

Handbook for Joint Needs Assessment Committees

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The United Church of Canada
L'Église Unie du Canada



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Welcome to the Joint Needs Assessment Process

You are reading this because you are experiencing a change in pastoral relationship or need to examine your pastoral charge life. If you are thinking about looking for a new minister, the first thing you must do is complete the joint needs assessment process.

The word *joint* means that this process is being undertaken jointly by the pastoral charge and the presbytery/district in which the pastoral charge is located. All ministry personnel positions are accountable both to presbytery/district and the pastoral charge, and therefore both courts of the church are responsible and involved.

The purpose of the Joint Needs Assessment Committee (JNAC) is to consider and review the ministry and mission of your pastoral charge and your relationship with the community you serve. The JNAC then considers how these affect the ministry personnel needs of your pastoral charge.

There are many reasons to undertake this process. However this is *not* a conflict resolution tool. A needs assessment does not always lead to the appointment of a Joint Search Committee (JSC) to fill a ministry position, but a needs assessment must always be completed before a search begins.

How long the process will take varies. The JNAC needs time to complete their work, so the exact time frame cannot be predetermined. If necessary, presbytery/district will help a pastoral charge find a supply minister for the time between ministers.

Purpose of This Handbook

This handbook has been prepared to support all members of the Joint Needs Assessment Committee in their work.

Every JNAC needs to complete all of the steps in the process. See pages 8–9 for a checklist of these steps, which are expanded upon in this handbook.

Each member of the Joint Needs Assessment Committee *must* have a copy of this handbook. Please make copies for all members of the JNAC.

The United Church *Manual*

The Manual contains the polity and by-laws that govern our work as community in The United Church of Canada. In this handbook, references to *The Manual* are noted where they are appropriate. Appendix A also lists references from *The Manual*.

The JNAC Report

Section 052(c) of *The Manual* states that the JNAC is to study and report on the ministry personnel needs of the pastoral charge through an open and participatory process of information gathering and analysis. This process concludes with the adoption of a report to the official board/church board/church council, church board, or church council and pastoral charge. This report includes summaries to describe

- i. the community of the Pastoral Charge;
- ii. the ministry of the Pastoral Charge;
- iii. the resources of the Pastoral Charge, including manse report;
- iv. the position descriptions addressed by any recommendations;
- v. the skills and knowledge required of Ministry Personnel; and
- vi. the terms that may be offered to implement any recommendations.

This handbook recommends that these six summaries be gathered into two descriptions:

- Community and Resources Description (i, ii, iii of above)
- Ministry Personnel Description (iv, v, vi of above)

The Community and Resources Description invites your committee to think about and describe the community in which your pastoral charge is located as well as the pastoral charge itself and its relationship to the community. This includes all of the resources available in the pastoral charge, volunteer and financial.

The Ministry Personnel Description invites your committee, with input from your pastoral charge, to think about and describe the ministry position that will best meet the needs of your pastoral charge. For this summary you will complete three sections: a position description, a list of desired skills, and the terms of the call or appointment.

Theological Rationale for the JNAC and JSC Processes

Ministry is the work of the whole people of God. The United Church of Canada believes in “the priesthood of all believers,” which means that all people are invited to participate in the ministry of Jesus Christ in the world. Through our baptism, each of us is called to some expression of ministry. Ministry is lived out in every vocation, whether business, education, medicine, trades, services, farming, or any of the ways people make life richer for others.

Each of us has particular gifts, knowledge, and experiences, and each of us is called by God to use those gifts and abilities for the well-being of the community of faith. We are reminded in the letter to the Colossians, “Whatever you do, in word or deed, do everything in the name of the Lord Jesus” (3:17). After Jesus’ baptism, he began his life work of preaching, teaching, and healing. This was his ministry, and this is what we recognize as our ministry. We share with him this work when we, too, are baptized into the community of Christ’s followers or when we choose to be part of the life of the church.

As disciples of Christ, we are called by God to create and sustain our communal life of faith. To fulfill this calling, people of faith have organized themselves into communities, orders, and institutions. The United Church of Canada, as an institution, requires some of its members to accept leadership positions intended to build up and maintain the organized, institutional life of the community of faith. Members of the church choose from among themselves those who voluntarily, or with compensation, respond to this calling. Some, after discernment and study, are called to paid accountable positions as “ministry personnel.”

Some ministry personnel are members of the Order of Ministry. They are commissioned to a ministry of education, service, and pastoral care (Diaconal Ministers), or they are ordained to a ministry of word, sacrament, and pastoral care (Ordained ministers). Members of the Order of Ministry maintain membership in the wider church, through the presbytery/district. They are expected to serve and represent The United Church of Canada as a denomination even while they are serving a pastoral charge or congregation.

Other ministry personnel are members of the laity. Some have education and life experience that enable them to serve ministries of word, sacrament, and pastoral care as Designated Lay Ministers. Some have skills and experience that qualify them to serve in congregations or outreach ministries in the areas of education, service, and pastoral care. All lay ministry personnel have membership in a presbytery/district while they are appointed to serve in paid accountable ministries.

The local church (the pastoral charge) and the wider church (the presbytery/district) jointly select ministry personnel to serve a pastoral charge. In your work of assessing the ministry needs of your pastoral charge, you will be exercising your own expression of ministry. You will be using your own gifts and abilities to help name and discern the kind of ministry your pastoral charge needs so that your community of faith can minister to one another, the wider community, and the world. When we do this work, we are doing our part in bringing all of us closer to the realm of God. Blessings in your work.

Checklist for the Joint Needs Assessment Process

Using this checklist will ensure you complete the required steps in the process. More information and suggestions related to each step appear in this handbook.

References to *The Manual*, are noted where they are appropriate.

- 1. Presbytery/district initiates a JNAC.
- 2. Presbytery/district (Pastoral Relations Committee) appoints two representatives to the Joint Needs Assessment Committee of the pastoral charge. Sections 052(a) i, 122(a), and 389(b) vi
- 3. Presbytery/district communicates with pastoral charge.
- 4. Official board/church board/church council or pastoral charge appoints representatives to the JNAC. Sections 052(a) ii, 122(a)
- 5. Pastoral charge or official board/church board/church council establishes a budget for the JNAC process.
- 6. Presbytery/district representative chairs the first meeting. Sections 052(b), 052(c), and 389(b) vi
- 7. JNAC determines the process for the JNAC.
- 8. JNAC reports to the pastoral charge.
- 9. JNAC consults with incumbent(s).
- 10. JNAC writes the Community and Resources Description. Section 052(c) i–iii
- 11. Are you considering a reduction or increase in ministry personnel?
- 12. JNAC writes Ministry Personnel Description. Section 052(c) iv–vi
- 13. JNAC ensures a manse inspection is completed, if applicable. MEPS Form 436 MI
- 14. Categories of eligible ministry personnel.
- 15. Specialized ministries.
- 16. JNAC prepares a report. Section 052(c)
- 17. JNAC complete MEPS Form 403 JN.
- 18. JNAC circulates its report to all members of official board/church board/church council and to all ministry personnel in pastoral relationship with the pastoral charge, and gives notice of the board meeting at which the report will be presented. Section 052(e)
- 19. JNAC presents its report and recommendations to the official board/church board/church council. Section 052(f), (g) and MEPS Form 403 JN
- 20. Official board/church board/church council makes a decision regarding the JNAC recommendations. Section 053(a) and MEPS Form 403 JN
- 21. Official board/church board/church council notifies all ministry personnel in the pastoral charge of its decision. Section 053(b)
- 22. Official board/church board/church council gives due notice of meeting of pastoral charge to consider the JNAC report and recommendations and the board's decision. Sections 053(c) and 047(a) ii

