



CATHOLIC ARCHDIOCESE OF MELBOURNE

CIRCULAR HR1221 (21 DECEMBER 2021)

ALL PARISH PRIESTS AND ADMINISTRATORS IN THE ARCHDIOCESE OF MELBOURNE

PASTORAL WORKERS, RATES OF PAY FOR 2022

This circular advises on remuneration rates recommended for Pastoral Workers from 1 January 2022.

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;
 - (iii) performing functions in relation to, or otherwise participating in, any religious or liturgical observance or practice; and
 - (iv) 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.

| 2022 rates | Annual rate 38 hr week | Weekly rate 38 hr week | Part-time per hr | Casual (25% loading per hr) |
|------------|------------------------|------------------------|------------------|-----------------------------|
| Minimum | \$54,107.32 | \$1,040.53 | \$27.3822 | \$34.23 |
| Mid-point | \$56,955.07 | \$1,095.29 | \$28.8234 | \$36.03 |
| Maximum | \$59,802.83 | \$1,150.05 | \$30.2646 | \$37.83 |

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 matrix may be helpful in determining the position of a Pastoral Workers in the remuneration range.

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Attachment

REMUNERATION RANGE MATRIX

| | PERFORMANCE CONSIDERATIONS | MARKET CONSIDERATIONS |
|--------------------------|--|---|
| RANGE MAXIMUM | | |
| 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 | | |