

(Because we do not necessarily have emails for the Communities of Faith or the Chair of the Governing Board, we are asking that you as Ministry Personnel ensure that this email gets forwarded to the Chair/secretary of the Governing Board/Council/Leadership Team who will be processing the renewal of appointment. All motions must be completed, online forms completed and accompanying documents emailed /mailed to reach the Pastoral Relations Minister no later than June 03, 2021) for processing by the Regional Pastoral Relations Commission.)

Greetings from the office of Prairie to Pine Regional Council. It is that time of year when appointments made until the end of the Pastoral Year (June 30, 2021) need to be addressed.

As you are aware there are two types of pastoral relationships:

- relationships without preset time limits forged by Call after a Search process
- term relationships with both a specified start time and end time forged initially after either a Search for a posted position or another interview process to fill ministry needs while a profile or search process is completed. Some of these appointments are with retired Ministry Personnel, Candidates or Ministers in Admissions processes.

Most of these **term relationships** are for one year at a time based on the church pastoral year (July 1 of one year to June 30 of the next). Some appointments have different start dates and end dates (Appointments in the Indigenous Communities of Faith are based on the calendar year with December 31<sup>st</sup> end dates because of Mission Support Grant funding) but all have definite time lines. **Most of these appointments are renewable.** The Pastoral Relations Commission of the Prairie to Pine Regional Council has a policy on the lengths of appointments accessible at:

<https://prairietopinerc.ca/wp-content/uploads/2020/02/POLICY-ON-LENGTH-OF-APPOINTMENTS-IN-PRAIRIE-TO-PINE-REGIONAL-COUNCIL.pdf>

Basically it indicates that:

- Members of the Order of Ministry within the United Church of Canada (ordained or diaconal ministers), active or retired, with **updated credentials** are eligible for an appointment of up to **three years based on the pastoral year** ending June 30 (renewable); Note: **Retired Ministry Personnel must wait at least 13 weeks after they begin collecting pension to negotiate an appointment.**
- **Candidates for Ministry or Designated Lay Ministry Applicants** are eligible for appointments of **up to one year at a time based on the pastoral year** ending June 30 and continuation of their Candidacy status (renewable)
- **Recognized Designated Lay Ministers** are eligible for appointments of **up to three years** in length at a time based on the pastoral year (renewable)
- Admissions applicants are eligible for an initial appointment of **three years** in length with renewal dependent on their progress on completion of requirements at that point
- Eligibility is based on having the Office of Vocation confirm to the Pastoral Relations Commission that the Candidate/Applicant/Minister has all credential matters updated including the completion of the current year's Annual Declaration in respect to Criminal Charges and/or Criminal Record (ADCCCR). (The Church Hub portal for ADCCCR is open each year from April 01 to June 30 for that current year).

**Process:**

- **At least ninety days prior to the end date of an appointment**, the community of faith/ pastoral charge in conversation with the Ministry Personnel must determine whether they **will be continuing the pastoral relationship and seeking to renew the appointment or not**

**If the appointment is not being renewed**, the process to acknowledge that and motions related to that varies depending on:

- whether it is a first time appointment or one that has been renewed several times already
- whether the decision not to continue the pastoral relationship is by mutual agreement or by the Community of Faith /Pastoral Charge only, or the result of a change in ministry status of the incumbent. **Please contact the Pastoral Relations Minister as soon as possible for assistance with process if either of these situations applies in your ministry setting.**

We are aware that some Ministry Personnel have notified the Pastoral Relations Commission, the governing body of the Community of Faith and the Office of Vocation that they will not be renewing their current appointments because they plan to move, return to retirement or **begin to collect their United Church pension**. The latter group may intend to return to ministry at some point in the near future but are required to have a thirteen week period of disengagement and “a substantial change in the terms and conditions of the position” i.e. 25 % change in time; position in a community of faith/pastoral charge different than the one the Minister held prior to beginning to collect UC pension.

If we are aware of this change then a Pastoral Relations Liaison has been or is in the process of being appointed to work with you on next steps in finding new ministry personnel.

The vast majority of Communities of Faith /Pastoral Charges will be exercising the option of **renewing the current appointment as is** with updates in remuneration in accordance with the 2021 Minimum Salaries and Reimbursements for Ministry Personnel: [Minimum Salaries for Ministry Personnel \(2021\)](#)

Please make certain that Ministry Personnel entitled to a category change as of January 1, 2021 have that change in category reflected in their salary on the Record of Appointment form.

If this is simply renewal of terms as is, please ensure that the Ministry Personnel with whom the Community of Faith/Pastoral Charge is in a current pastoral relationship is present at the governing body meeting where the renewal motion is made, as **quorum**.

**As in 2020, the Record of Appointment is no longer a paper document but must be completed through Church Hub online.**

**IMPORTANT INFORMATION FOR THE COMMUNITY OF FAITH:**

If the Community of Faith does not have a Church Hub account please be in touch with General Council through [ministry@united-church.ca](mailto:ministry@united-church.ca) to be sent an invitation to sign up.

