



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

Record of Appointment (PR 433 AP)

This form is for renewal appointments with a salary and housing allowance.
Compensation for these appointments must move to the new compensation model no later than July 1, 2018.
To move to the new compensation model and for new appointments, use PR 450.

Part A: Parties to the appointment

Ministry personnel: _____

Pastoral charge: _____

Presbytery/district: _____

Conference: _____

Documents attached: _____

Part B: Terms of appointment

This appointment is categorized as:

- Appointment to fill vacancy Supply

1. This appointment is:

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

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

**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.

2. The appointment will begin from the following date: _____
Month/day/year

3. The appointment will terminate on the following date: _____
Month/day/year

See *The Manual*, current version, Section I.1.3.5.

4. The appointment may be terminated by 90 days' notice by ministry personnel or pastoral charge, subject to approval or abridgement by presbytery/district.
5. The parties entering into covenant agree that this agreement incorporates the relevant terms found in the Basis of Union and *The Manual* (current version), and policies of the pastoral charge, the presbytery/district, the Conference, and the General Council.
6. Three weeks' (21 days') study leave within each pastoral year (July 1 to June 30), including Sundays. For members of the order of ministry and recognized designated lay ministers, no less than three months of sabbatical after five consecutive years of service to the pastoral charge that is party to this covenant.
7. Basic telephone for manse or home (excluding personal long-distance calls).
8. Vacation of at least one month within each pastoral year (July 1 to June 30), including Sundays.
9. Moving expenses (based on reasonable estimates and receipts).
10. The pastoral charge commits to the remuneration of the appointed ministry personnel through the pastoral charge payroll service (ADP company code: _____).
11. Adequate secretarial assistance defined as _____
12. Travel expense reimbursement (based on current United Church of Canada Salary and Allowances Schedule).
13. Additional terms if appended to this record in writing. Terms are attached on _____ pages.

The use, retention, and disclosure of personal information collected from this form is done in compliance with privacy legislation and adheres to the principles of the *Personal Information Protection and Electronic Documents Act (S.C. 2000, c.5)*. ** THIS FORM IS NOT VALID IF ALTERED **

Financial remuneration for the appointment:

#	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 I.2.1.4)	
2B	Manse and cost of heating over \$500 (<i>Form PR 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 home or manse (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 Minimum Salary and Allowances Schedule.

Offer by the pastoral charge requesting appointment

The pastoral charge has authorized this offer of appointment.

Month/day/year

Signature: Secretary of the board/council

Printed name: Secretary of the board/council

Part C: Action of the pastoral charge

Ministry personnel to be appointed: _____
Name and contact information

The ministry personnel appointed is currently a member of _____ Presbytery/District, which has confirmed eligibility and good standing or condition of eligibility for appointment (see *The Manual*, current version, Section I.2.1.6), and is understood to be in increment category _____ based on _____ years of service in The United Church of Canada, subject to confirmation by the Ministry and Employment Unit of the General Council Office.

Ministry personnel type (please select with an "x" one of the following):

- | | | |
|--|--|--|
| <input type="checkbox"/> Candidate Supply Minister | <input type="checkbox"/> Diaconal Supply (non-United) | <input type="checkbox"/> Retired Diaconal Minister |
| <input type="checkbox"/> Designated Lay Minister | <input type="checkbox"/> Minister-in-Training
(Native Ministry) | <input type="checkbox"/> Retired Ordained Minister |
| <input type="checkbox"/> Designated Lay Minister—
Applicant | <input type="checkbox"/> Ordained Minister | <input type="checkbox"/> Student Supply Minister |
| <input type="checkbox"/> Diaconal Minister | <input type="checkbox"/> Ordained Supply (non-United) | |

Part E: Contact information for ministry personnel

Name: _____

Home address: _____
Post office box/street address City Province Postal codeTelephone: _____
Home Office
Fax E-mail**Part F: Acceptance by the person to be appointed**

I agree to promote the work of God and the good of the church, and in particular to:

1. Be subject to the oversight and discipline of presbytery/district, and to comply with the policies of The United Church of Canada as outlined in *The Manual*, current version.
2. Accept the terms of this Appointment recorded here.
3. Give reasonable care to the manse and furnishings, where applicable.
4. Fulfill my responsibility for obtaining insurance coverage for personal contents owned by me where there is a manse.
5. Arrange my study leave and sabbatical (if applicable) in consultation with the Ministry and Personnel Committee.
6. Determine the dates of my vacation in consultation with the Ministry and Personnel Committee.

I understand that this Appointment requires approval by presbytery/district.

Month/day/year Signature: Person to be appointed Printed name: Person to be appointed**Part H: Appointment by the presbytery/district of the pastoral charge**

The presbytery/district has approved this appointment confirming offer and acceptance.

Month/day/year Signature: Secretary of presbytery/district Printed name: Secretary of presbytery/district**Part I: Receipt by Conference of the pastoral charge**_____
Month/day/year Signature: Appropriate Conference staff Printed name: Appropriate Conference staff**Part J: Receipt by Ministry and Employment Unit**_____
Month/day/year Signature: Appropriate Ministry and Employment staff Printed name: Appropriate Ministry and Employment staff