



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

Record of Call or Appointment

A. COMMUNITY OF FAITH

Name of community of faith:
Community of faith type: (pastoral charge, outreach ministry, mission):
Regional council:
Documents and other agreements attached (specify what the other documents are and number of pages): ¹

Pastoral Relationship

Assignment Type²

- Call
 Appointment

Changes to Assignment

- Renewal of appointment
 Change in terms of existing call//appointment
 Call/appointment is provisional on ordination or commissioning of ministry personnel prior to start date.

Appointment Type (if the assignment is an appointment, identify the appointment type)

- Admission
 Candidate (the person is a candidate being appointed, but not to meet the goals of an SME)
 Retired
 Interim ministry appointment³
 Supervised Ministry Education (the person is a candidate being appointed to meet the goals of an SME)⁴

This ministry position is

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

This pastoral relationship has a start date of _____ (mm/dd/yy).

If it is an appointment, the end date is: _____ (mm/dd/yy).

B. MINISTRY PERSONNEL

Name:	Member no.: ⁶
Address:	
Mail care of:	PO box:
Street no.:	RR no.:
Street name:	City/Town:
Street type:	Province/State:
Direction:	Postal code/Zip code:
Apt/Suite/Unit:	Country/Region:
<i>In ChurchHub the Street name, Street type, Province, and Country will be dropdown lists.</i>	
Telephone:	E-mail:
Current regional council of membership:	
Partner denomination (if applicable): ⁷	

Minister Type	
<input type="checkbox"/> Applicant <input type="checkbox"/> Candidate <input type="checkbox"/> Designated Lay Minister <input type="checkbox"/> Diaconal Minister <input type="checkbox"/> Ordained Minister	Is this Minister retired (receiving a United Church of Canada pension)? <input type="checkbox"/> No <input type="checkbox"/> Yes

C. TERMS FOR REMUNERATION AND EXPENSES

Community of Faith Cost of Living (COL) Group Assignment⁸		
Community of Faith ADP Company Code for automated payroll service		
Eligible service (in years)		Step/increment category (1-2 or A-F)

TERMS		Annual Salary Figures	
	SALARY (please check one) <input type="checkbox"/> plus manse <input type="checkbox"/> without manse		
1	Minimum salary (from schedule)	\$	

2	Additional salary relative to minimum salary schedule <i>expressed as percentage (%)</i> or NIL	%	
3	Additional salary above minimum salary schedule <i>expressed as dollar amount \$</i> or NIL	\$	
		Total annual salary (1 + 3)⁹	\$
REIMBURSABLE EXPENSES and ALLOWANCES			
4		Telephone	\$
5		Continuing education	\$
6		Other (attach details)	\$
		Total annual remuneration and expense allowances	\$

D. ADDITIONAL TERMS OF CALL OR APPOINTMENT

- 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.
- Calls and appointments may be terminated with 90 days' notice subject to the provisions of *The Manual* (current version) of The United Church of Canada.
- A minimum of three weeks (21 days) of study leave within each pastoral year, including Sundays.
- For members of the order of ministry and recognized designated lay ministers, a minimum of three months of sabbatical leave after five consecutive years of service to the pastoral charge/local ministry unit.
- Basic telephone expenses (excluding personal long-distance calls).
- A minimum of one month of vacation (including 5 Sundays) within each pastoral year.
- Moving expenses (based on reasonable estimates and receipts).
- Adequate administrative assistance defined as _____.
- Travel expense reimbursement (based on the current *Minimum Salaries and Reimbursements for Ministry Personnel* document found at www.united-church.ca).
- The community of faith agrees to provide remuneration through the pastoral charge payroll service unless the General Council Office has granted a formal exemption.
- Additional terms if appended to this record in writing are attached on _____ pages.

E. ACTION OF COMMUNITY OF FAITH

The community of faith, having followed due process for selecting and interviewing ministry personnel, including reference checks and assurance of good standing, has issued a call or requested an appointment on the terms recorded here.

Date of meeting
(mm/dd/yy)

Name

Title/position

F. ACCEPTANCE BY MINISTRY PERSONNEL

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

- The terms recorded here.
- Be subject to the oversight and discipline of the Office of Vocation of The United Church of Canada.

The use, retention, and disclosure of personal information collected from this form is done in compliance with privacy legislation and adheres to the principles of the *Personal Information Protection and Electronic Documents Act* (S.C. 2000, c.5).

This form replaces all call, appointment, settlement, and transfer forms used prior to January 1, 2019.

- 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.
- Arrange study leave, dates of vacation, and sabbatical (if applicable) in consultation with the Ministry and Personnel Committee.
- Repay moving expenses to the community of faith in the event that I request a change in pastoral relations before completing three years of service in this call/appointment.¹⁰
- Acknowledge that this call/appointment requires approval by the regional council.

Date
(mm/dd/yy)

Ministry personnel name

G. ACTION OF REGIONAL COUNCIL

regional council approves this

Call Appointment

and all the terms contained in this covenant, and verifies that all requirements have been met.

Date of meeting
(mm/dd/yy)

Name

Title/position

- ¹ Other attachments may include manse information summary, interim ministry appointment form, negotiated moving costs, etc.
- ² A call is a pastoral relationship between a community of faith and an ordered minister without a time limit. Appointments are pastoral relationships with either ordered ministers or lay ministers and have a designated end date.
- ³ An Interim Ministry appointment must also include as an attachment an interim ministry appointment form. The community of faith must agree to participate in the sabbatical fund.
- ⁴ The regional council liaison must ensure that the community of faith has agreed to the learning site requirements. (See *Pastoral Relations: Community of Faith*, pp. 24–25, at www.united-church.ca/handbooks.)
- ⁵ See [Minimum Salaries and Reimbursements 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 Name your denomination if you are a mutual recognition minister being appointed to a United Church of Canada community of faith from the Presbyterian Church in the Republic of Korea, United Church of Christ (USA), or United Church of Christ in the Philippines.
- ⁸ Ask your treasurer or check www.united-church.ca; search and select “COL Group Assignment.” For terms that include a manse, see [Minimum Salaries and Reimbursements for Ministry Personnel](#), salary schedule table B.
- ⁹ If the salary in the pastoral relationship agreement specifies a percentage or amount above the minimum, the applicable minimum plus the agreed-upon percentage or amount above the minimum is to be maintained with future annual cost of living and years of service increases. If no formal agreement is in place, pastoral charges are not required to provide a cost of living increase as long as the salary is above the new minimum (unless renegotiated). Increases for ministry personnel not actively at work (i.e., Long-Term Disability, Restorative Care Program, and Maternity/Parental Leave) are effective the first day the minister is back to work.
- ¹⁰ Please refer to *The Manual*, current version, I.2.1.10 Reimbursement of Moving Expenses (www.united-church.ca/handbooks)

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