If you require assistance when you receive the invitation, please contact the same email or Deb Kigar at [DKigar@united-church.ca](mailto:DKigar@united-church.ca)

If the Community of Faith has a Church Hub account then the Community of Faith makes the usual reappointment motion with terms included and then, when ready completes the Record of Appointment. Instructions for Communities of Faith completing the Record of Call Form are on pages 24 and 47-51 of the handbook entitled *Pastoral Relations: Guidelines for Search and Selection* available online at: [Pastoral Relations: Guidelines for Search and Selection \(April 2020\) \(united-church.ca\)](https://united-church.ca/sites/default/files/pastoral-relations-guidelines-for-search-and-selection-april-2020.pdf)

*There is also a video available on Church Hub.*

In order to complete the form, the Community of Faith representative must know the minister's name and years of service, the ADP (Pastoral Charge Payroll Service) Number for the Community of Faith and its Cost of Living Group (COL), the number of **hours per week** of the Call or Appointment and the start and end dates of appointments. Many of the actual figures will automatically fill into the form once you enter these things. Under additional terms please enter things like cost of telephone (not prorated for part time appointments) and reference any other documents that you will have to send along separately that impact the pastoral relationship: Service Agreements or Memoranda of Understanding or Ecumenical Shared Ministry Agreements.

**Two important matters to note because of the design of the online platform:**

- When entering the minister's name enter \* and last name ONLY and then select the correct full name of the Minister from the drop down list i.e. \*Hare
- The hours per week MUST be a full number. If your arrangement is for a fraction beyond that, the balance of monies per year must be entered in as additional dollar figure of salary  
Ex. 2.3 hrs per week needs to be 2 hrs/wk and then the balance of yearly salary .3 hrs/wk X 52 entered in as a dollar amount under additional salary.

**IMPORTANT INFORMATION FOR MINISTRY PERSONNEL:**

**Ministry Personnel** must also be on Church Hub in order for a Community of Faith to complete this form including their name. They also need to be **classified as available for call/appointment. Last year that change was made through the Pastoral Relations Ministers. This year each minister must do this themselves through Church Hub. A guideline for this is provided in the attached document.** Before requesting this status the Church Hub accounts of Ministers must contain certain updated minimum items. Some Ministry Personnel are aware that if they do this TOO early and are posted on Church Hub as seeking call/appointment, they will get a number of inquiries from search committees looking for ministers. This must be done before the Community of Faith can complete the online Record of Appointment.

**Before the Pastoral Relations Commission will approve a renewal of appointment request, Ministry Personnel must complete their 2021 Annual Declaration regarding Criminal Charges and Criminal Records (ADCCCR) on CHURCH HUB.** That portal is open from April 01 to June 30, 2021. If you complete it before that date it will count as the past year's form.

After the Community of Faith has completed the motion for renewal, and completed the Record of Appointment on CHURCH HUB and submitted it, it will automatically come to you as Ministry Personnel to complete your section of the form on Church Hub BEFORE the deadline. Instructions for this process are available on pages 46-48 of the handbook entitled *Pastoral Relations: Ministry Personnel*, available online at:

[https://united-church.ca/sites/default/files/pastoral-relations\\_ministry-personnel-december-2019.pdf](https://united-church.ca/sites/default/files/pastoral-relations_ministry-personnel-december-2019.pdf)

If the Community of Faith or Ministry Personnel requires assistance with completing this form please contact the Regional Council Office for referral to a Regional Council Pastoral Relations Liaison or staff person at General Council Office. Please make this request for assistance well in advance of the deadline for renewals to be sent to the Regional Council Pastoral Relations Minister. **(Absolute deadline for receipt of Record of Appointment and all related documents sent by email for July 01 renewals is June 03,2021)**

**Other things** must happen BEFORE the governing body takes the above action **IF:**

- the person in the appointment is experiencing a **change in Ministry Status** (i.e. from a Designated Lay Ministry Applicant to a Recognized Designated Lay Minister; from active Ministry Personnel to Retired; from Candidate to Ordained or Diaconal Minister; from Admission Applicant to being admitted)
- **the terms of the appointment are undergoing significant changes** (i.e. increase or reduction in hours or increase in remuneration beyond the normal salary increases)

We have also been notified by some Communities of Faith/Pastoral Charges that they are anticipating **changes in terms their next appointment**. In all cases locations have been made aware of the processes they must follow for minimal changes and they have been assigned or are in the process of being assigned a Pastoral Relations Liaison to work with you on navigating next steps and clarifying timelines.

- **if the appointment is in a team ministry/ multiple ministry staff setting where there is a change in pastoral relations happening in the OTHER position and a new relationship is anticipated on or before July 01, 2020.**

Please check with **the Regional Pastoral Relations Minister, Judy Hare, if any of the above extraordinary conditions apply to your situation ASAP.**

**Pastoral Relations Minister**

**Prairie to Pine Regional Council**

Judy Hare - Phone: [204-421-8151](tel:204-421-8151)

Email: [jhare@united-church.ca](mailto:jhare@united-church.ca)

And

**Chair of Pastoral Relations Commission**

Mary Best

Email: [mebest19@mymts.net](mailto:mebest19@mymts.net)

Attachment: A step by step guide to completing a Ministry Personnel Profile 2020