



**THE UNITED CHURCH OF CANADA
L'ÉGLISE UNIE DU CANADA
TORONTO CONFERENCE**



How to Complete Record of Appointment or Renewal Appointment (FAQ - TC 433 AP) form

PURPOSE: To aid Communities of Faith (CoFs) when filling out the TC 433AP form.

WHERE TO FIND THE TC433 AP form:

<https://torontoconference.ca/resources/tc-433-ap-record-of-appointment-or-renewal-appointment/>

Part A: Parties to the Appointment

- Self-explanatory

Part B: Terms of the Appointment

- Appointment to fill Vacancy: use when the appointment is the result of a search/match
- Interim: use when the appointment is designated as interim ministry, and a minister with interim ministry training is being appointed.
- Supply: use for reappointments, and short term appointments that are not the result of a search/match
- Increment category and number of years: Verify this information with your Settlement and Pastoral Relations Liaison
- Ministry Personnel Type: (selected explanations – others self-explanatory) The appointee should know what ministry personnel type they are:
 - Candidate Supply – person is eligible for ordination or commissioning but has not yet been ordained or commissioned.
 - Student Supply – person still has course and/or internship requirements to complete before ordination or commissioning
 - Designated lay minister applicant – person still has courses to complete before DLM designation can be conferred.
 - Ordained Supply (non-United) – OM from another denomination whose credentials have previously been approved by The United Church of Canada Human Resources and a Conference Executive to be in the admissions process
 - Diaconal supply (non-United) – DM from another denomination whose credentials have previously been approved by The United Church of Canada Human Resources and a Conference Executive to be in the admissions process

Numbered Terms:

11. The ADP payroll code for the CoF must be specified. Obtain this code from the church treasurer. If the CoF is not enrolled in the ADP payroll system, contact the Conference Personnel Minister immediately. No call or appointment will be approved without this code.
12. Adequate Secretarial assistance: number of hours of secretarial assistance available to the minister

Financial Remuneration Section:

1: Without manse – use the blended \$ amount for the Cost of Living Group of the CoF . With manse – use the salary only amount from the Cost of Living Group.

Minimum Salary – Annual: minimum salary according to the pay schedule for the appropriate pay category and ministry type, pro-rated if not full time. This will be an annual figure, even if the appointment is for less than a full year. Minimum Salary and Allowance Schedules can be found at: <http://www.united-church.ca/leadership/church-administration/human-resources>

Use the Housing Allowance as per your presbytery (check with the presbytery admin if you are not sure)

2: Salary negotiated in addition to annual minimum: if you are paying OVER the minimum, put the excess in the dollar column. Express it as a % of the minimum and record next to the % symbol. This is so when an increase happens January 1, the person continues to be paid the percentage above the minimum.

3: Manse and cost of heating over \$500 – Applies ONLY if ministry personnel compensation includes a manse. Complete a PR 436 MI form with all signatures and attach to the appointment form. The form can be found here: http://www.united-church.ca/sites/default/files/form_pr436.pdf

4: Basic telephone: enter yearly amount. The amount expressed in dollars of not less than the annual cost of basic residential, wire based, land line telephone service in the geographic area of the church. This information can be obtained from a church member who has a wired, land line telephone service. It should include 911 service and touch tone surcharges. This amount is NOT prorated if the position is less than full-time. (unless the person is in a concurrent appointment which is paying basic telephone)

5: Continuing Education and learning amount (refer to The United Church of Canada Minimum Salary and Allowances Schedules): must be at least the minimum amount.

Part C: Reference Check Confirmation

For new appointments: Interview team reps check references and sign.

For re-appointments: check the “renewal appointment” box.

----- STOP FILLING OUT THE FORM AT THIS POINT -----

Scan and send an electronic copy of the form to the [Settlement and Pastoral Relations Committee administrator](#). They will send it to the Conference Reviewers for their feedback.

Feedback will be sent back to the Conference liaison and/or the CoF preparing the form within three days once the category and safeguard checks have been completed. After making any requested changes, resubmit the TC433 AP form to the [Settlement and Pastoral Relations Committee administrator](#).

When the form has been reviewed, continue as follows:

Part E: Action by the Community of Faith

Enter the date of the meeting of the governing body where the terms of the appointment were approved. Secretary or chair of governing body signs. *If this is an INTERIM ministry appointment, fill out section I and read section J and K as well and attach preliminary Interim ministry goals.*

Part F (a): Contact Information for Ministry Personnel

This is the appointee’s information.

Part F (b): Acceptance by person to be appointed:

Ministry personnel’s signature, signifying their agreement to the terms of the appointment.

DONE ! Take a copy and

send the original form to Settlement and Pastoral Relations committee administrator

What Happens AFTER you submit your form:

- The Conference Settlement and Pastoral Relations Committee meets, passes the motion, and signs Part G.
- A copy is kept in the Conference personnel file and an electronic copy is sent to: The United Church of Canada Human Resources (formerly Ministry and Employment), the minister and to the CoF.

For Interim Ministry Appointments: (see Part K) The Interim Ministry Transition Team meets and creates goals for the interim ministry and presents to a congregational / CoF meeting for approval.

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