- 23. Official board/church board/church council circulates the JNAC report and recommendations to members of the pastoral charge. Section 053(c)
- 24. Chair/convenor of the Pastoral Relations Committee or an appointee chairs the meeting of the pastoral charge at which the JNAC report and recommendations are presented. Sections 048 and 049
- 25. Pastoral charge makes a decision in response to the recommendations of the official board/church board/church council. Section 053.1(a)
- 26. Pastoral charge immediately notifies all ministry personnel in the pastoral charge of its decision. Section 053.1(b)
- 27. Secretary of the board notifies presbytery/district of motions.
- 28. Presbytery/district Pastoral Relations Committee reviews the report and recommendations and motions of the pastoral charge and prepares its recommendation to presbytery/district.
- 29. Presbytery/district declares a vacancy or pursues another option.

The JNAC Process

Once your pastoral charge has discerned the need for a change in pastoral relations, the following steps of *The Manual* must be followed.

1. Presbytery/district initiates a JNAC.

Presbytery/district receives a request for change in pastoral relationship from minister *or* pastoral charge *or* a request from pastoral charge to update a previous needs assessment *or* any of the situations named in *The Manual, 2007*, sections 050, 050.1.

Reason for the JNAC

There are a variety of reasons for a JNAC process. Review why your needs assessment was initiated and how this will affect your process. These are included in section 050:

- 050 Needs Assessment Initiation. The Presbytery is authorized to initiate needs assessment by a Joint Needs Assessment Committee in response to:
- (a) Discipline or oversight of Ministry Personnel, of Pastoral Charges, or of their pastoral relationships;
 - (b) A request by Ministry Personnel for a change of pastoral relationship in order: to end the relationship to be available for call, settlement, or appointment; to be retained on the roll; to retire; or to resign from the Order of Ministry;
 - (c) A Decision by a Pastoral Charge to request ending of a pastoral relationship without cause;
 - (d) Recognition by the Presbytery either of incapacity of Ministry Personnel through disability or of the death of Ministry Personnel, requiring a change of pastoral relationship;
 - (e) A request for needs assessment either by a Pastoral Charge or its Official board/church board/church council or Church Board or Church Council or by Ministry Personnel in pastoral relationship with the Pastoral Charge; or
 - (f) A Pastoral Charge considering a reduction or increase in the number of Ministry Personnel positions and/or a change in the percentage of time specified in the terms of any existing call, settlement, or appointment.

2. Presbytery/district (Pastoral Relations Committee) appoints at least two representatives to the Joint Needs Assessment Committee of the pastoral charge. The Manual, sections 052(a) i, 122 (a), and 389(b) vi

Presbytery/district must appoint two members of the presbytery/district to the JNAC. Individuals may be appointed who are not presently members of presbytery/district but who are members of the United Church and have relevant experience. Normally, the representatives will include one ministry personnel and one lay person.

Presbytery/district *cannot* appoint an incumbent minister, including a supply minister, a congregational designated minister, or an interim minister currently serving that pastoral charge, to serve on that pastoral charge's JNAC. Current ministry personnel are not members of the committee, but may be asked for input.

The expectations of the presbytery/district representatives are as follows:

- Chair the first meeting.

- Act as a resource to the JNAC.
- Be a liaison to the presbytery/district Pastoral Relations Committee and the Conference personnel minister.
- Make sure all options are explored.
- Represent the wisdom of the wider church.
- Provide MEPS forms and ensure they are completed.

In addition, presbytery/district representatives must ensure that the JNAC has the following information:

- a copy of this handbook for each member (it may be photocopied)
- contact information for the chair/convenor of the presbytery/district Pastoral Relations Committee and the Conference personnel minister
- sample motion for the board/council and pastoral charge
- sample motions to presbytery/district

The presbytery/district representative should provide the meeting dates of the Pastoral Relations Committee and the presbytery. These will be helpful as you get closer to finalizing the JNAC report and need to get presbytery/district approval.

3. Presbytery/district communicates with pastoral charge.

The presbytery/district or appointed representatives communicate with the chair of the pastoral charge official board/church board/church council or equivalent to inform her/him of their appointment to the JNAC, and to set a date and time to meet with official board/church board/church council.

It is important that presbytery/district representatives outline clearly and completely to the official board/church board/church council *all* possible options for proceeding and for filling the ministry role in the “between” time. This is especially important when the incumbent is leaving and no ministry personnel will be in place for a time. This meeting may also be a pastoral charge meeting, or the members of the pastoral charge can be invited to attend the official board/church board/church council meeting.

4. Official board/church board/church council or pastoral charge appoints representatives to the JNAC. The Manual, section 052(a) ii, 122 (a)

The membership of the pastoral charge or official board/church board/church council appoints representatives to the JNAC.

Joint Needs Assessment Committees work best with a range of 4 to 10 pastoral charge members. In a multiple-point charge, each congregation should appoint at least one representative.

The pastoral charge must consider the following when appointing members to the JNAC:

- Representatives must be members or active adherents of the pastoral charge.
- Representatives have the confidence of the pastoral charge.

- Representatives reflect the various areas of the life and work of the pastoral charge: committees or groups, age, gender, and involvement in the pastoral charge.
- Representatives are committed because there will be many meetings to attend.
- Representatives are able to listen, consult, and discern with people; gather and analyze data; and write clearly.

No incumbent ministry personnel, congregational designated ministers, or other staff or their families can be appointed to the Joint Needs Assessment Committee by the pastoral charge.

5. Pastoral charge or official board/church board/church council establishes a budget for the JNAC process.

A budget for a JNAC may include items such as the cost of photocopying, mailing, and other expenses that may be incurred while the committee carries out its task.

6. Presbytery/district representative chairs the first meeting. The Manual, sections 052(b), 052(c), and 389(b) vi

The presbytery/district representative who chairs this first meeting ensures that a chair and a secretary are appointed from the pastoral charge representatives. It is also appropriate at this meeting to decide on a quorum and to review the process outlined in this handbook. Note that section 052(b) allows the committee to “delegate tasks beyond its membership.”

