



**Anglican Diocese of Adelaide  
Nomination of a Locum Tenens (2019)**

Sections 1, 3, 4 and 5 should be completed at least two (2) weeks prior to the commencement of the appointment. Please forward the completed form, and Section 3 documentation (if required), to:

- Bishop’s Office, Anglican Diocese of Adelaide, 18 King William Road, North Adelaide SA 5006; or
- [bishopsoffice@adelaideanglicans.com](mailto:bishopsoffice@adelaideanglicans.com)

**Section 1: Parish and Locum Tenens’ details**

**Parish and nominee details**

Parish or Chaplaincy:				
Full name of Locum Tenens:				
Reason for vacancy:				
Period of Locum appointment:	From:		To:	

**Nominating Wardens**

We, Wardens of the Parish named above, hereby nominate the said Locum to the Archbishop of Adelaide for a Locum Tenens ministry and ask that a Licence be issued for the stipulated period.

Warden 1		Warden 2	
Full name:		Full name:	
Email address:		Email address:	
Contact phone:		Contact phone:	
Signature:		Signature:	
Date:		Date:	

**Acceptance of appointment by nominated Locum Tenens**

I, ..... *(print full name)* accept the terms and conditions of appointment as Locum Tenens in the Parish nominated above, for the period specified, subject to the Archbishop’s will and pleasure and such other endorsements as may be included in the Licence. I confirm that all Diocesan Safer Ministry requirements are current.

Locum Tenens’ signature:		Date:	
--------------------------	--	-------	--

**Recommendation of Archdeacon**

Archdeacon’s signature:		Date:	
-------------------------	--	-------	--

**Section 2: Diocese approval to appoint**

**Safer Ministry Screening**

The nominated member of clergy has completed all aspects of the Safer Ministry Screening procedures and which have not identified any issue that would prohibit the provision of a Locum Tenens licence.

Registrar’s signature:		Date:	
------------------------	--	-------	--

**Archbishop’s Approval**

Archbishop’s signature:		Date:	
-------------------------	--	-------	--

**Section 3: To be completed by the nominated Locum Tenens ONLY if their last appointment was outside the Diocese of Adelaide**

1. Were you ordained as part of an ordained local ministry scheme?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	If Yes, please attach details to this form.
2. Have you ever been subject to a formal disciplinary process by a church authority?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	If Yes, please attach details to this form.
3. Has a bishop ever revoked or refused to provide you with a licence or authority?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	If Yes, please attach details to this form.
4. Letter of Good Standing	Please attach your Letter of Good Standing to this form.

**Section 4: Full-Time Equivalent Working Week**

Please indicate how many days (1.0) or part-days (0.5) the Locum Tenens will be working in the Parish in addition to Sunday. Sunday is considered a full day (1.0) and includes time for sermon/other preparation. A full-time position is assumed to be six (6) days per week, eg. three (3) full days = 0.5 FTE. Please ensure the total allows for occasions where the Locum Tenens may be required to attend at non-regular times, eg. Parish Council or other meetings, special services, social gatherings, hospital/home visits.

<b>Total Days</b>		<b>FTE (Diocesan Office to calculate)</b>	
-------------------	--	---	--

**Section 5: Remuneration Package**

Please note that the first three items below are required payments to the Locum Tenens. Those items total \$246.50 per day. There is also an option of paying a Housing Allowance, if deemed appropriate. If it is to also be paid, please ensure \$50.00 is written in the empty box below the sub-total.

Item	2019 per working day
<b>Base stipend - Required payment</b> Refer to <i>C4 Parochial Administration Ordinance, section 63 Locum Tenens</i> ; and Annual Leave note (below).	\$210.00 <i>including superannuation</i>
<b>Travel reimbursement - Required payment</b> Refer to <i>C4 Parochial Administration Ordinance, section 63 Locum Tenens</i> .	\$35.00
<b>Telephone allowance - Required payment</b> A pro rata mobile phone plan reimbursement. Refer to <i>C4 Parochial Administration Ordinance, section 29</i> .	\$1.50
<b>Sub-total remuneration per working day</b>	<b>\$246.50</b>
<b>Housing allowance - Optional payment</b> If appropriate, the Parish may determine to pay a housing allowance for a Locum Tenens appointment. At the annual full-time rate of \$15,600.00	\$50.00 per working day

**NOTES:**

**Annual Leave:** Annual Leave is accrued on a pro rata basis but is not transferable to other locum appointments. All locums will be paid by Diocesan Payroll Services and parishes will be billed accordingly. Diocesan Payroll Services will provide a copy of the fully completed form to the parish Treasurer.

Treasurer's full name:	
Email address:	Contact phone: