacons Board, and approved at the Members' Meeting, may receive 100% subsidy of the course fees (student fees, administrative fees, and enrolment fees).</p>
<p>3.2.2 願意回應接受神學裝備的申請人, 由執事會確認和經會友大會通過後, 可以獲得 50%的課程費用資助 (其中包括學費, 行政費和報名費)。通過了首次的申請後, 日後在會友大會中報告便可。</p> <p>Applicants who are willing to respond to the call to be equipped and confirmed by the Deacons Board, and approved by the Members' Meeting may receive 50% subsidy of the course fee (include student fees, administrative fees and enrolment fees). At the Members' Meeting, to announce the name(s) of the approved first-time applicant(s)</p>	<p>3.2.2 半資助(50%)：願意接受神學裝備的申請人, 由教牧同工會及執事會確認, 並經會友大會通過後, 可以獲得50%的課程費用資助 (學費、行政費和報名費)。</p> <p>(註: 3.2.1 及3.2.2: 申請人通過了首次的申請後, 以後的申請只須會友大會中報告便可)。</p> <p>Partially-funded (50%): Applicants who are willing to be theologically equipped, once confirmed by the Pastors' Board and the Deacons Board, and approved at the Members' Meeting, may receive 50% subsidy of the course fees (student fees, administrative fees, and enrolment fees).</p> <p>(Note: 3.2.1 and 3.2.2: After the applicant has been approved for the first time, all subsequent applications only require an announcement at the Members' Meetings).</p>
<p>3.2.3 資助會友進修旁聽課程費用 20% (其中包括學費, 行政費和報名費)</p> <p>The fund subsidizes 20% of audit courses undertaken by church members (include student fees, administrative fees and enrolment fees).</p>	<p>3.2.3 旁聽資助(20%)：願意進修旁聽課程的申請人可以獲得20%的課程費用資助 (學費、行政費和報名費)。</p> <p>Audit course subsidy (20%): Applicants who are willing to undertake audit courses may receive 20% subsidy of the course fees (student fees, administrative fees, and enrolment fees).</p>
<p>4. 認可神學院及課程 Approved theological Institutions and Courses</p>	<p>4. 認可神學院及課程 Approved Theological Institutions and Courses</p>

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4.1 Carey Baptist College及Laidlaw College	4.1 認可神學院 Approved Theological Institutions
4.1.1 因該兩學院為浸聯會認可為訓練教牧同工之神學院，是大學以外唯一能提供學位課程的神學教育機構，並且與基督教教會密切聯繫。神學培才委員會目前沒有資源/資格審定其它機構之認可性。 The reason is that these two colleges have the approval by the Baptist Union for training pastoral ministers. They are currently the only institutions that offer theological degree courses apart from universities. And they are known to be closely connected with the Christian churches. The Theological Training Committee does not have the resources nor qualification to adjudicate the suitability of other training institutions.	4.1.1 Carey Baptist College及Laidlaw College: 位於奧克蘭，提供NZQA認可的神學學位課程，並與基督教教會密切聯繫。 Carey Baptist College & Laidlaw College: NZQA accredited Theological degree courses providers based in Auckland and closely connected with Christian churches.
	4.2 認可神學課程 Approved Theological Courses
4.2 以上 4.1 認可神學院現有全日制或部份時間制學位或文憑或證書課程， 須符合 NZQA All the degree courses, diploma course or certificate courses applied for in 4.1 above whether full time or part time must be NZQA approved.	4.2.1 由認可神學院所提供的全日制或部份時間制課程。課程須被NZQA認可或被教牧同工會認為有助於申請人完成神學課程成為傳道人。 Full time or part time courses offered by Approved Theological Institutions. Courses must be NZQA approved or be considered by the Pastors' Board as highly conducive towards the completion of the applicant's Theological Training in becoming a pastor.
4.3 以上4.1認可神學院旁聽課程 Auditing of the courses in 4.1	4.2.2 由認可神學院所提供的旁聽課程。 Audit courses offered by Approved Theological Institutions.
5 申請資格 Qualification	5 申請資格 Eligibility
5.1 申請者需要是東浸活躍會友超過一年，穩定出席教會崇拜聚會。 Applicants must be an active member of Pakuranga Chinese Baptist Church for over a year, a regular participant of church service.	5.1 申請人必須是東浸活躍會友超過一年，並穩定出席教會崇拜聚會。 Applicants must be an active member of Pakuranga Chinese Baptist Church for over a year, and regularly attend church services.