There is a tendency to want to get right into the work of finding a minister. However, the JNAC is encouraged to follow the process described in this handbook and not to vary. According to section 052(c), the mandate of the committee is to study and report on the ministry personnel needs of the pastoral charge through an open and participatory process of information gathering and analysis.

Getting to know one another

At the first meeting, take time to get to know one another:

- Express your excitement, hopes, and fears
- Share the gifts each person brings to the process
- Do you have reflections or observations on how the pastoral charge is feeling about the change?

Choosing the chair

The JNAC chooses a chair, who is responsible for

- calling and chairing meetings of the JNAC after the first meeting
- communicating with the pastoral charge about the progress of the JNAC (this can be done at board/council meetings, at worship, or in a newsletter—refer to step 8)
- ensuring that all necessary tasks are completed

Choosing the secretary

The secretary keeps the minutes/record of each meeting. The minutes/record should include the

attendance, an overview of discussions, and a description of the work of the JNAC. Any motions are also recorded.

Information required

You may wish to compile a contact list of all members of the JNAC and possibly resource people, such as the chair and secretary of presbytery/district, the chair of the Pastoral Relations Committee, and the Conference personnel minister.

Other roles/duties

Members of the JNAC need to be involved in a variety of ways, including gathering information, helping to organize events/meetings with members of the pastoral charge, and helping to write the committee's report.

7. JNAC determines the process for the JNAC.

At an early meeting of the JNAC, discuss the following topics and establish your process.

Worship and prayer

Each meeting of the JNAC should begin and end with worship or prayer. Prayer invites the Spirit to be part of the meeting and reminds us that God is part of the journey. Resources can be found in *Voices United* and other United Church publications.

Quorum The Manual section 052(b)

Decide how many members of your committee must attend for a quorum.

At least one representative from presbytery/district and one representative of the pastoral charge must be present for each meeting. Tasks may be assigned between meetings to individuals who are not committee members.

Confidentiality

The need for confidentiality in the JNAC process is not as strict as in the JSC process. However, the committee should probably agree on confidentiality issues at the beginning of the process.

There is a difference between secrecy and confidentiality. Secrecy can be a tool that gives power to the people "who know" and excludes all others. Confidentiality in the JNAC process means that no individual should be able to be recognized in a comment or in summaries of information.

Conflict of interest

Those appointing members to the JNAC, those who are approached to serve, and those who do serve must strive to avoid conflicts of interest or perceived conflicts.

A conflict of interest occurs when an individual makes a decision, is present when a decision is made, or participates in making a decision in carrying out his or her role that may directly or indirectly confer a benefit on the individual or any person with whom the individual does not

deal at arm's length, and at the same time knows that in making the decision there is an opportunity to further his or her private interest or the private interest of a person with whom the individual does not deal at arm's length.

Whether an individual “does not deal at arm's length” with another person depends on the facts of the particular situation. In all cases, however, it includes the individual's spouse, members of the individual's family (both immediate and more distant), friends, close neighbours, and close work colleagues.

Whether the decision “confers a benefit on the individual or any person” also depends on the facts of the particular situation. It includes such things as an increase in salary, approval of employment or a call or appointment, and election to a particular office.

There are two aspects to conflict of interest: (1) People must not be in an actual conflict of interest, and (2) they must not appear to be in a conflict of interest to those outside of the process. It is critical to avoid both actual and perceived conflict of interest. If someone participates in a decision when she or he is in a conflict of interest—either real or apparent—the decision may be subject to appeal or a legal challenge as a result.

It is because of the potential for conflict of interest that any staff member of the pastoral charge cannot be appointed to the JNAC. The same applies to spouses and other family members of staff.

Committee members need to make the committee aware of any possible conflict of interest or bias as soon as possible. The credibility of a JNAC could be at stake if the pastoral charge learns that anyone with a conflict of interest took part in the decision making.

Meeting schedule

It is important to establish a schedule for meetings so the committee can accomplish its tasks in a timely manner.

8. JNAC reports to the pastoral charge.

It is imperative to give the pastoral charge regular progress reports. These need not be lengthy—they can be simple statements of the committee's progress. Reports can be given verbally during board/council meetings or at worship, written in the weekly bulletin, or included in your newsletter.

9. JNAC consults with incumbent(s).

It is important to consult with the incumbent who is preparing to leave and an incumbent who will remain. The minister who is leaving will have helpful insights to share with the JNAC. If the needs assessment is for an additional ministry position, it is vital that you consult with the incumbents during the process. They have valuable insight into the demands on the paid accountable minister(s) of the pastoral charge that can be very helpful to the committee.

Consult with incumbents early in the process, and in multi-staff situations, consult with people who will be continuing in ministry in the pastoral charge.

Incumbents and fellow ministers who will continue in a multi-staff ministry *must never be involved* in the decision making about what goes into the recommendations of the JNAC report.

Many presbyteries already conduct an exit interview with an incumbent who is leaving. In some presbyteries/districts, representatives from presbytery and the local pastoral charge are included in the exit interview. It is appropriate and important for the JNAC to be part of the exit interview. Each presbytery/district follows its own process.

Openness and honesty are key components of pastoral relations. Information from exit interviews that is relevant to the joint needs assessment process must be shared with the committee.

10. JNAC writes the Community and Resources Description. The Manual, section 052(c) i–iii

The Manual refers to six profiles. In this handbook, two summaries are requested: the Community and Resources Description and the Ministry Personnel Description.

The Community and Resources Description invites your committee to think about and describe the community in which your pastoral charge is located, the pastoral charge itself, and its relationship to the community. Make the description informative but concise.

The objectives of the Community and Resource Description are

- to support and give reasons for your proposal for ministry personnel needs
- to name and claim for the entire pastoral charge the whole ministry of the pastoral charge
- to introduce prospective applicants to your community, your pastoral charge, and your ministry

Honesty is very important. In this section you state simply, “This is who we are, and these are the resources we have.”

To accomplish the first task, consult the pastoral charge

There are a number of ways to consult the pastoral charge—here are only a few:

- Phone interviews
- Discussions after worship
- A day apart: Invite all interested parties—members, the UCW, your official board/church board/church council, your church school (children’s input is important too!), and so on—to a day of sharing
- Focus groups: Visit each committee/group in your church to seek their input, or create special focus groups/committees
- Surveys: A survey of your members could ask them to name what the pastoral charge is good at, what needs to be improved, and what they hope for in the next 5 or 10 years. People can be asked to reflect on the importance of programs currently available and to suggest other programs for the future. Surveys often ask people to rank the gifts they think a minister should have.

Note that surveys are time-consuming and require interpretation and analysis of the data gathered.

