



Summary:

1. **Title of position:** METRO Ministry Apprentice
2. **Probationary Period:** 6 months
3. **Initial Term:** 2 years
4. **Hours of work:** Minimum of 37.5 hours per week. Twelve (12) hours per week are to be used for curriculum-based training as outlined in the METRO Traineeship Curriculum as agreed with by MTS. The balance of the required minimum hours per week is to be used for hands-on practical training as outlined in the METRO Traineeship Curriculum and agreed by the PCV METRO Trainer
5. **Salary and other emoluments:** \$2,847 per month.
6. **Annual leave etc:** 4 weeks
7. **Personal/carer's leave:** 10 days
8. **Termination:** 1 month
9. **Special Conditions:** The METRO committee will cover the costs of MTS REGO, attending MTS challenge (compulsory for trainee and trainers) and Engage Conference (compulsory for the trainee). The congregation will be required to have update "WorkCover" insurance. The Employee will be required to have a "Working with Children" accreditation and "Safe Church" compliance, supply a signed Trainee's pledge and purchase any books necessary.

More Info:

- The position is a full-time position for a fixed term of TWO years. It will start normally on January 1st and will continue for TWO years.
- The trainee will be responsible to the minister (or a person nominated by the minister) for the day to day performance of the duties associated with the position. In relation to all administrative matters they will be responsible to the Session. The position is otherwise subject to all applicable rules in force from time to time in the Presbyterian Church of Victoria (PCV).
- Trainees will be expected to undertake and, at the request of the minister, be available to undertake these duties over a 6 day working week (including Sunday). On those days you will work such hours as are reasonable and necessary to ensure these duties are properly undertaken. This may include taking part in ministry activities on 1 or more evenings during the week and, on occasions, overnight. Your ordinary hours of work will, on average, be a minimum of 37.5 hours per week. Twelve (12) hours per week are to be used for curriculum-based training as outlined in the METRO Traineeship Curriculum as agreed with by MTS. The balance of the required minimum hours per week is to be used for hands-on practical training as outlined in the METRO Traineeship Curriculum and agreed by the PCV METRO Trainer.
- The trainee gross package will be \$37,575 per annum for 2016/17. Thus the trainee remuneration breakdown as follows:

Wages	\$34,159 = \$2,847 per month
Super @ 9.5%	\$ 3,245
WorkSafe (paid by church)	\$ 171
Total	\$ 37,575

- The trainee is entitled to annual, long service, and personal/carer's leave, and other forms of leave, in accordance with the statutory entitlements applicable from time to time.

- Given the duties involved in a traineeship, the position is conditional on the trainee providing:

A signed copy of the attached Employment Agreement.

Tax File Number Declaration

Standard Superannuation Choice Form

Working with Children number

Safe Church Compliance

Trainee's Pledge

If requested, evidence of your identity for the purpose of obtaining the background check.