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6 申請方法Application	6 申請方法 Application
6.1 神學培才基金資助申請表及神學培才基金使用準則 可在教會網頁下載或向神學培才委員會索取。 The Theological Training Subsidy application form and the subsidy guidelines can be downloaded from the PCBC church website, or can be obtained from members of the Theological Training Committee.	6.1 申請人可在教會網頁下載《神學培才基金資助申請表》及《神學培才基金使用準則》，或向神學培才委員會索取。 The Theological Training Subsidy Application Form and the Theological Training Fund Usage Guidelines can be downloaded from the PCBC website or obtained from the Theological Training Committee.
修讀全日或部份時間學分制課程申請者填妥申請表後，連同神學院登記副本及學費收據副本或發票，一同交由神學培才委員會處理，開課後兩星期截止。 Applicants of full time or part time studies should submit the application form, course Enrolment form and copy of receipt of the course fees or invoice issued by the Theological seminary, not later than 2 weeks after the course commences.	6.2 全資助或半資助(50%): 申請人填妥《神學培才基金資助申請表》後，連同神學院登記副本及學費收據副本或發票，一同交由神學培才委員會處理，開課後兩星期截止。 <u>Fully-funded or Partially-funded (50%): Applicants must complete the Theological Training Fund Subsidy Application Form, and submit the form to the Theological Training Committee along with a copy of the course enrolment form, a copy of the course fees payment receipt or invoice issued by the Theological Institution, no later than two (2) weeks after the course commences.</u>
6.2 申請全時間課程資助的學生在完成第一學期或第一學年後，必須要與牧師面談，讓東浸牧師了解學生學習情況及服侍心志。 Applicants who apply for full-time course subsidy are required to conduct a face-to-face discussion with PCBC Pastor after completing 1st semester or 1st year of the study. It helps Pastor to get to know the learning progress and heart of serving of the student.	6.2.1 <u>全資助的申請人在完成第一學期或第一學年後，必須與教牧同工會面談，讓教牧同工會了解申請人的學習情況及服侍心志。</u> <u>Fully-funded applicants must conduct a face-to-face discussion with the Pastors' Board after the completion of the first semester or first year of study, to allow the Pastors' Board to understand the applicant's learning progress and the heart to serve.</u>
6.3 報讀旁聽課程者於開課前遞交“神學培才基金資助申請表”，經由神學培才委員會處理。 Applicants for audit course subsidy must complete and submit the Theological Training Subsidy application form to Theological Training Committee before the start of the course.	6.3 旁聽資助(20%): 申請人必須於旁聽課程開課前遞交《神學培才基金資助申請表》，經由神學培才委員會處理。 Audit course subsidy (20%): Applicants must complete and submit the Theological Training Fund Subsidy Application Form to the Theological Training Committee before the start of the course.

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東區華人浸信會 Pakuranga Chinese Baptist Church
神學培才基金資助申請表 Theological Training Fund Subsidy Application Form

