



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



How to Complete Record of CALL (FAQ - TC 435 RC) form

PURPOSE: To aid Communities of Faith (CoFs) when filling out the TC 435 RC form.

WHERE TO FIND THE TC435 RC form:

<https://torontoconference.ca/resources/tc-435-rc-record-of-call/>

Part A: Parties to the Call

- Fill in names of person, CoF, presbytery, Conference
- Sacramental Privileges – if the call is to a diaconal minister, and sacramental privileges are requested, please check the box.
- Ministry Personnel Type: (self-explanatory) check the appropriate box
 - Ordained
 - Diaconal
- Increment category and number of years: Verify this information with your Settlement and Pastoral Relations Liaison

Part B: Terms of the Call

- Presbytery-recognized: other than a community of faith
- Presbytery-accountable: all CoFs (Pastoral charges and Outreach Ministries)

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 for the Call:

1: Without manse – use the blended \$ amount for the Cost of Living Group of the CoF. With manse – use the minimum salary for the increment category of the person being called.

Minimum Salary – Annual: minimum salary according to [The United Church of Canada Minimum Salary And Allowances schedule](#) for the appropriate pay category and ministry type, pro-rated if not full time. This will be an annual figure.

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 call form. The form can be found here: http://www.united-church.ca/sites/default/files/form_pr436.pdf

5: 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)

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

Part C: Reference Check Confirmation

Interview team reps check references and sign.

----- 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 TC435 RC 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 call were approved. Secretary or chair of governing body signs.

Part F: Contact Information for Person Being Called

The contact information for the ministry personnel being called.

Part G: Acceptance by the person being called:

Ministry personnel's signature, signifying their agreement to the terms of the call.

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 H.
- 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.