Describe your surrounding geographical communities

Describe your pastoral charge in the context of the communities in which it is located. Name the needs for ministry that exist, and describe what ministry already exists in your local area as well as the unique ministry of your pastoral charge.

Some general information about the community could also be included here, such as access to schools, health care, and recreational opportunities. A good way to include this is with a reference to websites for your community or municipality.

A brief description can be written by answering such questions as

- Is our community a city, a town, a village? Where do members of our church family live?
- Is there one characteristic that defines our community?
- What are the ministry needs specific to our community (e.g., high unemployment, seasonal employment, many young families)?
- How is our community/region unique?
- What social, economic, demographic, political changes do we recognize in our area?

Describe the ministry of your pastoral charge

Describe the whole ministry of your pastoral charge in the context of The United Church of Canada, the local community, and the global community.

As you describe your ministry, ask yourselves some of the following questions:

- What is the vision statement of this pastoral charge? What is our vision/mission for ministry in this community and in this world?
- How many other churches are there in the community? What denominations are represented?
- What is our relationship with other churches/denominations? What potential is there for future relationships?
- What is our unique ministry in this community? What is it that defines who we are as a pastoral charge?
- What ministry have we had in this community in the past?
- What ministry do we dream of fulfilling in this community?
- What ministry needs in this community are not being fulfilled?
- What stories can we tell that describe who we are and what we do?
- What is the responsibility of the paid accountable ministry personnel to help fulfill this vision?

Describe your church family

Ask yourself:

- Where do members of our church family live?

- How would you describe your pastoral charge theologically?
- How do people in this pastoral charge relate to one another?
- Can we identify any specific demographic trends in this pastoral charge? Are we stable? growing? shrinking?
- If there are multiple points in the pastoral charge, how do they relate to one another?
- What stories can we tell that describe our family?

Describe your church structure. A brief description of your governance structure and activities is appropriate, but it should not be your focus.

Describe the resources of your pastoral charge

Finally, it is vital to describe the resources available in your pastoral charge. This could include everything from a list of equipment (computer, fax, etc.) to the volunteers and the budget. It is always helpful to attach the pastoral charge's most recent annual reports. If there is a manse, a recent manse report must be included.

It would be helpful to include the position descriptions of other ministry personnel staff, the director of music, the secretary/office administrator, and the custodian.

Part of the Community and Resources Description must include information on the financial resources of the pastoral charge. Some important questions to answer:

- What do we project for our finances over the next five years?
- How will the demographics of this pastoral charge affect our ability to provide ministry in this location in the next five years?
- How will the maintenance of our facilities affect our finances over the next five years?
- Do we have a vision statement or strategic plan in place?
- What is the maximum salary increment level we are able to pay? Will we be able to pay increment increases in the coming years?

Remember: Honesty is the best policy! Tell it like it is—if there are problems or concerns, address them. Don't try to paint a rosy picture. All pastoral charges have problems of some sort, and it is important to name those as well as the good points.

11. Are you considering a reduction or increase in ministry personnel?

Your pastoral charge may have specific situations that need to be addressed.

Change in number of ministerial staff

In the case of multiple staff when ministry personnel will be reduced and a new Ministry Personnel Description developed, the JNAC must determine whether current ministry personnel are eligible to apply for the new position. Usually, if the new Ministry Personnel Description is considerably different from the old one, a vacancy will be declared, with current ministry personnel receiving a minimum of 90 days' notice and being eligible to apply for the new position (Opinion 04-010-0 August 17/04—contact Pastoral Relations, Ministry and Employment Policies and Services for a copy of this Opinion of the General Secretary).

If the pastoral charge agrees with the JNAC's recommendation, there is a request to end pastoral relations. Usually, current staff have the right to apply for the new position but are not automatically assured of the position.

Need for part-time minister

Perhaps you have come to the difficult realization that the resources you have are adequate only for part-time ministry personnel. If you have carefully and prayerfully looked at your stewardship of financial resources and come to this conclusion, you must consider what it means.

The United Church "call form" (MEPS Form 435 CPC: Record of Call to Pastoral Charge) designates full-time ministry as 40 hours. Therefore, half-time is 20 hours, and three-quarter time is 30 hours. Can the ministry you have in mind be done within the time allotment you are considering? If not, what must be left undone by the ministry personnel and done by volunteers?

If you have decided on part-time ministry, consider that it will take at least 8 to 12 hours to prepare and conduct a worship service. The remaining time will need to be divided between pastoral care or education or administration. In addition there are presbytery/district responsibilities. Ministry personnel are required to attend presbytery/district meetings and participate in at least one committee. Any presbytery/district participation beyond this should be negotiated.

Another expectation of the minister is that he or she will conduct weddings and funerals. Weddings are planned events and compensation time can be prearranged, but funerals are always unpredictable. A system of agreed-upon compensation time should be in place for emergencies and emergent meetings.

At the end, it may be that very little time will be left for pastoral care. Many people do not fully understand the concept of part-time ministry and may complain that the minister is not spending enough time in the pastoral charge. You will have to be prepared to explain why part-time ministry is what is needed and what it will mean.

An active Ministry and Personnel Committee is essential. They will be able to help address issues such as the following:

- Your minister needs a second part-time job to survive, and this job demands as much loyalty as his/her relationship with the pastoral charge.
- A part-time position is available in a neighbouring pastoral charge. Are you willing to negotiate with the other charge?

The need for volunteer support is very important with part-time ministry.

- Do you have a pastoral care team in place?
- Do you have lay preachers and worship leaders in the pastoral charge?
- Are you prepared to deal with the reality that your minister will not always be available?

12. JNAC writes the Ministry Personnel Description. The Manual, sections 001, 052(c) iv–vi

The Ministry Personnel Description invites your committee, with input from your pastoral charge, to think about and describe the position itself. You will complete three sections:

- a position description
- a list of desired skills
- the terms of the position

Make the Ministry Personnel Description informative but concise. The objectives of this description are

- to introduce prospective applicants to the position
- to name all variables relevant to the position, clarifying for the pastoral charge and the applicants what is expected of the minister

Describe the position

The position description describes as accurately yet simply as possible the ministry position you want to fill. The description should answer these questions:

- What work do you want done by your minister? Describe this in some detail.
- What other employees are there, and how do their position descriptions fit with this one? Include copies of position descriptions for all other ministry personnel.
- If there are other employees, what is the reporting relationship between them and the minister?
- What are the minister's priorities? How much time do you expect the minister to spend on each area of responsibility? These must be expressed in terms of hours or percentages of time.
- Is this a full-time position? If not, how many hours does it involve, and what will the minister *not* be doing?
- To whom is the minister accountable? Ministers are accountable to the official board/church board/church council through the Ministry and Personnel Committee. Ministers are also accountable to presbytery/district.
- Is this position suitable for an Ordained Minister? Ordained Ministers are ordered for word, sacrament, and pastoral care.
- Is this position suitable for a Diaconal Minister? Diaconal Ministers are ordered for education, service, and pastoral care.
- Is this position suitable for a Designated Lay Minister?

