



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

Provisional Record of Call (PR 435a PRC)

This form must be used when candidates for the Order of Ministry are called to a pastoral charge, presbytery-accountable ministry or presbytery-recognized ministry, provisional on ordination or commissioning to the diaconal ministry.

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 candidate.
- Candidate 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 Settlement Committee.
- At the rise of Conference Annual Meeting, upon the commissioning or ordination of the candidate, the Conference Settlement Committee 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 candidate: _____

Name of ministry site (includes pastoral charge): _____

Please select one of the following:

Presbytery-accountable ministry (includes pastoral charge)
within the jurisdiction of the presbytery

Presbytery-recognized ministry
not within the jurisdiction of the presbytery

Name of presbytery/district: _____

Name of Conference: _____

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

The candidate's good standing and conditions of eligibility for call and settlement have been confirmed by the Conference. The date of recommendation for ordination or commissioning to diaconal ministry is _____.

The candidate 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 candidate will enter into this relationship without time limit as an (please select one of the following):

Ordained Minister Diaconal Minister

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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 (minimum 14 hours).
3. The covenanted parties agree that this call 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 ministry personnel 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. Membership in the United Church of Canada pension and benefits plans.
11. The pastoral charge commits to the remuneration of ministry personnel through the Pastoral Charge Payroll Service (ADP Company Code: _____).
11. Adequate administrative 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 (supply annual figures)
(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.

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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: Reference checks

	Interviewers (2 required)	Date of Interview (Y/M/D)
Reference 1 Name:		
Reference 2 Name:		
Reference 3 Name:		

Part F: Contact information for candidate

Name: _____

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

Telephone: _____
Home Office

_____ Fax _____ E-mail

Part G: Acceptance by the candidate 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.

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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)).
8. This call is provisional on ordination or commissioning to diaconal ministry by Conference.

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

 Month/Day/Year Signature: Candidate Printed name: Candidate

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.