



The United Church of Canada
L'Église Unie du Canada
Ministry and Employment Unit

Covenant for Call, Settlement, or Appointment (PR 450)

A: LOCAL MINISTRY UNIT

Name of Pastoral Charge/Local Ministry Unit:
Presbytery:
Conference:
Documents and other agreements (specify) attached on _____ pages:¹

Pastoral Relationship / Assignment Type (check ALL that apply)

- Call (and settlement)² Settlement by Conference
 Appointment Renewal of appointment Interim ministry appointment³
 Supervised ministry placement⁴
 Change in terms of existing call/settlement/appointment
 Call/settlement is provisional on ordination or commissioning of ministry personnel prior to start date.

This ministry position is:

- Full-time (40 hours/week) Part-time⁵ (_____ hrs/week)

This pastoral relationship has a start date of _____ (mm/dd/yy), and an end date of _____ (mm/dd/yy) (appointments only).

B: MINISTRY PERSONNEL

Name:	Member no.: ⁶
Address:	
Telephone:	E-mail:
Current presbytery of membership:	
Current Conference of membership:	

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* (S.C. 2000, c.5).

For comprehensive salaries, this form replaces PR 433 AP, 434 RS, 435 RC, 435a PRC and 451TR

Ministry personnel status at start date (please check ONE)		Retired (please check one)
Designated lay minister:	Ordered minister:	Is this person receiving a United Church pension? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Recognized <input type="checkbox"/> Applicant (student)	<input type="checkbox"/> Diaconal minister <input type="checkbox"/> Ordained minister <input type="checkbox"/> Ordained admission applicant <input type="checkbox"/> Diaconal admission applicant <input type="checkbox"/> Candidate (student)	

C: TERMS FOR REMUNERATION AND EXPENSES

Local Ministry Unit Cost of Living (COL) Group Assignment ⁷		
Local Ministry Unit ADP Company Code for automated payroll service		
Eligible service (in years)		Step/increment category (1-2 or A-F)

TERMS		
	SALARY <input type="checkbox"/> plus manse <input type="checkbox"/> without manse (please check one)	<input type="checkbox"/> Monthly <input type="checkbox"/> Annual (please check one)
1	Minimum salary for years of service and the assigned cost of living category (from schedule)	\$
2	Additional salary relative to minimum salary schedule <i>expressed as percentage %</i> or NIL ⁸	%
3	Additional salary above minimum salary schedule <i>expressed as dollar amount \$</i> or NIL	\$
		Total annual salary (1 + 3) ⁹
		\$
REIMBURSABLE EXPENSES ALLOWED		
4		Home/manse telephone
		\$
5		Continuing education
		\$
6		Other (attach details)
		\$
		Total annual remuneration and expense allowances
		\$

D: ADDITIONAL TERMS OF CALL, SETTLEMENT, OR APPOINTMENT

1. The parties agree that this covenant is in accordance with and subject to the relevant policies found in *The Manual* (current version) of The United Church of Canada.
2. Settlements and appointments may be terminated with 90 days' notice subject to the provisions of *The Manual* (current version) of The United Church of Canada.
3. A minimum of three weeks (21 days) of study leave within each pastoral year, including Sundays.
4. A minimum of three consecutive months of sabbatical leave after five consecutive years of service to the pastoral charge / local ministry unit.
5. Basic telephone expenses for manse or home (excluding personal long-distance calls).

6. A minimum of one month vacation (including 5 Sundays) within each pastoral year.
7. Moving expenses (based on reasonable estimates and receipts).
8. Adequate administrative assistance defined as _____.
9. Travel expense reimbursement (based on the current *Minimum Salaries for Ministry Personnel* document, found at www.united-church.ca).
10. The pastoral charge/local ministry unit agrees to provide remuneration through the pastoral charge payroll service unless the General Council Office has granted formal exemption.
11. Additional terms if appended to this record in writing are attached on _____ pages.

E: ACTION OF LOCAL MINISTRY UNIT

The pastoral charge/local ministry unit, having followed due process for selecting and interviewing ministry personnel, including reference checks and assurance of a valid police records check, has issued a call or requested an appointment on the terms recorded here.