You will find more guidelines for the position description in Appendix B. Use your Ministry and Personnel Committee as a resource for this section.

Clarity is key at this stage of the process. For instance, you may have reached the conclusion and have the resources to suggest that you will be seeking a full-time ordered ministry personnel. Now is the time to check your assumptions. What exactly is full-time?

What is “full-time”?

While the definition of a standard workweek may vary from province to province, note that on the call form (MEPS Form 435 CPC: Record of Call to Pastoral Charge) “full-time” is based on a 40-hour workweek. That is the standard practice in The United Church of Canada.

One of the assumptions you need to address is that ministry personnel would be “on call” 24 hours a day, 7 days a week. This is considered an unfair employment standard today. How do you compensate your minister for extra time?

Be specific

One of the common expectations is that ministers will visit, but some definition of what is meant by “visiting” will be helpful. For example, a visit may mean a quick phone call or it can be three or four hours spent in “active listening.”

A good part of ministry is done out in the community, at community functions and other events. It’s a good idea to come to an understanding right now of whether you see this kind of community interaction as pastoral care or outreach.

Describe the skills needed

In the skills section you expand on the position description.

You must name what responsibilities are priorities and elaborate on what skills are most needed to fill this position.

If preaching is a high priority, name that and any other skills associated with preaching. Name any specialized gifts and training that are important for this position. Remember: If you are seeking someone to do counselling, you are seeking someone with accreditation in counselling. Otherwise, you are looking for a good listener or someone with strong gifts for pastoral care.

State the terms

The final piece of the Ministry Personnel Description is a statement of the terms of employment (section 036).

- Use *The Manual* as a resource for the statement of terms, as well as your M&P Committee.
- Check also for any specific presbytery/district or Conference policies.
- Check MEPS Form 433 AP: Record of Appointment to Pastoral Charge or MEPS Form 435 CPC: Record of Call to Pastoral Charge (available at www.united-church.ca) to ensure your terms cover all the items.

Salary

All of the terms that are stated must reflect the financial means of your pastoral charge. The report should state the salary range in dollars: “This pastoral charge is able to pay a salary between \$30,000 and \$35,000.”

Ordered ministers and other ministry personnel in The United Church of Canada are paid

according to the annual *Salary and Allowances Schedules Applicable to Ministry Personnel* approved by the Executive of the General Council. Every pastoral charge receives a copy of these schedules in the late spring (you can also download them from www.united-church.ca). Remember: The amounts on these schedules are minimums. You are encouraged to pay your minister above the minimum (section 036(a)).

Manse or housing allowance

All pastoral charges must provide a manse or housing allowance for their ministers. The housing allowance is subject to approval by the presbytery/district in accordance with section 036(f). State whether your pastoral charge has a manse and whether you expect the minister to live in the manse. If there is no manse, state the amount of the housing allowance. If there is a manse, please note you must determine the fair rental value of the manse and record on form 436 MI.

Continuing education allowance and book allowance

Continuing education allowance and book allowance are part of the remuneration package (section 039(a)). The Executive of the General Council has established a minimum yearly Continuing Education and Learning Resources allowance applicable to all full-time and part-time ministry personnel. Contact your Conference or Ministry and Employment Policies and Service Unit (MEPS) for a copy or access the *Salary and Allowances Schedules Applicable to Ministry Personnel*. at www.united-church.ca/en/minstaff/pastoral.

Additional compensation

It is important to include in the terms any additional compensation you are willing to offer to applicants, such as an extra week of holidays or an additional Sunday off now and then. Some pastoral charges include cell phone and Internet connection in the terms. The secretarial assistance must be noted, even if it is volunteer (section 036(e)).

Sabbatical leave (section 039.1)

The Sabbatical Policy allows eligible ministers a sabbatical of at least three consecutive months unencumbered by their customary responsibilities, while still receiving their usual remuneration and benefits.

Rest is an important principle throughout scripture. God rested on the seventh day. God's people are commanded to observe the Sabbath (what is known in Hebrew as shabbath, meaning "to rest from labour"). Levitical law required a portion of the land to remain fallow every year to ensure continued growth in the future. And as the crowds of people seeking Jesus kept growing in number, Jesus often withdrew to lonely places to pray (Luke 5:16).

Sabbaticals provide opportunities for study, rest, reflection, and prayer and are beneficial to both ministry personnel and pastoral charges. The minister may find rejuvenation of spirit and clarity of purpose, while the congregation may discover an increase in the level, and expression, of lay leadership.

The Sabbatical Policy is applicable to all full- and part-time ministry personnel in pastoral relationships who have completed five or more years of service in the pastoral charge that will be

party to the sabbatical. (It does not apply to ministry personnel who are appointed interim ministry to a pastoral charge.)

The minister, in consultation with the Ministry and Personnel Committee and Church Board, must provide a plan outlining

- the nature of the study or experience being proposed (and its connection to the practice of ministry)
- its anticipated outcome
- its length, timing, and other specifics

After the sabbatical, the minister should provide a brief written and oral report about the leave. Ministry personnel are also required to continue in pastoral relationship with the pastoral charge for a period of at least one year following the conclusion of the sabbatical.

This policy was developed in response to petitions passed by the 38th General Council. The, Sabbatical Policy was adopted by General Council Executive in November 2005 and formally took effect January 1, 2006. A guide explaining the sabbatical policy in detail can be found on The United Church of Canada website (www.united-church.ca/en/minstaff/pastoral) or by contacting your Conference personnel minister.

13. JNAC ensures a manse inspection is completed, if applicable.

MEPS Form 436 MI.

14. Categories of eligible ministry personnel.

Eligible for call

Only members of the Order of Ministry of The United Church of Canada are eligible for a call. These are Ordained and Diaconal Ministers.

Diaconal Minister

A Diaconal Minister is a member of the Order of Ministry who has been commissioned to the ministry of education, service, and pastoral care.

Ordained Minister

An Ordained Minister is a member of the Order of Ministry who has been ordained to the ministry of word, sacrament, and pastoral care.

Eligible for time-limited appointment

Interim Minister

An Interim Minister is a member of the Order of Ministry or a Designated Lay Minister who, based on appropriate training and experience, has been appointed by the presbytery/district to an interim ministry.

Designated Lay Minister

“Designated Lay Minister” means a lay member of the United Church appointed by a presbytery

to serve in paid accountable ministry in a pastoral charge or other presbytery accountable ministry, in a position designated by the presbytery as accountable to the presbytery. A Designated Lay Minister may be recognized as such by the Conference when they have completed an appropriate educational program, including educational supervision during the program, to the satisfaction of the presbytery and the Conference. Once recognized by a Conference, a Designated Lay Minister may be appointed by any presbytery to serve in paid accountable ministry in a pastoral charge or other presbytery accountable ministry. This category does not include persons serving as Candidate Supply, Intern Supply, Student Intern, or Student Supply.

