

Vocational Life of Ministry Personnel: Roles and Responsibilities

Regional Councils	Stage in Vocational Life	Office of Vocation
Identify and encourage those called, Accompaniers and Mentors, Learning Sites, Members of Lay Supervision Teams, Educational Supervisors, etc. Provisional calls and appointments, Celebration of New Ministries service	Candidacy Pathway	Candidacy Boards and Office of Vocation Ministers (interview, assess, identify and confirm requirements, etc.)
Appointments, welcome, and adjustment to The United Church of Canada	Admission	Admission Board
Calls and appointments	Mutual Recognition	List of Accredited Ministry Personnel: confirm they qualify and have met requirements
Membership: On the roll of a regional council	Ministry Personnel	Ministry standing: mandatory trainings complete; Annual Declaration of Criminal Charges completed; confirm minister is eligible for a call or appointment
Collegial relationships, communities of faith, ministry and God’s mission in the world lived out; early intervention and reconciliation for issues that arise; ongoing support	Health, joy, excellence in ministry practice	Office of Vocation Ministers for ongoing support
Ministry and Personnel Committees, Pastoral Relations Ministers	Leaves (Sabbatical, continuing education, medical leave, parental leave, etc.)	Personnel record (record of leaves, sabbatical proposal and final report, etc.), Leave policies
	Discontinued Service List – Voluntary (DSL-V)	Written request required

<p>Ministry and Personnel Committees, Pastoral Relations Ministers, review of community of faith if required</p>	<p>Written formal complaint raised about ministry personnel</p>	<p>Received by the Office of Vocation, reviewed by Response Committee: review minister's effectiveness or investigation based on Sexual Misconduct or Workplace Harassment Policy and Procedures; Remedial Committee reviews investigation and recommends directed program; formal hearing by Board of Vocation if needed</p>
<p>Appoint interim ministers to interim ministries</p>	<p>Interim Ministry</p>	<p>Designated through the Credentialing Committee following training</p>
<p>Candidates serving in Supervised Ministry Education (an appointment in a pastoral charge)</p>	<p>Educational Supervisor (for a candidate in Supervised Ministry Education)</p>	<p>Recognized by Credentialing Committee following training</p>
<p>Ministers not in a pastoral relationship need to be in a formal association with a community of faith</p>	<p>Marriage licences</p>	<p>Office of Vocation Ministers confirm minister's eligibility for marriage licence</p>
<p>Require notification from minister, Celebration of Ministry service, pastoral care; status of Designated Lay Ministers receiving their pension depends on regional policy</p>	<p>Begin drawing pension *Notify Pension and Benefits department at General Council Office</p>	<p>Require notification from minister; update registry of Accredited Ministry Personnel, including Ordered Ministers receiving their pension and Designated Lay Ministers receiving their pension</p>
<p>Minister's life celebrated in a community of faith, honour minister in memoriam (Celebration of Ministry Service or a regional council meeting)</p>	<p>Death</p>	<p>Death notice</p>