現時版本Current version (23/1/2022)	建議版本Proposed version (22/10/2023)
7. 神學院名稱 Name of Theological Seminary	7. 神學院名稱 Name of Theological Institution
8. 全時間課程 Full Time Course / 部分時間科目課程 Part time Course / 旁聽課程 Audit course	8. 全資助課程 Fully-funded Course / 半資助(50%)課程 Partially-funded Course (50%) / 旁聽課程 Audit course
11. (只適用於半資助課程和旁聽課程申請者 only applicable for Partially-funded and Audit course students)	11. (只適用於半資助課程和旁聽課程申請人 Only applicable to Partially-funded and Audit course applicants)
14. 牧師認可簽署 Endorsed and Signed by Pastor:	14. 教牧同工會認可簽署 Endorsement and signature by Pastors' Board:
課程費用 (包括學生費, 行政費, 報名費) : Sum of course fees (including student fee, administration fee and enrolment fee)	課程費用 (學費、行政費和報名費) : Sum of course fees (student fees, administration fees, and enrolment fees)
A. 呼召服侍主並由執事委員會確認的申請人 : * x100% Applicants who are called to be dedicated to serve the Lord and confirmed by the Deacons Board: *x100%	A. 清楚接受神呼召全職事奉成為傳道人 的申請人 : * x100% Applicants who are called and willing to dedicate their lives to serving the Lord full-time through the role of a pastor: *x100%
B. 願意裝備但尚未確定上帝呼召的申請人 : * x 50% Applicants who are willing to be equipped but as yet uncertain about God's calling: * x 50%	B. 願意接受神學裝備的申請人 : * x 50% Applicants who are willing to be theologically equipped: * x 50%
C. 參加旁聽課程的申請人 : * x 20% Applicants for audit course: * x 20%	C. 願意進修旁聽課程的申請人 : * x 20% Applicants who are willing to undertake audit courses: * x 20%
備註 Remarks:	備註 Remarks:

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<p>1. 填妥此申請表後，請連同1)神學院申請表之副本；和2)學費收據之副本或神學院之發票，一同遞交神學培才委員會處理。</p> <p>Please complete this application form and submit to the Theological Training Committee along with a copy of the 1) Course Enrolment Form; and 2) Copy of receipt of the course fees paid or invoice issued by the Theological seminary.</p>	<p>1. 填妥此申請表後，請連同1)神學院課程報名表副本；及2)學費收據副本或發票，一同遞交神學培才委員會處理，開課後兩星期截止。</p> <p>Please complete this application form and submit to the Theological Training Committee along with a copy of 1) Course Enrolment Form; and 2) payment receipt or tax invoice of the course fees, no later than two (2) weeks after the course commences.</p>
<p>2. 申請全時間課程資助的學生在完成第一學期或第一學年後，必須要與牧師面談，讓牧師了解學生學習情況及服侍心志。</p> <p>Applicants who apply for full-time course subsidy are required to conduct a face-to-face discussion with PCBC Pastor after completing 1st semester or 1st year of the study. It helps Pastor to get to know the learning progress and heart of serving of the student.</p>	<p>2. 全資助的申請人在完成第一學期或第一學年後，必須與教牧同工會面談，讓教牧同工會了解申請人的學習情況及服侍心志。</p> <p>Fully-funded applicants must conduct a face-to-face discussion with the Pastors' Board after the completion of the first semester or first year of study, to allow the Pastors' Board to understand the applicant's learning progress and the heart to serve.</p>
<p>資助百份比: _____ % Percentage of subsidy:</p>	<p>資助百份比: _____ % <u>Subsidy percentage:</u></p>
<p>資助金額 \$ _____ Amount of subsidy</p>	<p>資助金額 \$ _____ <u>Subsidy amount</u></p>
<p>原因: (如有需要) Reasons: (if necessary)</p>	<p>原因 (如有需要) : <u>Reasoning (if required):</u></p>

