



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

Record of Call (PR 435 RC)

This form must be used when members of the Order of Ministry are called to a pastoral charge.
If presbytery/district or Conference membership changes, form PR 451 TR must also be completed.
If there is a manse, form PR 436 MI must be completed and attached.

Processing/Routing:

- *Please print clearly.*
- Chair of Joint Search Committee completes Parts A through C and forwards to pastoral charge board/council.
- Pastoral charge board/council completes Parts D and E and forwards to minister.
- Minister completes Part F and G and returns to pastoral charge board/council.
- Pastoral charge board/council forwards to presbytery/district.
- Presbytery/district completes Part H and forwards to Conference office.
- Conference office completes Part I and forwards to 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 call

Name of ministry personnel: _____

Name of presbytery-accountable ministry: _____

Name of presbytery/district: _____

Name of Conference: _____

The minister enters into this relationship without time limit as (please select with an "x" one of the following):

- Ordained Minister Diaconal Minister

Prior to the call, the above-named minister was a member of _____
presbytery/district.

The minister's eligibility and good standing or conditions of eligibility for settlement have been confirmed by that presbytery/district. 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.

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

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

Terms for presbytery-accountable ministries and pastoral charges

1. The call will begin on the following date: _____
Month/day/year
2. The call is **full-time** (based on 40 hours per week) or **part-time*** 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.
3. The covenanted parties agree that this agreement incorporates the relevant terms found in the Basis of Union of *The Manual*, current version.
4. The call is without time limit, and may be terminated with 90 days' notice by either the minister or the pastoral charge, subject to approval by the presbytery/district or by discipline or oversight action of the presbytery/district.
5. Termination must be agreed to among all the covenanted partners. (Please refer to *The Manual*, current version, Section 036(n).)
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 in each pastoral year.
9. Moving expenses (based on reasonable estimates and receipts).
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 are attached on _____ pages.

**Financial remuneration for the call
(for presbytery-accountable ministries and pastoral charges)**

#	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: Police records check

A current level 2 (vulnerable sector) police records check (original copy dated within six months) has been received by the Joint Search Committee (*The Manual*, current version, Section 054(d)). 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 Joint Search Committee (or designate) Printed name: Chair of Joint Search Committee (or designate)

 Month/day/year Signature: Member of Joint Search Committee (or designate) Printed name: Member of Joint Search Committee (or designate)

Part D: Pastoral charge action

_____ Pastoral Charge has issued a call on the terms recorded here.

 Month/Day/Year Signature: Secretary of board/council Printed name: Secretary of board/council

(List of members' signatures may be appended.)

Part E: Search Committee/appointing body reference checks

a. Names of references (3) _____

b. Names of interviewers (2): _____

c. Dates references were checked: _____

Month/Day/Year

Part F: Contact information for ministry personnel

Name: _____

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

Telephone: _____
 Home Office

_____ Fax E-mail

Part G: Acceptance by the member of the Order of Ministry to be called

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 call 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.
7. Repay moving expenses to the pastoral charge in the event of termination by me within three years (please refer to *The Manual*, current version, Section 036(n)).

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

Month/Day/Year

Signature: Order of Ministry

Printed name: Order of Ministry

Part H: Approval by the presbytery/district of call

Presbytery/district has approved this call on the terms recorded here.

Month/Day/Year

Signature: Secretary of Presbytery/District

Printed name: Secretary of Presbytery/District

Part I: Approval of Conference Settlement Committee

Month/Day/Year

Signature: Settlement Committee Chair (or designate)

Printed name: Settlement Committee Chair (or designate)

Part J: Receipt by Ministry and Employment Unit

Month/Day/Year

Signature: Appropriate Ministry and Employment staff

Printed name: Appropriate Ministry and Employment staff

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