



CATHOLIC ARCHDIOCESE OF MELBOURNE

**CIRCULAR HR0617 (22 DECEMBER 2017)
ALL PARISH PRIESTS AND ADMINISTRATORS
IN THE ARCHDIOCESE OF MELBOURNE**

Pastoral Workers, rates of pay

This circular provides advice on the rates recommended for Pastoral Workers from 1 January 2018.

The category of Pastoral Worker covers those parish employees engaged in pastoral work who are

- a. employed principally for the purpose of religious instruction, supervision of prayers or to undertake other religious duties; or
- b. employed principally to perform faith-based pastoral, spiritual or ministry work, such as:
 - (i) attending to the spiritual and pastoral care of adherents of the faith and those associated with them;
 - (ii) the communication and propagation of religious beliefs and practices; or
 - (iii) performing functions in relation to, or otherwise participating in, any religious or liturgical observance or practice:

and who substantially and regularly performs such functions.

A Pastoral Worker may be an employee who

- a. is engaged in youth ministry if the focus of the role is spiritual and faith development; or
- b. undertakes many of the roles of a Pastoral Associate but is not accredited; or
- c. undertakes a narrower range of pastoral duties than would otherwise be expected of an accredited Pastoral Associate, such as liturgy and/or music coordination, catechist coordination or sacristan duties.

The category of Pastoral Worker does not include

- a. accredited Pastoral Associates undertaking Pastoral Associate work for whom a separate classification structure and rates of pay apply or
- b. employees in schools, health and aged care, social and community services and in occupations within Catholic employment that are covered by modern awards.

2018 rates	Annual rate 38 hr week	Weekly rate 38 hr week	Part-time per hr	Casual per hr
Minimum	\$49,729	\$956.34	\$25.17	\$31.46
Mid point	\$52,347	\$1006.67	\$26.49	\$33.11
Maximum	\$54,964	\$1057.00	\$27.82	\$34.77

Salaries should be reviewed annually at the end of each year having regard to performance and market factors with any uplift taking effects from 1 January the following year.

The attached remuneration matrix may be helpful.

Karen Horner
Human Resources Manager

Attachment

Human Resources

Remuneration range matrix

RANGE MAXIMUM	PERFORMANCE CONSIDERATIONS	MARKET CONSIDERATIONS
105%	<ul style="list-style-type: none"> ⇐ Outstanding performer ⇐ Extensive experience highly promotable 	Highly specialised skills, scarce and critical to parish outcomes
	<ul style="list-style-type: none"> ⇐ Very experienced superior performer ⇐ Competent performer 	Need to make a pay offer sufficient for person to move
100%	<ul style="list-style-type: none"> ⇐ Experienced , eg 2 years in the position adequate performance but capable of further development 	
	<ul style="list-style-type: none"> ⇐ Inexperienced employee or showing marginal performance ⇐ Recent appointee 	Able to complete satisfactorily in the market
95%		
RANGE MINIMUM		