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附件 5 Appendix 5

2022年PCBC各牧師類別的薪資範圍（參考浸聯會）							
Year 2022 of salary ranges for each pastor category in PCBC (with reference to the Baptist Union)							
牧師類別 Pastor Category	Note 1	Note 2		(salary range split into 5 increments)	Note 3	b + d Total Annual Remuneration Minimum	c + d Total Annual Remuneration Maximum
	a	b=a x 100%	c=a x 115%		d		
	Baptist Ch Recommend	PCBC Suggested Range		Increment	PCBC Other		
	Cash stipend	Minimum	Maximum	Amount	Allowances		
Senior Pastor (Registered) 主任牧師 (註冊)	58,960	58,960	67,804	1,769	17,880	76,840	85,684
Senior Pastor (Non-registered) 主任牧師 (非註冊)	53,064	53,064	61,024	1,592	17,880	70,944	78,904
Assistant Pastor (Registered) 牧師 (註冊)	45,560	45,560	52,394	1,367	17,880	63,440	70,274
Assistant Pastor (Non-registered) 牧師 (非註冊)	42,880	42,880	49,312	1,286	17,880	60,760	67,192
牧師類別 Pastor Category	Suggested Minimum	Suggested	Suggested	Suggested	Suggested	Suggested	
	(Point 0)	(Point 1)	(Point 2)	(Point 3)	(Point 4)	Maximum (Point 5)	
Senior Pastor (Registered) 主任牧師 (註冊)	76,840	78,609	80,378	82,147	83,916	85,684	
Senior Pastor (Non-registered) 主任牧師 (非註冊)	70,944	72,536	74,128	75,720	77,312	78,904	
Assistant Pastor (Registered) 牧師 (註冊)	63,440	64,807	66,174	67,541	68,908	70,274	
Assistant Pastor (Non-registered) 牧師 (非註冊)	60,760	62,046	63,332	64,618	65,904	67,192	
Explanation of Category							
Senior Pastor	A Person with other pastoral staff reporting to/through him/her.						
Assistant Pastor	Lesser responsibility and probably narrower focused						
Registered	Person is participating in the Baptist Union Minister's Registration arrangement						
Note 1: All annual salary figures are for full time (i.e. 40 hours per week), and the salary will be calculated on pro-rata basis for part-time staff.							
Note 2: the suggested annual salary range is 100% to 115% of existing Baptist Recommend annual salary.							
Note 3: Allowance included housing \$16,380 + Telephone \$500 + Petrol \$1,000 = \$17,880 Allowance figures are for full time (i.e. 40 hours per week) per annum, and the allowance will be calculated on pro-rata basis for part-time staff.							
建議PCBC各牧師類別薪資範圍（參考浸聯會）							
Proposal of salary ranges for each pastor category in PCBC (with reference to the Baptist Union)							
牧師類別 Pastor Category	Note 1	Note 2		(salary range split into 5 increments)	Note 3	b + d Total Annual Remuneration Minimum	c + d Total Annual Remuneration Maximum
	a	b=a x 100%	c=a x 115%		d		
	Baptist Ch Recommend	PCBC Suggested Range		Increment	PCBC Other		
	Cash stipend	Minimum	Maximum	Amount	Allowances		
Senior Pastor (Registered) 主任牧師 (註冊)* Note 4	66,219	66,219	76,152	1,987	19,263	85,482	95,415
Senior Pastor (Non-registered) 主任牧師 (非註冊)* Note 4	59,597	59,597	68,537	1,788	19,263	78,860	87,800
Assistant Pastor (Registered) 牧師 (註冊)	48,945	48,945	56,287	1,468	19,263	68,208	75,550
Assistant Pastor (Non-registered) 牧師 (非註冊)	46,066	46,066	52,976	1,382	19,263	65,329	72,239
牧師類別 Pastor Category	Suggested Minimum	Suggested	Suggested	Suggested	Suggested	Suggested	
	(Point 0)	(Point 1)	(Point 2)	(Point 3)	(Point 4)	Maximum (Point 5)	
Senior Pastor (Registered) 主任牧師 (註冊)	85,482	87,469	89,456	91,443	93,430	95,415	
Senior Pastor (Non-registered) 主任牧師 (非註冊)	78,860	80,648	82,436	84,224	86,012	87,800	
Assistant Pastor (Registered) 牧師 (註冊)	68,208	69,676	71,144	72,612	74,080	75,550	
Assistant Pastor (Non-registered) 牧師 (非註冊)	65,329	66,711	68,093	69,475	70,857	72,239	
Explanation of Category							
Senior Pastor	A Person with other pastoral staff reporting to/through him/her.						
Assistant Pastor	Lesser responsibility and probably narrower focused						
Registered	Person is participating in the Baptist Union Minister's Registration arrangement						
Note 1: All annual salary figures are for full time (i.e. 40 hours per week), and the salary will be calculated on pro-rata basis for part-time staff.							
Note 2: The suggested annual salary range is 100% to 115% of existing Baptist Recommend annual salary.							
Note 3: Allowance included housing \$17,363 + Telephone \$500 + Petrol \$1,400 = \$19,263 Allowance figures are for full time (i.e. 40 hours per week) per annum, and the allowance will be calculated on pro-rata basis for part-time staff.							
Note 4: the figures of stipend of senior pastor are calculated based on up to 4 pastoral staff reporting to him/her which is recommended by BU							

