



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

Record of Settlement (PR 434 RS)

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

This form must be used when members of the Order of Ministry are settled to a presbytery-accountable ministry
or a presbytery-recognized ministry.

If there is a manse, form PR 436 MI Manse Information Summary Sheet must be completed and attached.

Processing/routing:

- *Please print clearly.*
- Authorized settlement officer completes Parts A through D and forwards to order of ministry being settled.
- Member of Order of Ministry being settled completes Part E and F and forwards to board/council of presbytery-accountable ministry/presbytery-recognized ministry.
- Board/council completes Part G and forwards to presbytery/district.
- Presbytery/district completes Part H, circulates copies to each party in Part A, and forwards to the Conference office and the Ministry and Employment Unit of the General Council Office.
- *Every person who signs this form must keep a copy for his/her own records.*

Part A: Parties to the settlement

Name of ministry personnel: _____

Name of pastoral charge: _____

Name of presbytery/district: _____

Name of Conference: _____

The above-named member of the Order of Ministry agrees to the starting date of this settlement, and understands that the pastoral relationship created from this settlement is expected to be maintained for a minimum of three years (please refer to *The Manual*, current version, Section 036(n)). The minister enters into this relationship as (please select with an "x" one of the following):

Ordained Minister

Diaconal Minister

Prior to settlement, the above-named minister was a member of _____
Presbytery/District.

The Education and Students Committee of the above-named Conference has approved the minister's eligibility and good standing for settlement (*The Manual*, current version, Section 462(a) iii). The minister 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.

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 ****

Part B: Terms of the settlement**Terms for presbytery-recognized ministries**

Please attach terms including financial remuneration, pension and benefits package, vacation entitlement, and continuing education options.

1. The settlement will begin on: _____
Month/day/year
2. This settlement is (please circle one: full-time or part-time) **full-time** (40 hours per week basis) or **part-time** based on _____ hours per week.
Number of hours
3. The settlement is without time limit, and may be terminated with 90 days' notice by either the minister or the pastoral charge, subject to approval by presbytery/district, *or* by discipline or oversight action of the presbytery/district.
4. Termination within three years must be agreed to among all the covenanted partners. Repayment of shared moving costs to be negotiated (please refer to *The Manual*, current version, Section 036(n)).
5. The covenanted parties agree that this agreement incorporates the relevant terms found in the Basis of Union of *The Manual*, current version.
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.
9. Pastoral charge contributes \$1,500 toward Moving Cost Pool for candidate in first settlement.
10. The pastoral charge commits to the remuneration of the settled member of the Order of Ministry through the pastoral charge payroll service (ADP company code: _____).
11. Adequate secretarial assistance defined as _____
12. Travel expense reimbursement (based on the current United Church Salary and Allowances Schedule).
13. Additional terms if appended to this record in writing. Terms attached on _____ pages.

#	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.

Part C: Action of Conference: police records check

A current vulnerable sector (level 2) police records check (original copy dated within six months)

(date completed: _____ month/day/year) has been received by the Conference Settlement Committee. 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: Member of the Settlement Committee 1

Printed name: Member of the Settlement Committee 1

Month/day/year

Signature: Member of the Settlement Committee 2

Printed name: Member of the Settlement Committee 2

Part D: Conference action to settle

_____ has been settled to _____
Minister's name

Pastoral Charge in _____ Presbytery/District in _____

Conference on the terms above.

Month/day/year

Signature: Chair of Conference Settlement Committee

Printed name: Chair of Conference Settlement Committee

Part E: Contact information for ministry personnel

Name: _____

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

Telephone: _____
Home Office

Fax E-mail

Part F: Acceptance by the person settled

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 settlement recorded here.
3. Accept my responsibility for moving costs above the approved maximums (detailed in the "moving package" sent to settled ministry personnel).
4. Give reasonable care to the manse and furnishings, where applicable.
5. Fulfill my responsibility for obtaining insurance coverage for personal contents owned by me where there is a manse.
6. Arrange my study leave in consultation with the Ministry and Personnel Committee, or other Ministry and Employment committee as applicable.

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7. Determine the dates of my vacation in consultation with the Ministry and Personnel Committee, or other Ministry and Employment committee as applicable.
8. Repay pro-rated moving expenses to the settlement site and General Council in the event of termination by me before completion of three years.

Month/day/year

Signature: Order of Ministry settled

Printed name: Order of Ministry settled

Part G: Pastoral charge of settlement

Month/day/year

Signature: Chair of board/council (or designate)

Printed name: Chair of board/council (or designate)

Part H: Presbytery/district of settlement

Month/day/year

Signature: Secretary of presbytery/district

Printed name: Secretary of presbytery/district