



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



Record of Appointment or Renewal Appointment (TC 433 AP)

PURPOSE: This form is used to record terms and conditions when ministry personnel are appointed to a Community of Faith.

Who uses it: Community of Faith – completed by chair of Community of Faith interview team

When to use this form: After negotiating terms of appointment with ministry personnel.

When NOT to use this form: Community of Faith negotiating with personnel for a congregational designated ministry position.

Please Note:

- If this is an *interim* ministry appointment, page 7 of this form **MUST** be completed.
- If there is a manse, form PR 436 MI manse be completed and attached.

ROUTING: Each party to print clearly and keep a copy for their own records prior to routing.

- Community of Faith completes Parts A through C and sends an electronic copy to Conference (*Settlement administrative staff person*) for review.
- Conference reviews, as per Part D and reports back to the Community of Faith within eight days. Repeat this step until no further changes are requested by Conference.
- The Community of Faith approves the request to appoint, completes Part E and forwards to the minister being appointed.
- Minister completes Parts F and sends an electronic copy to Conference (*Settlement administrative staff person*) and to the Community of Faith
- Conference (*Settlement and Pastoral Relations Committee*) completes Part G and forwards to Ministry and Employment Unit. Copies are sent to Community of Faith and the person being appointed.

PART A: PARTIES TO THE APPOINTMENT

Name of person being appointed: _____

Name of Community of Faith: _____

Name of presbytery: _____

Name of Conference: _____

PART B: TERMS OF THE APPOINTMENT

This appointment is categorized as:

- Appointment to fill Vacancy Interim (*if so, complete parts I, J, and K*) Supply

The person being appointed is currently a member of _____ presbytery whose good standing or conditions for and eligibility for appointment have been confirmed by that presbytery. (*as per The Manual.*)

The person being appointed is agreed to be in increment category _____ based on _____ years of service, subject to confirmation by the Ministry and Employment Unit of the General Council office.

Ministry Category of person being appointed: (select one with an `x`)

- | | | |
|--|---|---|
| <input type="checkbox"/> Ordained | <input type="checkbox"/> Candidate supply * | <input type="checkbox"/> Ordained supply (non-United) |
| <input type="checkbox"/> Diaconal * | <input type="checkbox"/> Student supply * | <input type="checkbox"/> Diaconal supply (non-United) * |
| <input type="checkbox"/> Designated lay minister * | <input type="checkbox"/> Minister-in-training (Native Ministry) * | |
| <input type="checkbox"/> Retired ordained | <input type="checkbox"/> Designated lay minister applicant * | |
| <input type="checkbox"/> Retired diaconal * | | |

- * Please check if Sacramental Privileges are being requested for this appointment

The terms of the appointment are found below:

1. The appointment is Fulltime (based on 40 hours per week) or
 Part-time* based on ___ hours per week.

**Increment policy: Increments are calculated each calendar year and take effect January 1. Ministry personnel must work a minimum of 750 hours per calendar year in order to achieve an increment. This translates to a minimum of 15 hours per week.*

2. The appointment **will begin** on the following date _____;
 (yyyy/mm/dd)

3. The appointment **will terminate** on the following date: _____;
 Refer to *The Manual* (yyyy/mm/dd)

4. The appointment may be terminated by **90 days' notice** by the appointee or the Community of Faith, subject to approval or abridgement by Toronto Conference;

5. The covenanted parties agree that this agreement incorporates the relevant terms found in the **Basis of Union** and of *The Manual*, current version, as well as **policies** of the Community of Faith, the presbytery/district, the Conference and the General Council.

6. Three weeks' (21 days) **study leave** within each pastoral year (July 1 to June 30), including Sundays.

7. Not less than three consecutive months of **sabbatical leave** after five consecutive years of service to the Community of Faith that is party to this covenant;

8. **Basic telephone / Communication** amount as negotiated (excluding personal long-distance phone) –or may consider alternative technologies that may be covered and/or required in addition to the basic phone (e.g. cell, internet, pager etc.); Must not be less than basic phone cost, and is not pro-rated.

9. **Vacation** of at least one month in each pastoral year (July 1 to June 30) including five Sundays.

10. **Moving expenses** (based on reasonable estimates and receipts).

11. The Community of Faith commits to the remuneration of the appointee through the **ADP payroll** service (ADP company code _____).

12. **Adequate secretarial** assistance defined as: _____

13. **Travel expense reimbursement** (based on the current United Church Salary and Allowances Schedule).

14. **Additional terms** as negotiated are appended in _____ (# of pages) to this form.