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附件 6 Appendix 6

Annual Review of Stipend/Salary and Allowances

2023 Stipend/Salary Recommendations

The Assembly Council met on 8th June 2023 and resolved:

That the Baptist Union recommends that the annual stipends be increased by 4.3%, and that the Ministry Enhancement and Hospitality Allowances be increased by 6.7%, and that churches be encouraged to prioritise costs of registration being included in their staff remuneration.

The stipend increase of 4.3% is in line with the annual Labour Cost Index (LCI) to 31 March 2023.
The allowances increases are in line with the annual Consumer Price Index (CPI) to 31 March 2023.

These increases take the standard 100% stipend to \$57,582 per annum, the Ministry Enhancement Allowance to \$2,375 per annum and Hospitality Allowance to \$1,585 per annum.

The heart of the Terms of Call is that our churches resource their pastors to honour the call in that community. We know that for some churches they may not be able to afford these recommendations; in such cases it may be an option for churches to call their pastors on a part time basis, which will permit the pastor to seek additional work to supplement their income, should their personal financial circumstances warrant this response.

The recommended stipends and benefits are minimums for full time pastors on Terms of Call, so pastors in part time roles should be paid on a pro-rata basis.

Pastoral staff should have a remuneration package including the following components:

- Stipend/base salary
- Church manse provided (owned by church or rented by church); or a Housing Allowance portion added to the stipend/salary
- Employer contribution to Baptist Superannuation Scheme
- Baptist Registration costs (see details below)
- Ministry Enhancement Allowance (MEA)
- Hospitality allowance
- Mileage reimbursement

In addition to the regular stipend there are a number of other payments or reimbursements that are recommended:

Technology tools: It is understood that church staff need computers and phones to do their work. Some churches provide these on top of any allowance, while other churches expect staff to use their MEA for such needs. This can be negotiated between church and staff. Family members can join the 2degrees Plan as outlined on the [Baptist Intranet](#). There is also a mobile phone deal with Vodafone for our churches.

Superannuation: All pastoral staff are eligible to join the Baptist Superannuation Scheme. For more information on the Superannuation Scheme - please visit <https://buss.org.nz/>

Medical Insurance: A Baptist Churches Southern Cross medical insurance scheme is available for pastors to join. It is a requirement of Southern Cross that the church offers this to staff and pays for the standard scheme and if the pastor would like to upgrade or include family members, they would pay the difference.

Credit Card/Fuel Card Charge Facility: This is a "salary sacrifice" benefit – where the stipend/salary is reduced by up to 5% of the annual stipend or \$1,200 whichever is lower. The benefit is not taxed and can be used for personal expenses. This is achieved by the issue of a charge/credit card or a fuel card in the name of the church and paid for by the church.





Baptist Pastors Stipend/Base Salary Scale 2023

The increased stipend/base salary rates are reflected in the table below:

