



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



Provisional Record of Call (TC 435a PRC)

Purpose:: This form is used to record terms and conditions when a candidate for order of ministry is being called to a community of faith, provisional on ordination, or commissioning to the diaconal ministry.

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 the candidate.

When NOT to use this form: For appointment to a designated lay ministry (DLM) or congregational designated ministry position (CDM).

Please note:

- If there is a manse, form PR 436 MI manse be completed.

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

- Community of Faith interview team 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 candidate.
Candidate 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")

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

Prior to this call, the above-named candidate was a student in \_\_\_\_\_ (Presbytery/District)

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

The candidate's good standing and conditions for eligibility for call and settlement have been confirmed by his/her current Conference. The date of recommendation for ordination or commissioning to diaconal ministry is \_\_\_\_/\_\_\_\_/\_\_\_\_ (yyyy/mm/dd).

The candidate is agreed to be in increment category \_\_\_\_\_ based on \_\_\_\_\_ years of service in the United Church of Canada, 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 this 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: \_\_\_\_\_ (yyyy/mm/dd)
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 fiath 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 (from Minimum Salary Schedule for Ministry Personnel)	Prorated or Agreed-To Amount (based on ___ hours per week for 1 year)
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 <b>in 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>		

**PART C: REFERENCE CHECK CONFIRMATION**

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

\_\_\_\_\_  
Reference name

\_\_\_\_\_  
Date contacted (yyyy/mm/dd)

\_\_\_\_\_  
Interview team member

\_\_\_\_\_  
Reference name

\_\_\_\_\_  
Date contacted (yyyy/mm/dd)

\_\_\_\_\_  
Interview team member

**PART D: REVIEW BY TORONTO CONFERENCE REVIEWER**

Conference Reviewers have reviewed the proposed terms of the call and found them compliant with *The Manual* and related policies of The United Church of Canada and Toronto Conference and the relevant provincial/territorial and federal legislation.

**PART E: ACTION BY THE COMMUNITY OF FAITH**

I confirm that \_\_\_\_\_ (community of faith) requests a call with the terms of call recorded here, as approved at a meeting held on \_\_\_\_\_ (year/month/day) at \_\_\_\_\_ (location).

\_\_\_\_\_  
yyyy/mm/dd

\_\_\_\_\_  
Signature: secretary or chair of governing body

\_\_\_\_\_  
Printed name:

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

**PART F: CONTACT INFORMATION FOR PERSON BEING CALLED**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_

**PART G: ACCEPTANCE BY THE PERSON BEING CALLED:**

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 call 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;
8. Repay moving expenses to the community of faith in the event of termination by me within three years (as per *The Manual*).
9. This call is provisional on ordination or commissioning to diaconal ministry by Conference.

I understand that this call requires approval by Toronto Conference.

\_\_\_\_\_  
yyyy/mm/dd

\_\_\_\_\_  
*Signature: person being called*

\_\_\_\_\_  
*Printed name:*

**PART H: ACTION BY TORONTO CONFERENCE**

I confirm that the Settlement and Pastoral Relations Committee of Toronto Conference approved the terms of this provisional call on \_\_\_\_/\_\_\_\_/\_\_\_\_ (yyyy/mm/dd)

\_\_\_\_\_  
yyyy/mm/dd

\_\_\_\_\_  
*Signature: Secretary or Chair of Toronto Conference  
Settlement and Pastoral Relations Committee*

\_\_\_\_\_  
*Printed name:*

**PART I: RECEIPT BY MINISTRY AND EMPLOYMENT UNIT**

The signature below confirms receipt of this call 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.