

CENTRE FOR MINISTRY ACCOMMODATION COMMITTEE

POLICY GUIDELINES

BACKGROUND

The Assembly Regulations require that each Synod provides support for Candidates as they proceed through the Core Phase of Education and Formation for Ministry. The NSW Synod has determined that part of this support include subsidized accommodation for candidates wherever possible. The Synod recognizes that it is not able to provide accommodation for all candidates for the entire period of their Core Phase.

The Board of Education, through the Dean of Candidates' Office coordinates the sourcing and allocation of accommodation generally on-site at the Centre for Ministry and occasionally facilitates accommodation elsewhere.

An Accommodation Committee has been established to oversee this task.

The membership of the Committee comprises:

- Executive Director
- Dean of Candidates
- Assistant to the Dean
- Centre for Ministry Coordinator
- Student Representative
- College Representative

The Uniting Conference Centres are responsible through the Centre Coordinator for the management of the residential facilities. The Dean's Office is responsible for organizing the payment of rent.

GUIDELINES WHICH INFORM THE COMMITTEE IN ITS DECISION MAKING (these are varied from time to time to reflect changing needs within the Synod, economic conditions and applications from Candidates)

- i) Priority listing for on-site accommodation
 - Candidates
 - Overseas students from Partner Churches
- ii) In principle for annual allocation three years (whilst candidating at UTC)
- iii) Application Form must be completed for consideration by the Accommodation Committee
- iv) Rental Agreement must be completed by successful applicants prior to taking up residence: this includes an agreed departure date – usually in December
- v) Rental agreement (including bond) is to be signed prior to residency
- vi) Schedule of rental rate is updated by the Accommodation Committee
- vii) Rent for Candidates deduction from CEAG payments
- viii) Priority ranking on candidates needs, taking into account – home location and special needs

- ix) Allocation of on—site accommodation will be determined by the Accommodation Committee each year
- x) Disputes are resolved under Landlord and Tennant Act
- xi) There is an annual review of rates in July each year
- xii) Residents' Guide will be provided
- xiii) Refurbishment will be carried out as necessary by the Uniting Church Conference Centres
- xiv) Day to day management of accommodation is undertaken by Facilities Team and responsible to the Facilities Manager
- xv) Regular Annual Inspection will be undertaken by the Facilities Manager and tenants agree to these inspections
- xvi) Allocations are made on an annual basis and run from January to December each year. (The Accommodation Committee reserves the right to move tenants each year).