Pastor Category		Standard	+ 10%	+ 15%	+ 20%	+ 25%
Registered Senior, Sole, Associate or Co-Pastor	100%	57,582	63,340	66,219	69,098	71,977
Qualified and specialised, registered Youth, Children & Family	100%	57,582				
Non-registered Senior, Sole or Associate	90%	51,823	57,006	59,597	62,189	64,780
Experienced, registered Youth, Children & Family	90%	51,823				
Assistant	85%	48,945				
Developing, unregistered Youth, Children & Family	80%	46,066				
Explanation of Categories						
Senior Pastor	A person with other pastoral staff reporting to/through him/her. The plusages recognise the additional responsibilities regarding other pastoral staff members. 10% would apply for up to two additional staff, whilst 25% could be for eight or more.					
Sole Pastor	Only pastoral staff person in the church.					
Co-Pastor	Where two people share the role of the Sole or Senior Pastor. Where the roles are not fulltime, the Stipend/Salary rates in the table above are pro-rated.					
Associate Pastor	Similar responsibility levels to senior person but not with ultimate accountability to a leadership team.					
Assistant Pastor	Lesser responsibilities and specialised or narrower focus.					
Youth, Children & Family Pastor	May have similar responsibilities as Associate or Assistant but with a specialised focus (refer table below for definitions)					
Registered	Person is a registered Baptist Leader.					
Youth, Children & Family Pastor definitions						
Qualified and Specialised	5+ years Associate or Youth or Children/Family Pastor. Managing large team of volunteers. Supervising/training interns. Specialist in their field Completed suitable specialised training, with on-going training. Qualifications should be at a tertiary level. This could be a Theology Degree, but with a youth or child/family ministry emphasis. Registered as a Baptist leader					
Experienced	2-5 years Youth or Children and Family Pastor Effectively managing a leadership team Experienced as an employed youth or children/family pastor Completed suitable specialised training, with on-going training Registered as a Baptist leader					
Developing	0-2 years Learner / Apprentice Entry Level. No qualifications or experience in youth, children's or family ministry Employed as a Youth, Children's, or Family Pastor, Ministry Director or similar Current participant in Youth or Children & Family Ministry Certificate Course or other equally recognised specialised training qualification Provisionally registered					

Please direct Youth, Children & Family queries to our points people:

Youth - Ethan Miller - ethan.miller@baptist.org.nz

Children & Family - Jan Ozanne - childrensministry@baptist.org.nz

2023 Baptist Union of New Zealand Stipend/Salary Recommendations



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Base Remuneration

A Stipend is historically a living allowance by which the church seeks to provide for the staff person the amount needed for them to live adequately according to the family needs. Over time it has morphed more into a remuneration arrangement, and churches in the Union are always free to negotiate with their staff their own remuneration packages.

Some churches operate on a Terms of Call basis, with a Stipend and accommodation provision, others operate on a salaried position under an Individual Employment Agreement.

Churches are free to make their own determination as to how engagement of pastoral staff works, but irrespective of the method, there is an obligation to always act with utmost good faith in dealing with staff. This means church leadership groups should take into account such things as qualifications and experience, length of service, regular appraisals of performance and responsibilities, and what is fair and reasonable.

Potential staff may negotiate their own remuneration packages before they accept a call or employment.

Housing

In addition to the stipend, a church should provide accommodation for all pastoral staff in one of three ways:

1. The provision of a church owned manse; or
2. The church rents a house for the pastor as a manse
3. Where neither of the above are provided, the church pays a full remuneration based on the stipend plus a housing allowance. It is recommended that the housing allowance is calculated using the following website: www.tenancy.govt.nz, and finding the average rental figure for a manse equivalent house (i.e., 3 bedrooms and preferably a separate living area) in the general location of the church.

It should be noted that housing provision (by way of a manse or an allowance) should take into account the likelihood of a pastor providing hospitality, sometimes a place to sleep for others, and a space within the home for the pastor to have a study/home office. For a single pastor this may mean a 2-bedroom home with a separate study, or for a pastor with family this may mean a 4-bedroom home.

We recommend that the terms "Stipend/Salary with Manse" and "Stipend/Salary without Manse" are used, rather than separating them out in the Terms of Call or Individual Employment Contract. The calculations can still be used to arrive at the total remuneration figure, but often it poses a problem to external organisations (banks, financiers) when there is not one remuneration figure.

The total package should be considered against the Living Wage which is at \$26.00 per hour from 1 September 2023, so the stipend and housing allowance together, or the full salary package should be sufficient to exceed that rate.

