



How to change the terms of a pastoral relationship?



April 2016 – v4

Steps	Ministry Personnel	Community of Faith / CoF (Pastoral Charge)	Presbytery	Conference
a.	A request to the governing body is made to consider a change in the terms of the pastoral relationship.	<p>A request by the governing body (i.e. Official Board, Church Council) is made to consider a change in the terms of the pastoral relationship.</p> <p>The governing body through recommendation of the M&P committee approves a new position description (TC 425 PD form; see https://www.torontoconference.ca/el-mp-forms.php).</p>		
	The request from ministry personnel or the governing body is communicated to Presbytery, along with new position description.			
b.	A round table discussion about the change is convened by Presbytery. The discussion involves a representative of the presbytery, the CoF, the ministry personnel and Conference Personnel Minister.			
c.		<p>If it is agreed that the change is not to the disadvantage to any party at the round table, the Conference Personnel Minister helps the governing body to fill out new call form (TC 425 RC, see https://www.torontoconference.ca/el-downloads/el-lmu-new-call-form.pdf) or new appointment form (TC 433 AP, see www.torontoconference.ca/el-downloads/el-lmu-new-appointment-form.pdf) and an electronic copy is sent to the Toronto Conference Office for review.</p>	<p>If it is agreed that the change is not to the disadvantage to any party at the round table, the presbytery ensures the position description is in place.</p>	



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d.		The governing body approves request for new call or appointment and scanned signed paperwork is sent to the Toronto Conference Office for consideration by the Settlement and Pastoral Relations Committee. The governing body communicates changes to the COF		
e.				Settlement and Pastoral Relations Committee considers the request.
f.				Settlement and Pastoral Relations Committee communicates the decision to all parties. The changes to the terms take effect 90 days after the decision of the Settlement and Pastoral Relations Committee.
	If it is determined that the change is to the disadvantage of any of the four parties at the round table, the following process is used.			
1.			Presbytery ensures that a position description is in place for the change in the terms of the pastoral relationship (TC 425 PD). Presbytery may also state other requirements (i.e.	



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			completed ministry articulation (MAP), Active M&P Committee). Presbytery forwards request to Conference office, accompanied by Position Description documentation (TC 425 PD) and forwards a copy of the motion to the COF governing body.	
2.				Settlement and Pastoral Relations Committee appoints a Settlement Liaison to chair a meeting of the CoF
3.				Settlement Liaison helps the CoF fill out new call form (TC 425 RC) or new appointment form (TC 433 AP) and an electronic copy is sent to the Conference Office for review.
4.		Notice is given for a meeting of the CoF (The Manual B.5.4 p. 58), in consultation with the Settlement Liaison.		
5.		A meeting of the CoF is held, chaired by the Settlement Liaison to consider the revised position description (TC 425 PD) and the terms of the new call		



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		or appointment form. Paper work is signed by appropriate parties.		
6.		Signed paperwork is sent to the Conference Office.		
7.				Settlement and Pastoral Relations Committee considers the request. The changes to the terms take effect 90 days after the decision of the Settlement and Pastoral Relations Committee.
8.				Settlement and Pastoral Relations Committee communicates the decision to all parties.