IMPORTANT NOTICE

A new DLM / CDM program is being implemented that governs and equips lay members of the United Church to serve in paid accountable leadership for worship, pastoral care, education, and service in the church.

An Implementation Team has been established at the General Council Office to coordinate this work based on the appointment and recognition process set out in sections 343 and 345 of *The Manual, 2007*. *The Manual* defines and provides policy by-laws related to Designated Lay Ministry (DLM) and Congregational Designated Ministry (CDM).

Since an array of program supports is still in development, the Implementation Team is being guided by a timeline that will phase in the new DLM/CDM model over the next 26 months. This will allow input from individuals, committees, and courts of the church, and will allow the transition to be managed well, with as little disruption as possible.

New procedures will not be effected all at once, nor will they happen until the various constituencies (education and students committees, pastoral relations committees, etc.) have been adequately advised, resourced, and trained.

Until DLM is fully functional, the existing Staff Associate, Lay Pastoral Ministry, and Congregational Accountable Minister (SA/LPM/CAM) policies and processes will remain in effect for those in, or preparing to begin, training and designation for lay leadership. It will also be operative for those who facilitate the related processes or preparations.

Information explaining the Designated Lay Ministry and FAQ in detail can be found on the United Church of Canada website (www.united-church.ca/en/minstaff/pastoral).

Ordained or Diaconal Supply

An Ordained or Diaconal Supply is a member of the Order of Ministry of another denomination whose credentials have been approved, and who has been appointed by the presbytery/district to a pastoral charge, mission, or outreach ministry.

Retired Supply

A Retired Supply is a retired member of the Order of Ministry who is appointed by the

presbytery/district to a pastoral charge, mission, or outreach ministry.

Student Supply

A Student Supply is a Candidate who is currently studying at a university or theological school who is appointed by the presbytery/district to a pastoral charge, mission, or outreach ministry.

United Supply

A United Supply is a member of the Order of Ministry appointed by the presbytery/district to a pastoral charge, mission, or outreach ministry

Eligible for time-limited appointment with a pastoral charge supervisor

Candidate Supply

A Candidate Supply is a Candidate who has successfully completed the educational requirements for commissioning or ordination but has yet to be commissioned or ordained, and who is appointed by the presbytery/district to a pastoral charge, usually full-time.

Eligible for time-limited appointment with a pastoral charge supervisor, an educational supervisor, and a lay supervision team

Intern Supply

An Intern Supply is a Candidate who has obtained the Testamur and is fulfilling in a presbytery/district appointment the requirement for supervised experience in preaching and pastoral work.

Ministry-Based Ordination Student

A student in the Ministry-Based Ordination Program must have a half-time appointment to a pastoral charge while studying half-time. The pastoral charge must be designated a learning site, and both a pastoral charge supervisor and an educational supervisor must be appointed.

15. Specialized ministries.

Aboriginal Ministries

For purposes of changes in pastoral relations in All Native Circle Conference, please contact the Conference office for guidance and direction.

Ethnic Ministries

Ethnic Ministries pastoral charges are generally identified with an “EM” designation in the United Church *Year Book* alphabetical directory.

When there is a change in pastoral relations in an Ethnic Ministries pastoral charge, all the usual procedures of the United Church must be followed—that is, notifying presbytery/district, setting up a Joint Needs Assessment Committee, setting up a Joint Search Committee following the approval of the report of the JNAC, and declaring a vacancy.

The presbytery/district names culturally sensitive and respectful representatives to work with the

pastoral charge on the JNAC and JSC committees.

At the same time, the presbytery/district should notify the Ethnic Ministries Unit of the General Council of the change in pastoral relations. The Ethnic Ministries Unit is responsible for pastoral relations support for Ethnic Ministries pastoral charges. When necessary, the unit identifies an appropriate person to be a corresponding member to the Joint Needs Assessment Committee and the Joint Search Committee, to assist in supporting ethno-cultural sensitivity in the processes and to act as a language resource.

As with any call, only qualified ministry personnel can be called to an Ethnic Ministries pastoral charge through a Joint Search Committee process. When a qualified ministry personnel is appointed from outside The United Church of Canada, the normal admissions processes must be followed. Both the Ethnic Ministries pastoral charge and the person called must be aware of the admissions requirements when the appointment is issued.

Presbytery/district should notify the Ethnic Ministries Unit once a call is accepted or an appointment is made. The Ethnic Ministries Unit will support admissions processes and work with the appropriate General Council Office units, presbytery/district, and pastoral charge.

Interim Ministry The Manual, section 054.1

If it is determined that the pastoral charge should have an interim minister, the presbytery/district representatives need to check on the availability of interim ministers in your Conference.

Interim ministry is a prime time for reviewing the membership, its needs, and its ways of organizing, and for making decisions on how to best use your resources.

Interim ministry may also be a time for healing in the pastoral charge and for putting the service of the former minister in perspective. It is a time of letting go of the former minister and discarding old expectations, wounds, patterns, and baggage. Only when the pastoral charge has let go of the former minister can a new minister be fully accepted.

During this interim ministry time, a pastoral charge must redefine a sense of purpose and direction and what distinguishes it from other churches in the community.

For interim ministry to be successful, a transitional team must be in place to work closely with the Interim Minister. Together, the minister and the team help guide the pastoral charge in changes that are needed and help everyone prepare for the new minister.

Settlement The Manual sections 440–454

The report of the JNAC may recommend that the vacancy in the pastoral charge be filled through the settlement process. Normally, “settlement” refers to the first pastoral charge an Ordinand or Commissionand is “settled” into. The pastoral charge must request settlement by filling in MEPS Form 427 PQ: Record of Pastoral Charge Request for Settlement and forwarding it to presbytery/district through the presbytery representatives on the JNAC.

Settlement can happen at three points in the process:

- The recommendation of the JNAC may request settlement. Or,

- Immediately after the vacancy is declared. In this case, it is not always necessary to form a Joint Search Committee. Or,
- After a Joint Search Committee has been formed. Usually this happens at some point during the search process, when the committee determines that settlement is the best option.

Remember: Many Ordinands and Commissionands are entering ministry as a second career. These individuals bring with them a variety of gifts and experiences. For these reasons, a candidate for settlement is not necessarily in category A of the salary allowances. Any member of the Order of Ministry may request settlement at any time during his or her ministry career.

The settlement process

Requests from all pastoral charges and applicants are considered yearly at a meeting of the National Transfer Committee in April. At that meeting, applicants are transferred to a specific Conference for placement later by the Conference Settlement Committee (sections 710–713).

