



**THE UNITED CHURCH OF CANADA
L'ÉGLISE UNIE DU CANADA**
Ministry and Employment Unit

**Application for Settlement: Presbytery-Accountable Ministry
(PR 427 PAM)**

Pastoral charges or other presbytery-accountable ministries must use this form to request settlement
(*The Manual*, current version, Section 043).

Processing/Routing:

- *Please print clearly.*
- Joint Search Committee (JSC)/Joint Needs Assessment Committee (JNAC) and the presbytery-accountable ministry complete Part A and forward to presbytery/district.
- Presbytery/district completes Part B and forwards to chair of Conference Settlement Committee.
- *Every person who signs this form must keep a copy for his/her own records.*

Part A: Actions of the presbytery-accountable ministry

Name of presbytery-accountable ministry: _____

Name of presbytery/district: _____

Type of presbytery-accountable ministry:

Chaplaincy Community Ministry Pastoral Charge Other: _____

Documents attached:

- PR 403 JN Record of Joint Needs Assessment Report (with profile summaries)
- Joint Needs Assessment Report (attached) *or* PR 425V Record of Pastoral Charge Vacancy
- PR 436 MI Manse Information Sheet Other: _____

_____ Pastoral Charge commits to the remuneration of any settled member of the Order of Ministry through the pastoral charge payroll service (ADP company code: _____).

Type of vacancy (please select one of the following):

Full-time Position title: _____ Based on 40 hours per week. Start date: _____

Part-time* Position title: _____ Based on _____ hours per week. Start date: _____

**Increment policy:* Increments are calculated each calendar year and take effect January 1. Ministry personnel must work a minimum of 750 hours per calendar year in order to achieve increment. This translates to a minimum of 15 hours per week.

The JNAC/JSC recommends that the vacancy be filled through the settlement process, and that any call process be suspended from date of presbytery/district approval of this request until Settlement Committee action to fill the vacancy or to refer it to call process.

Settlement can be requested only after presbytery/district has declared a vacancy (if applicable).

Recommended terms of the proposed settlement are as outlined in the Joint Needs Assessment Report.

Month/day/year

Signature: Chair of board/council or secretary of board/council of the pastoral charge

Printed name: Chair of board/council or secretary of board/council of the pastoral charge

Part B: Action of presbytery/district

The PRESBYTERY/DISTRICT approves the request that the vacancy declared be filled through the settlement process, and that any call process be suspended from the date of approval until Settlement Committee action.

Month/day/year

Signature: Secretary of presbytery/district

Printed name: Secretary of presbytery/district

Part C: Action by Conference

Date received by Conference: _____

Terms of the requested settlement are as recommended by JNAC/JSC attached, or as amended, including:

#	Terms	Annual
1	Minimum salary for increment category of appointee	
1A	Salary negotiated in addition to annual minimum, expressed as a percentage	
2	Housing allowance (approved by presbytery/district based on Section 036(f))	
2B	Manse and cost of heating over \$500 (<i>form MEPS 436 MI is attached. State fair rental value of manse.</i> <i>Where the cost of heating a manse goes above \$500 a year, the pastoral charge, mission, or outreach ministry must pay the extra amount.</i>)	
2C	Taxable housing (where manse value #2B is under 20% of salary #1)	
2D	Basic telephone costs for manse or home (excluding personal long distance)	
3	Continuing Education and Learning Amount (at least minimum as set by the General Council in the current Minimum Salary and Allowances Schedule)	
4	Other (please attach documents of any further financial agreements)	
	Total financial remuneration	

For reference, please see the current United Church of Canada Salary and Allowances Schedule.

Month/day/year

Signature: Conference settlement chair

Printed name: Conference settlement chair

**The settlement site contribution to moving expenses is \$1,500.
Please make cheques payable to The United Church of Canada.**