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 Tenant 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).