

## Pastoral Charge Supervisors

**This resource should be available to all those who are asked by the Regional Council to serve as Pastoral Charge Supervisors and to all Communities of Faith/Pastoral Charges being supervised.**

### ***As mandated by The Manual 2019***

#### **1.2.5.2 Pastoral Charge Supervisor**

- a. Appointment: If a community of faith that is a pastoral charge has no called or appointed member of the order of ministry or designated lay minister who has been recognized by the regional council, the regional council is responsible for appointing a member of the regional council to the pastoral charge as a pastoral charge supervisor.

The regional council may also appoint a pastoral charge supervisor in any other situation where the regional council decides it is appropriate.

**b. Responsibilities: The pastoral charge supervisor is responsible for**

- i) supporting any ministry personnel serving the pastoral charge;
- ii) general supervision of the work of the pastoral charge;
- iii) ensuring that a chair is elected for the pastoral charge governing body, the trustees, and meetings of the congregation and pastoral charge;
- iv) ensuring that the sacraments are administered and new members are received following the requirements of these bylaws;
- v) if there are ministry personnel serving the pastoral charge, delegating responsibility for the functions of ministry in the pastoral charge to the ministry personnel as appropriate; and
- vi) reporting to the regional council on the state of the pastoral charge.

#### **G.3.3.3 Automatic Trustee Membership**

One of the following people is automatically a trustee because of their position:

- a) the member (or one of the members) of the order of ministry who has been called or appointed to the pastoral charge;
- b) the designated lay minister who has been recognized by the regional council and appointed to the pastoral charge; or
- c) the pastoral charge supervisor.

#### **Quorum for Meetings of the Governing Body B.7.7.4 Minimum Number of Members Present**

**b. Who must be present:** A meeting of the governing body may take place only if one of the following people is present:

- i) a member of the order of ministry who has been called or appointed to the pastoral charge;
- ii) a designated lay minister who has been recognized by the regional council and appointed to the pastoral charge;
- iii) the pastoral charge supervisor; or
- iv) another person appointed by the regional council to attend the meeting.

## Situations Requiring Pastoral Charge Supervisors

The Manual states that a pastoral charge supervisor is appointed “if the pastoral charge has no settled or appointed member of the order of ministry or designated lay minister...”. In practical terms, there are a number of situations where this might occur.

**(a) Pastoral Charge Vacancy:**

This occurs when a pastoral charge is experiencing a change in pastoral relations and is without appointed supply ministry personnel. Smaller pastoral charges, especially those with part-time positions, often turn to pulpit supply during the transition period with the result that there is not a permanent ministry personnel presence in the pastoral charge. In a growing number of instances within the Regional Council, there are pastoral charges that are technically “vacant” but in fact have regularized their ministry by using Sunday pulpit supply. These pastoral charges must have pastoral charge supervisors named, and often require their services over long periods of time.

**(b) Candidate Supply:** When a student is serving as candidate supply in a pastoral charge, there must be a pastoral charge supervisor to oversee what is happening with the congregation, including attendance at meetings of the governing body (Board or Council). This person is separate and distinct from the educational supervisor who meets with the student to discuss learnings from this work/ministry experience. The pastoral charge supervisor might also officiate at the sacraments unless the pastoral charge has submitted a request to the Regional Council for the candidate to be able to do so.

**(c) Ethnic Ministry:** Pastoral charges that fall under the category of ethnic ministries are able to have ministry personnel who are ordained in another denomination and these persons are not required to transfer into The United Church of Canada. However, a pastoral charge supervisor is required to be in attendance at all Council/Board meetings.

**(d) Temporary Absence of Ministry Personnel:** From time to time, the called or appointed ministry personnel might be absent from a pastoral charge at the time of a regular Board/Council meeting. Since such a meeting cannot be held without the presence of ministry personnel, the Regional Council Pastoral Relations Commission is likely to appoint someone on a limited basis.

**(e) Sabbatical:** The Regional Council supports the sabbatical leave of the serving ministry personnel by ensuring that a pastoral charge supervisor is appointed by the Pastoral Relations Commission for the period of the sabbatical leave. This ensures that governance meeting can happen and give the connection of where any questions by the pastoral charge can be directed.

## Appointment

Pastoral Charge Supervisors will be appointed by the Pastoral Relations Commission. The Pastoral Charge Supervisors once appointed will continue to serve until 1) there is a “called or appointed” ministry personnel in place not requiring such supervision, OR 2) the supervisor gives an indication in writing to the Regional Pastoral Relations Commission of their desire to conclude their appointment as pastoral charge supervisor.

## Prairie to Pine Regional Policy/Protocol

- All Pastoral Charge Supervisors who are not already members of the Region will be made members at large of the Region while under appointment as a Pastoral Charge Supervisor.
- The Community of Faith receiving the support of a Pastoral Charge Supervisor need to consult with the Pastoral Charge Supervisor before scheduling any meetings that the Pastoral Charge Supervisor must be present for.

- The Community of Faith must be somewhat flexible in the scheduling and frequency of their meetings to accommodate the Pastoral Charge Supervisor who is a volunteer in this capacity.
- While the ideal may be attendance at a meeting in person there will be accommodation for a Pastoral Charge Supervisor to attend through technology where that is available locally (ADOBE Connect, Zoom or Conference Call). In these cases, the Supervisor must receive a copy of the proposed agenda well ahead of the meeting, have the opportunity to discuss matters with the Chair of the meeting, be either presence remotely through the whole meeting or accessible through the whole meeting **and** receive the DRAFT minutes for review within two weeks of the meeting and/or before ANY decisions made are acted upon.
- In the Prairie to Pine Region, Pastoral Charge Supervisor needs to be present for the whole Annual Meeting of the Community of Faith either in person or through technology.
- The Pastoral Charge Supervisor needs to be present in person for at least one meeting per pastoral year (preferably the Annual Meeting) so that the Community of Faith is familiar with him/her and he/she has some opportunity to become familiar with the Community of Faith.
- Costs for Pastoral Charge Supervision (mileage at the General Council/denominational rate and any other expenses) are to be reimbursed by the Community of Faith receiving the supervision (Rationale: In most cases where pastoral charge supervision is required, the Community of Faith is not paying salary to ministry personnel). If this is anticipated to result in financial difficulties in the Community of Faith, a request must be made in writing from the governing body of the Community of Faith to the Prairie to Pine Pastoral Relations Commission for further conversation (potentially about assistance from the Region with payment or about the viability of the Community of Faith).
- In some circumstances, the Pastoral Charge Supervisors being appointed may need to be Order of Ministry or Recognized Designated Lay Ministers.

*Approved by the Pastoral Relations Commission on February 12, 2019 with amendment approved on May 7, 2019*