Other Payments and Reimbursements

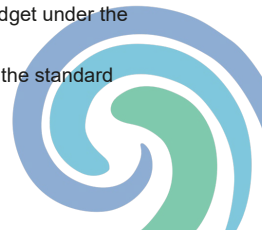
Baptist Registration

Baptist Registration includes a number of components. The different components that should be provided for in the budget. These include:

- Registration fee (40-79hrs/mth \$80; 80+ hrs/mth with no MEA \$118; 80+ hrs/mth with MEA \$155)
- Provision of external approved supervision. For a fulltime pastor this will be six hourly sessions. Costs will be dependent on the supervisor chosen but will usually be a minimum of \$70 per hour.
- Personal learning and growth e.g. webinars, courses, conferences
- Attendance at Baptist whānau gatherings (e.g. National Hui, regional hui, cluster groups etc).

Some of these costs may already be provided within the remuneration package or church budget under the Ministry Enhancement Allowance (see below).

We recommend that the components of registration be separately listed as being included in the standard





remuneration package, and that where this might be a stretch for a church with the increases above, that the 2023 increase in the MEA be prioritised to cover the registration fee.

Ministry Enhancement Allowance (MEA)

The recommended amount is \$2,375 per annum. Reimbursement may be made for expenses in respect of the purchase of books, magazines, subscriptions, computers & software, training courses, supervision, spiritual direction, personal wellness and the like.

It may be that the learning and supervision components of Baptist Registration are covered by this allowance.

Anything that both the pastor and the church agree will enhance the ministry of the pastor, is presumed to ultimately benefit the church. It is understood that any resources that are purchased become the property of the pastor.

The pastor should supply invoices/receipts to evidence actual expenditure, and a regular (quarterly at the minimum) reconciliation should be undertaken. This will allow the church to claim GST if they are registered for GST, and if this is the case, the allowance of \$2,375 should be GST exclusive.

Should the church feel that this suggested level is insufficient, then it can increase the allowance or purchase the required materials itself.

Hospitality Allowance

The recommended amount is \$1,585 per annum. Reimbursement for hospitality conducted outside of the home should only be made against evidence of expenditure. Hospitality within the home should be reimbursed at the rate of \$15 for breakfast; \$20 for lunch; \$25 for dinner; \$5.00 for morning or afternoon tea and \$20 for a bed. A detailed list showing the breakdown should be provided.

It is acceptable to the IRD if both the Hospitality Allowance and the MEA (total \$3,960) are paid out regularly with the monthly stipend. However, the church should ensure that evidence of expenditure is provided every three months and that any overpayment resulting from failure to evidence expenditure by year-end is refunded to the church.

Note: The MEA and the Hospitality Allowances should not be aggregated – but should remain separate and be used for their intended purposes.

Mileage Reimbursement

The IRD allows reimbursement for work related running of a private vehicle.

There are three ways you can calculate the proportion of church use of your motor vehicle and be reimbursed. These are:

1. Kilometre rates. These rates are the 2022-2023 rates.
 - a. The Tier 1 mileage rate (for the first 14,000 km a year) is 95 cents per km for petrol/diesel, hybrid and electric vehicles.
 - b. The Tier 2 payment is for travel over 14,000kms and is set at 34 cents per km for petrol/ diesel vehicles, 20 cents per km for hybrid vehicles and 11 cents per km for electric vehicles.
2. A log-book kept – limited to a maximum of 25% of actual costs
3. Actual costs – keeping records of actual ministry associated costs

The link for further information on this is: <https://www.ird.govt.nz/income-tax/income-tax-for-businesses-and-organisations/types-of-business-expenses/claiming-vehicle-expenses>

Note: If you choose to pay the pastor's fuel card account (or portion thereof) as the 5% untaxed salary sacrifice Fuel Card Charge Facility, you should still pay the full mileage reimbursement.

Other benefit available to pastors

Pastor's Sabbatical Leave: The criteria for this leave is set out in the Sabbatical Leave Policy on the [Baptist Intranet under Human Resources](#).





Pakuranga Chinese Baptist Church
東區華人浸信會

Pastors' Car Fund: This fund is for pastors to borrow for the purchase of a vehicle at a low interest rate and is administered through [Christian Savings Limited](#).

Contact

If you have questions on these matters, please direct your questions firstly to our accountant Liz Wilson; email finance@baptist.org.nz or phone 09 526 0335.

2023 Baptist Union of New Zealand Stipend/Salary Recommendations

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