



How is a short-term supply minister appointed? (using TC 410 ST and TC 433 AP forms)



Sept 2016 – v3

Steps	Ministry Personnel	Community of Faith / CoF (Pastoral Charge)	Presbytery	Conference
1.		The governing body (i.e. Official Board, Church Council) requests a supply minister (TC 410 ST - Parts A and B are completed). The governing body of the CoF also approves a position description for short-term supply appointment (TC 425 PD); and forwards both forms to the Presbytery.		
2.			Presbytery ensures position description is <u>in place</u> , (presbytery <u>must approve</u> position descriptions for longer than three months), checks to see what vacancy work needs to be done before any further appointment will be considered. (Part C of TC 410 ST is completed by the Presbytery and signed). Presbytery forwards the completed TC 410 ST and TC 425 PD forms to Settlement and Pastoral Relations Committee, and forwards a copy of the motion to the CoF governing body.	
3.				A Settlement Liaison is appointed. Part D of TC 410 ST form is completed by the Settlement and Pastoral Relations Committee.



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4.				The Settlement Liaison consults with the Conference Personnel Minister on available ministry personnel to suggest to the Supply Search Team.
5.		Supply Search Team meets with the Settlement Liaison.		Settlement Liaison meets with the Supply Search Team and reviews interview questions. (CoF Handbook Step 8.)
6.		Supply Search Team interviews candidates for short-term appointment and recommends one name to the governing body. The Supply Search Team also notifies the unsuccessful candidates.		Settlement Liaison is available for consultation if necessary.
7.				Settlement Liaison assists with the filling out of the TC 433 AP form and any changes requested by the Conference reviewers.
8.		Governing body approves a request to appoint the successful candidate. The TC 433 AP form is signed, scanned and forwarded to the Toronto Conference Office.		
9.				Settlement and Pastoral Relations Committee considers the appointment request and communicates the decision to all parties.



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10.		CoF prepares for arrival of supply minister.		
11.	Supply minister is part of the covenanting service.	CoF is part of covenanting service.	Presbytery is part of covenanting service.	Settlement Liaison initiates, coordinates and ensures a covenanting service takes place if appointment is for six months or more.