15. **Team Ministry Training and Orientation:** if the ministry personnel being appointed is entering into a ministry team of two or more ministry personnel **mandatory team ministry training and orientation is required.**

NEW

Financial Remuneration for the Appointment: Please refer to the current The United Church of Canada Salary and Allowances Schedule for guidance prior to completing this form.

Round up all amounts to nearest dollar.

#	Terms	Annual <i>(from Minimum Salaries for Ministry Personnel)</i>	Prorated or Agreed-To Amount <i>(based on _____ hrs/ week for 1 yr)</i>
1	<input type="checkbox"/> without manse Use minimum salary for Community of Faith's Cost of Living (COL) Group Assignment _____		
	<input type="checkbox"/> with manse Minimum salary for increment category of appointee.		
2	Salary negotiated in addition to annual minimum. Expressed in amount (\$\$) → and as a percentage (%): _____ %		
3	Manse and cost of heating over \$500 <i>(Form PR 436 MI is attached. State fair rental value of manse.) Where cost of heating a manse goes above \$500 per year, the Community of Faith must pay the extra amount.</i>		
4	Basic telephone /communication amount – as negotiated. <i>(do not prorate this amount unless the person is in an additional concurrent appointment)</i>		
5	Continuing education and learning amount <i>(at least the minimum as set out in the current Minimum Salary and Allowances Schedule).</i>		
6	Other <i>(please record any additional financial remuneration and append the additional agreements.)</i>		
	TOTAL FINANCIAL REMUNERATION <i>(add all values between 1 and 6)</i>		

PART C: REFERENCE CHECK CONFIRMATION

The following two individuals were contacted and provided a positive reference:

_____	_____	_____
<i>Reference name</i>	<i>Date contacted (yyyy/mm/dd)</i>	<i>Interview team member</i>

_____	_____	_____
<i>Reference name</i>	<i>Date contacted (yyyy/mm/dd)</i>	<i>Interview team member</i>

OR: This is a renewal appointment. Reference checks are not required for renewal appointments.

PART D: REVIEW AND APPROVAL BY TORONTO CONFERENCE REVIEWER

Conference Reviewers have reviewed the proposed terms of appointment and found them compliant with *The Manual* and related policies of The United Church of Canada, Toronto Conference and

_____ Presbytery, and the relevant provincial/territorial and federal legislation.

_____/_____/_____
yyyy/mm/dd

PART E: ACTION BY THE COMMUNITY OF FAITH

I confirm that _____ (*Community of Faith*) requests that _____ (*name of appointee*) be appointed with the terms of appointment recorded here, at a meeting held on _____ (*yyyy/mm/dd*) at _____ (*location*).

_____	_____	_____
<i>yyyy/mm/dd</i>	<i>Signature: secretary or chair of governing body</i>	<i>Printed name:</i>

If desired, a list of members' signatures may also be appended.

PART F (a): CONTACT INFORMATION FOR PERSON BEING APPOINTED

Name: _____

Home Address: _____

Phone: (Day) _____ (Evening) _____ (Cell) _____

Email: _____ @ _____

PART F (b): ACCEPTANCE BY THE PERSON BEING APPOINTED:

I agree to promote the work of God and the good of the church, and in particular to:

1. Participate fully in the collegial and supportive life of _____ Presbytery;
2. Be subject to the oversight and discipline of Toronto Conference, and to comply with the policies of The United Church of Canada as outlined in *The Manual*, current version;
3. Accept the terms of this appointment recorded here;
4. Give reasonable care to the manse and furnishings, where applicable;
5. Fulfill my responsibility for obtaining insurance coverage for personal contents owned by me where there is a manse;
6. Arrange my study leave and sabbatical (if applicable) in consultation with the Ministry and Personnel Committee;
7. Determine the dates of my vacation in consultation with the Ministry and Personnel Committee;

I understand that this appointment requires approval by Toronto Conference.

yyyy/mm/dd

Signature: person being appointed

Printed name:

PART G: ACTION BY TORONTO CONFERENCE

I confirm that the Settlement and Pastoral Relations Committee of Toronto Conference approved the terms of this appointment on _____ (yyyy/mm/dd).

yyyy/mm/dd

*Signature: secretary or chair of Toronto Conference
Settlement & Pastoral Relations Committee*

Printed name:

PART H: RECEIPT BY MINISTRY AND EMPLOYMENT UNIT

The signature below confirms receipt of this appointment and the terms recorded herein.

yyyy/mm/dd

Signature: appropriate Ministry and Employment staff

Printed name:

This form and appended documents sets out the obligations of the covenantal parties under *The Manual*, current version, and under the laws of the applicable province or territory.
(For Interim ministry appointments, please continue on to Parts I, J and K on following pages.)