Both the pastoral charge and the presbytery/district must approve the request for settlement (sections 043 and 057). This request is then forwarded to the Conference Settlement Committee. Check with your Conference personnel minister for deadlines and Conference procedures.

The actual matching process varies from Conference to Conference, but in all cases committees work hard to match the skills and gifts of the applicants with the needs of the pastoral charges. It may be that not all vacancies can be filled. Contact your Conference Settlement Committee for more information.

If a pastoral charge decides to go to settlement, it has an obligation to contribute \$1,000 to the Ministry and Employment Policies and Services Settlement Pool to help with the moving costs of the Ordinands/Commissionands (section 030(b)).

Where a vacancy is not filled by a Settlement Committee, the vacancy may return to a Joint Search Committee to begin or resume a call process.

Ecumenical shared ministries

There may be an opportunity to share ministry personnel with a congregation of another denomination. There are different processes for this, so check with the Conference personnel minister.

Student supply ministries

Candidates for Ordained or Diaconal Ministry may be appointed to a pastoral charge while preparing for ordination or commissioning. As Candidates, their home presbytery/district Education and Students (E&S) Committee must give approval to each appointment (using FFE Form 203(b): Approval of Appointment) indicating that he or she is “ready” for such an appointment.

Each appointment must be to a presbytery/district–declared vacancy, and the Candidate is paid according to the national salary schedule. She or he is appointed as Student Supply. (See *The*

Manual, Definitions, section 001.)

Ministry-Based Educational Programs for Ordination The Manual, section 722.1

Candidates for Ordained Ministry in one of the approved Ministry-Based Educational Programs for Ordination may be appointed to a pastoral charge as part of their educational program; in fulfillment of their Supervised Ministry Education requirements (see *The Manual*, sections 722 and 722.1). The Ministry-Based Educational Programs for Ordination are ways to earn the Master of Divinity (M. Div.) degree in part-time study while serving under presbytery/district appointment. The program normally encompasses five years of half-time study with a half-time appointment.

Such Candidates are understood to be Student Supply appointments (usually half-time) and, in addition to the conditions above, are appointed to a site that has been approved by the Conference Internship and Educational Supervision Committee as a “learning site” and has an educational supervisor and a lay supervision team in place for the duration of the appointment. All appointments must be approved by both the Conference Internship and Educational Supervision Committee and the theological school through which the Candidate is registered.

To qualify for participation in this program, the pastoral charge needs to become an approved learning site by completing FFE Form 208: Application by a Pastoral Charge and Supervisor to Be Approved for Use in Supervised Ministry *in addition to the Joint Needs Assessment process*.

The presbytery/district must recommend the site to the Conference Internship and Educational Supervision Committee as a learning site, and also approve the educational supervisor. All terms of the appointment need to comply with *The Manual* and (at least) the minimum salary schedules of the General Council.

For further information, please contact the Conference personnel minister.

16. JNAC prepares a report. The Manual, section 052(c)

Based on the information gathered, the JNAC writes a report to the board/council that outlines the foundation and rationale for the committee’s recommendations.

The report must include the Community and Resources Description, the Ministry Personnel Description, and one or more of the following five possible recommendations:

- to request presbytery/district to approve changes to the terms of an existing pastoral relationship (such as an increase or reduction in hours or a change in position description)
- to request presbytery/district to declare a vacancy
- to request presbytery/district to appoint an Interim Minister
- to request presbytery/district to appoint a Supply Minister for up to one year
- to make no change to the existing pastoral relationships

The JNAC can also include a recommendation to disband the JNAC.

17. JNAC completes MEPS Form 403 JN.

The chair of the JNAC obtains from the presbytery/district representative a copy of MEPS Form 403 JN: Record of Joint Needs Assessment. This report requires signatures as the report is considered and approved by the official board/church board/church council, congregation, and presbytery/district. The MEPS Forms are available on the United Church of Canada website (www.united-church.ca/en/forms).

18. JNAC circulates its report to all members of official board/church board/church council and to all ministry personnel in pastoral relationship with the pastoral charge, and gives notice of the board meeting at which the report will be presented. The Manual, section 052(e)

19. JNAC presents its report and recommendations to the official board/church board/church council. The Manual, section 052(f), (g) and MEPS Form 403 JN

This meeting takes place no sooner than two days after all ministry personnel in pastoral relationship with the pastoral charge and all members of the official board/church board/church council have received the report and recommendations.

20. Official board/church board/church council makes a decision regarding the JNAC recommendations. The Manual, section 053(a) and MEPS Form 403 JN

The official board/church board/church council may decide to

- adopt the recommendations
- amend the recommendations
- make alternative recommendations
- refer the report back to the JNAC for clarification
- recommend that no action be taken by the pastoral charge

21. Official board/church board/church council notifies all ministry personnel in the pastoral charge of its decision. The Manual, section 053(b)

22. Official board/church board/church council gives due notice of meeting of pastoral charge to consider the JNAC report and recommendations and the board's decision. The Manual, sections 053(c) and 047(a) ii

When the subject of a meeting of the pastoral charge is to consider any matter dealing with pastoral relations, the notice of meeting is read at worship and may be inserted in the worship bulletin for the two preceding Sundays. The earliest the meeting may take place is the day following the second Sunday. Notice is also given to the secretary of the presbytery/district, who informs the presbytery/district Pastoral Relations Committee.

23. Official board/church board/church council circulates the JNAC report and recommendations to members of the pastoral charge. The Manual, section 053(c)

Copies of the report and recommendations must be available to members of the pastoral charge

before the meeting.

24. Chair/convenor of the presbytery/district Pastoral Relations Committee or an appointee chairs the meeting of the pastoral charge at which the JNAC report and recommendations are presented. The Manual, sections 048 and 049

The chair of the JNAC or a designate presents the report and the recommendations. Only members of the pastoral charge may vote.

25. Pastoral charge makes a decision in response to the recommendations of the official board/church board/church council. The Manual, section 053.1(a)

The pastoral charge may decide to

- adopt the recommendations
 - amend the recommendations
 - make alternative recommendations
 - refer the decision back for clarification
 - recommend that no action be taken by the pastoral charge
- (a) If the recommendation is that presbytery/district be requested to approve changes to the terms of existing pastoral relationships, the pastoral charge authorizes one or more representatives to confirm the terms upon approval by presbytery/district and the ministry personnel (section 053.1(c)).
- (b) If the recommendation is that presbytery/district be asked to declare a vacancy or to appoint a Supply Minister for up to one year, the pastoral charge may name its representatives to a proposed Joint Search Committee or authorize the official board/church board/church council to do so at a later time (section 053.1(d)).
- (c) If the recommendation is that presbytery/district be requested to appoint an Interim Minister, the pastoral charge may name its representatives to a proposed Interim Ministry Transition Committee or authorize the official board/church board/church council to do so at a later time (section 053.1(e)).
- (d) If the recommendation is that a vacancy be declared, the pastoral charge approves the budget for a Joint Search Committee.

