



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

Record of Appointment (PR 433 AP)

This form sets out the obligations of the covenantal parties under *The Manual*, current version, and under the laws of the applicable province/territory.

Processing/ Routing:

- *Please print clearly.*
- This form must be used when ministry personnel are appointed to a pastoral charge. If this is an Interim Ministry appointment, page 5 of this form must be completed. If presbytery/district/Conference membership changes, form PR 451 TR Record of Transfer must also be completed. If there is a manse, form PR 436 MI, Manse Information Summary Sheet, must be completed and attached.
- Pastoral charge board/council completes Parts A, B, C, and D and forwards to ministry personnel appointee.
- Ministry personnel appointee completes Part E and F and forwards to presbytery/district.
- Presbytery/district completes Parts G and H and forwards to Conference office.
- Conference office completes Part I and forwards to the Ministry and Employment Unit of the General Council Office. The Ministry and Employment Unit receives form and completes Part J.
- For an Interim Ministry appointment, Parts K, L, and M must also be completed.
- *Every person who signs this form must keep a copy for his/her own records.*

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
- Interim (if so, complete Parts K, L, and M)
- 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 389(b)v.
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.
No less than three consecutive 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.

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 036(f))	
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 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 use, retention and disclosure of personal information collected from this form is done in compliance with privacy legislation including, but not limited to, the *Personal Information Protection and Electronic Documents Act* (2000, c.5). **** THIS FORM IS NOT VALID IF ALTERED ****

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 369), 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 D: Search Committee/appointing body reference checks

a. Names of references (3) _____

b. Names of interviewers (2): _____

c. Dates references were checked: _____

 Month/Day/Year

This is a renewal appointment. Reference checks are not required for renewal appointments.

Part E: Contact information for ministry personnel

Name: _____

Home address: _____

Post office box/street address	City	Province	Postal code
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Telephone: _____

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 G: Action of the presbytery/district; police records check

A current level 2 (vulnerable sector) police records check (original copy dated within six months) has been received by the presbytery/district. If a police records check has been completed within the last three years, or the individual is under the age of 25, a criminal records check (level 1) will be sufficient.

Month/day/year

Signature: Chair of presbytery/district
Pastoral Relations Committee (or designate)

Printed name: Chair of presbytery/district
Pastoral Relations Committee (or designate)

Month/day/year

Signature: Member of presbytery/district
Pastoral Relations Committee (or designate)

Printed name: Member of presbytery/district
Pastoral Relations Committee (or designate)

Part H: Appointment by the presbytery/district

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

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

Interim Ministry

Part K: Confirmation of standing as Interim Minister

Ministry personnel to be appointed _____ has been approved as an Interim Minister

by: _____ Conference in _____
Name of Conference Year

Conference Interim Ministry Committee has received and reviewed the most recent report on the effectiveness of the Interim Minister and has recommended him/her for subsequent appointment as Interim Minister effective _____.
Month/day/year

Month/day/year

 Signature: Chair of Conference Interim Ministry
 Committee (or designate)

 Printed name: Chair of Conference Interim Ministry
 Committee (or designate)

Part L: Contribution to Interim Ministry Sabbatical Leave Fund

The pastoral charge that is party to this appointment hereby agrees to provide a cheque payable to the Interim Ministry Sabbatical Leave Fund of The United Church of Canada in an amount equivalent to two weeks' salary and benefits, including housing allowance or fair rental value of the manse as applicable, and the employer's costs. This is to be calculated for each year of interim service, or prorated for service of less than a year (established by the Executive of the General Council, motion 2008-11-15-329). The payment(s) will be remitted to the Financial Assistance Committee of the Ministry and Employment Unit of the General Council Office no later than January 31 of each year following the year in which the interim ministry appointment began.

Month/day/year

 Signature: Secretary of the Official Board/Church
 Board/Church Council

 Printed name: Secretary of the Official Board/Church
 Board/Church Council

Month/day/year

 Signature: Treasurer of the Pastoral Charge

 Printed name: Treasurer of the Pastoral Charge

Part M: Additional terms of Interim Ministry appointment

1. Pastoral charge agrees to appoint five to seven members to an Interim Ministry Transition Committee.
2. Presbytery/district agrees to appoint two members to an Interim Ministry Transition Committee.
3. The Interim Minister will not apply for settlement or call to a succeeding pastoral relationship based on a change in Ministry Personnel status or declaration by the presbytery/district of a vacancy in the pastoral charge. (*The Manual*, current version, Section 340(e))
4. The goals for the Interim Ministry will be completed by the Interim Ministry Transition Committee in consultation with the Interim Minister and presented to the pastoral charge for approval; preliminary goals to be attached.

This form sets out the obligations of the covenantal parties under *The Manual*, current version, and under the laws of the applicable province/territory. The parties of this Interim Ministry appointment agree to abide by the policies and guidelines of The United Church of Canada relating to Interim Ministry.

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