



## METRO Traineeship Finances Explained

Upon successful application, a METRO trainee enters into a financial arrangement with their training church and the Presbyterian Church of Victoria through the METRO committee.

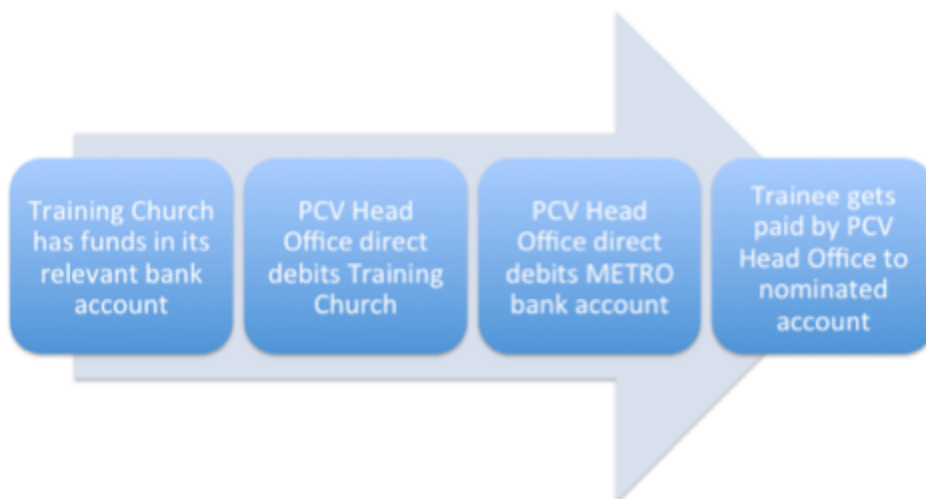
The METRO committee will match for every \$1 raised by the church and trainee, \$1 from METRO funds. The amount raised between the trainee and training church must be decided by the training church but the maximum total the METRO committee will match is \$18,000. Therefore the full amount METRO will pay is \$18,000. The training church is welcome to give the trainee more than the \$18,000.

To comply with legal obligations, the trainee must enter into an employment agreement with the training church as employer and the trainee as employee. This employment agreement must be signed by the trainee, the minister of the training church and also the General Manager of the Presbyterian Church of Victoria. The training church as employer must also be prepared to fulfill other legal obligations as employer including workcover and superannuation expenses. Payment will be administered by PCV Head Office and directed to the trainee. PCV Head Office will also take care of the trainee's group certificate.

Although the METRO trainee is regarded as an employee under the financial arrangement, the training church must always regard them as a trainee for ministry purposes – someone who is learning about full-time ministry and not lowly-paid labour for the church.

### METRO payment process

The following diagram explains how the METRO trainee is paid.



## **METRO Financial Timeline**

May	Applications open
Aug	Applications close
Sep	Applicants interviewed (providing a draft budget for discussion)
Oct	Applicants informed of their traineeship
Nov/Dec	Trainees and Training churches complete paperwork
Jan	Trainees begin their traineeship and start getting paid

### **Responsibility of the Training Church (Treasurer)**

- To be prepared to sign an employment agreement with the trainee as their “employee” for the length of the traineeship. The minister who is the trainer should sign as the “supervisor” otherwise the senior minister of the church should sign the employment agreement.
- To be prepared to pay superannuation and work cover expenses.
- Have a designated bank account that a trainee can direct supporters to transfer money to.
- Have funds in a designated bank account that the PCV head office can direct debit monthly in order to pay trainees.

### **Responsibility of the Trainee**

- To be prepared to raise personal support to an amount agreed with the training church.
- To provide a draft budget to help them understand living on METRO trainee grant.
- To be prepared to complete superannuation, bank details and to sign employment agreements with training churches as an “employee” of the church.
- To be “Safe Church” compliant including having a current Working with Children Check

### **Responsibility of the METRO Committee (Treasurer)**

- To communicate the financial arrangements to the trainee and trainer at the Orientation day including answering any questions about the finances.
- To ensure that the PCV Head office sends the following documents to the Treasurer of the Training Church for completion:
  - Employment agreement
  - Workcover
  - Superannuation forms
- To make sure funds are available to be direct debited from the METRO bank account to the trainee via the PCV head office.
- To ensure payment begins upon the beginning of the METRO traineeship.

If you have any questions please direct these to the Treasurer of the METRO committee by emailing [metro@pcv.org.au](mailto:metro@pcv.org.au).