Date of meeting (mm/dd/yy)	Signature or motion ref no.	Printed name	Title/position
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F: ACCEPTANCE BY MINISTRY PERSONNEL

I agree to promote the work of God and the good of the church. I agree to:

1. The terms recorded here.
2. Be subject to the oversight and discipline of the court of accountability within the Conference.
3. Give reasonable care to the manse and furnishings and obtain insurance coverage for personal contents, if the terms of this call/appointment include a manse.
4. Arrange study leave, dates of vacation and sabbatical (if applicable) in consultation with the Ministry and Personnel Committee.
5. Repay moving expenses to the pastoral charge in the event that I request a change in pastoral relations before completing three years of service in this call/settlement/appointment.¹⁰
6. Acknowledge that this call/settlement/appointment requires approval by the presbytery and/or conference.

Date (mm/dd/yy)	Ministry personnel signature	Printed name
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G: ACTION OF PRESBYTERY (in Conferences where presbytery action is required)

_____ Presbytery approves this: Call Settlement Appointment
and all the terms contained in this covenant, and verifies that all requirements have been met.

Date (mm/dd/yy)	Signature or motion ref no.	Printed name	Title/position
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H: TRANSFER BY PRESBYTERY OF MEMBERSHIP (if required)

_____ Presbytery approves the transfer of membership of the ordered minister named in this covenant to enable this settlement/appointment.

Date (mm/dd/yy)	Signature or motion ref no.	Printed name	Title/position

I: ACTION OF THE CONFERENCE SETTLEMENT COMMITTEE (or equivalent)

_____ Conference approves this: Call Settlement Appointment and all the terms contained in this covenant, and verifies that all requirements have been met.

Date (mm/dd/yy)	Signature or motion ref no.	Printed name	Title/position

J: TRANSFER BY CONFERENCE OF MEMBERSHIP (if required)

Date (mm/dd/yy)	Signature or motion ref no.	Printed name	Title/position

NOTES FOR COMPLETING THIS FORM:¹¹

- ¹ Other attachments may include manse information summary, interim ministry form, moving provisions, etc.
- ² A call refers to the decision of a pastoral charge or presbytery-recognized ministry to invite ordered ministers to fill a pastoral relationship vacancy. A higher court of the church must settle the minister in response to a call. The higher court of the church may also settle ordered ministers to vacancies by their own initiative by following the prescribed procedure. Settlements, whether in response to a call or by church court initiative, are without time limit. Appointments are pastoral relationships with either ordered ministers or lay ministers and have a designated end date.
- ³ Interim ministry appointments must also complete attachment PR 452 and agree to participate in the sabbatical fund.
- ⁴ Appropriate approvals must be obtained through Presbytery Education and Students Committee, and Conference Education and Internship Committees.
- ⁵ See *Minimum Salaries for Ministry Personnel* for information about progression through increment categories. See the Pension and Benefits enrolment policies regarding part-time ministry employment.
- ⁶ Provide the Member Number if known (unique United Church number used for Pension and Benefits and ADP).
- ⁷ Ask your treasurer or check www.united-church.ca; search & select “COL Group Assignment.”
- ⁸ If an amount above the minimum is expressed as a percentage, the gross salary will reflect annual cost of living adjustments and advances in increment category. If an amount above minimum is expressed *only* as a dollar amount, then annual cost of living adjustments and advances in increment category will affect *only* the minimum salary portion while the additional dollar amount remains constant, decreasing in value relative to the minimum salary (unless renegotiated).
- ⁹ If this is a renewal of appointment, and salary is to be administered under the new compensation model, please refer to the “New Compensation Model – Transition Worksheet”; note, however, that the new salary cannot be less than housing plus salary under the old compensation model.
- ¹⁰ Please refer to *The Manual*, current version, I.2.1.10 Reimbursement of Moving Expenses.
- ¹¹ A copy of this form should be made and kept by each signatory of the form. After the form has been completed and all copies made, forward a copy to: *The United Church of Canada, M&E Unit, Suite 300, 3250 Bloor St. W., Toronto, ON M8X 2Y4, or FAX: 416-231-3103, or attach to ministry@united-church.ca.*