It is important that a budget be struck for the work of a JSC. Money will be needed for postage, advertising, travel expenses for applicants and committee members, and so on. This budget will be very general until the JSC meets and decides how they will do their work.

26. Pastoral charge immediately notifies all ministry personnel in the pastoral charge of its decision. The Manual, section 053.1(b)

The chair or secretary of the pastoral charge informs all ministry personnel of the decision of the meeting of the pastoral charge.

27. Secretary of the board notifies presbytery/district of motions.

Following the meeting of the pastoral charge to approve motions to receive the report and

recommendations, the secretary of the board sends a letter to the secretary of presbytery/district that includes the date of the meeting, the name of the presbytery representative who chaired the meeting, and the motions passed by the pastoral charge.

Often the presbytery/district representatives ensure that MEPS Form 403 JN: Record of Joint Needs Assessment and MEPS Form 425 V: Record of Pastoral Charge Vacancy are completed and sent to the Pastoral Relations Committee.

28. Presbytery/district Pastoral Relations Committee reviews the report and recommendations and motions of the pastoral charge and prepares its recommendation to presbytery/district.

The presbytery/district representatives ensure that the recommendations move through the presbytery process.

The presbytery/district Pastoral Relations Committee is responsible for reviewing and accepting the recommendations of the pastoral charge and recommending that presbytery approve the recommendations. It is important to know when the Pastoral Relations Committee and presbytery meet to ensure there are no unnecessary delays in getting this approval.

29. Presbytery/district declares a vacancy or pursues another option.

If the presbytery/district approves the request to declare a vacancy,

- presbytery/district completes MEPS Form 425 V: Record of Pastoral Charge Vacancy
- presbytery establishes a Joint Search Committee
- presbytery appoints representatives to the Joint Search Committee

If the presbytery/district does not approve the request of the pastoral charge, the Pastoral Relations Committee must outline other options.

Appendix A: References from *The Manual, 2007*

The following sections may be useful during the joint needs assessment process:

036	Salary, Allowances, and Benefits
043	Application for Settlement
047	Notice of Meeting (to consider pastoral relationship)
048	Chairperson (of pastoral charge meeting to consider pastoral relationship)
051.1	Limitation on Declaration of Vacancy
052	Joint Needs Assessment Committee
053.1	Pastoral Charge Action in Response to Needs Assessment
054	Joint Search Committee
055	Extension of Call
057	Settlement
058	Presbytery Action in Response to Needs Assessment
060	Calls
061	Act of Covenant
112	Notice (of meeting of pastoral charge)
122(a)	Ministry Personnel Membership in JNAC
244	Ministry and Personnel Committee
389	Pastoral Relations Committee
440–454	Settlement Committee
710–713	Transfer Committee

Appendix B: Suggestions for Position Descriptions

A position description must accompany all recommendations to presbytery/district for a vacancy to be filled. Two booklets will help you develop this description:

- *Guidelines for Developing Ministry Personnel Position Descriptions*
- *Handbook for Ministry and Personnel Committees*

Both of these can be downloaded from www.united-church.ca or ordered from United Church Resource Distribution.

Outline for a Position Description

- Position title:** The position title should indicate the function or role.
- Summary statement:** Briefly state the purpose, focus, goal, or mandate of this position and the anticipated results.
- Work to be done:** List the main functions or responsibilities, tasks, or objectives more specifically than in the above statement. Give some idea of the proportion of time to be given to each area of responsibility.
- Accountability and support:** Ministers are accountable to presbytery/district, so presbytery and Conference participation is required. Ministers are accountable to the pastoral charge through the Ministry and Personnel Committee.

Here are some guidelines that may help you consider your needs and expectations:

- The minister is responsible for the word (preaching), sacraments, weddings, funerals, and, in conjunction with the church board or council, the general leadership and direction of the church. It may be helpful to break down the minister's week to give some idea of the weight the pastoral charge puts on areas of responsibility.
For example, there may be an expectation that the minister will allow for 25 percent of the week to be put into worship preparation. This may include time for bulletin preparation, Bible study (alone or with others), and writing time.
- What is expected for pastoral care? Is it 25 percent?
- What about Christian nurture? Is this formal education time with groups?
- What about outreach into the community? How do you expect that to be done? Should the minister sit on the board of social service agencies or be a community presence?
- Ministry of fellowship: Is the minister expected to attend all social functions of the pastoral charge?
- Ministry of administration: This generally means being an *ex officio* member of all committees of the church, except the M&P Committee, as well as the day-to-day smooth functioning of the committees and office.
- You may name other needs and expectations in your position description.

Appendix C: MEPS Forms

The forms listed below are available at www.united-church.ca.

Always check the website or contact the Conference personnel minister to ensure you are using the most current forms. Otherwise, a delay in processing them may occur.

- MEPS 401 IS: Ministry Personnel Information Sheet
- MEPS 402 IS: Ministry Personnel Information Sheet
- MEPS 403 JN: Record of Joint Needs Assessment
- MEPS 424 EA: Record of Ministry Personnel Eligible for Availability List
- MEPS 425 V: Record of Pastoral Charge Vacancy
- MEPS 426 AS: Record of Ministry Personnel Request for Settlement
- MEPS 427 PQ: Record of Pastoral Charge Request for Settlement
- MEPS 433 AP: Record of Appointment to Pastoral Charge
- MEPS 434 SPC: Record of Settlement to a Pastoral Charge
- MEPS 435 CPC: Record of Call to Pastoral Charge
- MEPS 436 MI: Manse Information Summary Sheet
- MEPS 441 PS: Report of the Pastoral Charge Supervisor
- MEPS 442 RR: Retained on the Roll
- MEPS 445 DLD: Disciplinary Discontinued Service for Order of Ministry
- MEPS 445 DLV: Voluntary Request Re: Discontinued Service List
- MEPS 446 DL: Record of Discontinued Service List for Lay Ministry
- MEPS 451 TR: Record of Transfer
- MEPS 456 WC: Warrant to Covenant
- MEPS 460 PC: Record of Police Record Check for Members of the Order of Ministry in a Pastoral Charge
- MEPS 461 PC: Police Record Check: Members of the Order of Ministry Left without Charge or Appointment

Appendix D: Helpful Documents

Position Description

Guidelines for Developing Ministry Personnel Position Descriptions is a booklet developed by the General Council Office for use by congregational M&P Committees. Available at www.united-church.ca.

Handbook for Ministry and Personnel Committees, another publication of the General Council Office, is available at www.united-church.ca.

Your local Conference may also have a Conference document.

Salaries and Housing

Annual Salary and Allowances Schedules Applicable to Ministry Personnel are available at www.united-church.ca.

A presbytery/district housing allowance schedule, if applicable, is available from the presbytery/district.