



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



Record of Call (TC 435 RC)

**PURPOSE:** This form is used to record terms and conditions when members of the order of ministry are called 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 call with ministry personnel.  
**When NOT to use this form:** For appointment to a designated lay ministry (DLM) or congregational designated ministry (CDM) position.

**Please note:**  
• If there is a manse, form PR 436 MI manse must 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*).
- Conference reviews, as per Part D and reports back to community of faith within eight days. Repeat this step until no further changes are requested by Conference.
- Following formal meeting of the community of faith, the governing body completes Part E and forwards to the minister.
- Minister completes Parts F and G and sends an electronic copy to Conference (*Settlement administrative staff person*) and to the community of faith.
- Conference (*Settlement & Pastoral Relations Committee*) completes Part H and forwards to Ministry and Employment Unit. Copies are sent to community of faith and the person being called.

**PART A: PARTIES TO THE CALL**

Name of person being called: \_\_\_\_\_

Name of Community of Faith: \_\_\_\_\_

Name of presbytery: \_\_\_\_\_

Name of Conference: \_\_\_\_\_

The minister enters into this relationship without time limit as (*please select one of the following with "x"*)

- Ordained Minister                       Diaconal Minister \*
- \* Please check if Sacramental Privileges are being requested for this call

Prior to this call, the above-named minister was a member of \_\_\_\_\_  
(Presbytery/District)

In \_\_\_\_\_ Conference.

- The ministry personnel's good standing and conditions for eligibility for call and settlement have been confirmed by his/her current Conference.
- The ministry personnel 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.

**PART B: TERMS OF THE CALL**

- This is a presbytery-recognized ministry. As such, the terms of the call are attached (including financial remuneration, pension and benefits package, vacation entitlement and continuing education options).
- This is a presbytery-accountable ministry. The terms of the call are found on the following pages:
1. The call **will begin** on the following date: \_\_\_\_\_ (year/month/day)
  2. The call 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.*
  3. The covenanted parties agree that this agreement incorporates the relevant terms found in the **Basis of Union of *The Manual*, current version, as well as *policies* of the community of faith**, the presbytery/district, the Conference and the General Council;
  4. The call is **without time limit**, and may be terminated with **90 days' notice** by either the minister or the community of faith, subject to approval by Toronto Conference OR by discipline or oversight action of Toronto Conference;
  5. **Termination** must be agreed to among all the covenanted parties. (please refer to *The Manual*)
  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 (excluding personal long-distance phone calls)- may also consider alternative technologies that are required of ministry personnel in lieu of, or in addition, the basic phone service (compensation may 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 settled member of the order of ministry 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 called 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 Call:** Please refer to the current 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 Salary Schedule for Ministry Personnel)</i>	Prorated or Agreed-To Amount <i>(based on ___ hours per week for 1 year)</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 <b>addition</b> 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 pro-rate 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 (please record any additional financial remuneration and append the additional agreements.		
	<b>TOTAL FINANCIAL REMUNERATION</b> <i>(add all values between 1 and 6)</i>		



