



BC Conference United Church of Canada Covenant for Call, Settlement or Appointment (PR 450)

A. Local Ministry Unit:

Name of Pastoral Charge
Presbytery:
Conference
Name of Person filling out this form:
Your Email:
Documents and other agreements (specify) attached on _____ pages: ¹

B. Ministry Personnel

Name:	Member No. ²
Address:	
Phone No:	Email:
Current presbytery of membership:	
Current conference of membership:	

This ministry position is:

<input type="checkbox"/> Full Time (40 hrs per week)	<input type="checkbox"/> Part-Time ³ (_____) hrs per week
Eligible service (in years) _____	Step/increment category (1-2 or A-F) _____
Start date (mm/dd/yy): _____	End Date (appointments only): (mm/dd/yy) _____
The Minister has completed the Mandatory training for:	Racial Justice Boundaries
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes

Police Record Check Date:

Local Ministry Unit Cost of Living (COL) Group Assignment ⁴	
Local Ministry Unite ADP Company Code for automated payroll service	

¹ Other attachments may include manse information summary, interim ministry form, moving provisions, etc.

² Provide the Member Number if known (unique United Church number used for Pension and Benefits and ADP)

³ See Minimum Salaries for Ministry Personnel for information about progression through increment categories. See the Pension and Benefit enrolment policies regarding part-time ministry employment.

⁴ Ask your treasurer or check www.united-church.ca; search & select "COL Group Assignment."

Pastoral Relationship/Assignment Type (check ALL that apply):

- Call (and Settlement)⁵ Settlement by Conference
- Appointment Renewal of Appointment Interim Ministry Appointment⁶
- Change of Terms for existing Call/Settlement/Appointment Call/Settlement is provisional on ordination/commissioning of ministry personnel prior to start date.

Ministry Personnel at start date (please check ONE)		Retired (please check ONE)
Designated Lay Minister: <input type="checkbox"/> Recognized <input type="checkbox"/> Applicant (student)	Ordered Minister <input type="checkbox"/> Diaconal Minister <input type="checkbox"/> Ordained Minister <input type="checkbox"/> Ordained Admission Applicant <input type="checkbox"/> Diaconal Admission Applicant <input type="checkbox"/> Candidate (student)	Is this person receiving a United Church Pension? <input type="checkbox"/> Yes <input type="checkbox"/> No

C. Terms for Remuneration and Expenses

Salary <input type="checkbox"/> plus manse <input type="checkbox"/> without manse (please check one)		<input type="checkbox"/> Monthly <input type="checkbox"/> Annual (please check one)	
1	Minimum salary for years of service and assigned cost of living category (from schedule)	\$	
2	Additional salary relative to minimum salary schedule expressed as percentage % or NIL ⁷	%	
		Total Annual Salary (1 + 2)	\$
Reimbursable Expenses Allowed			
3		Home/manse telephone	\$
4		Continuing Education	\$
5		Other (attach details)	\$
		Total Annual remuneration and expenses	

⁵ A call refers to the decision of a pastoral charge or BC Conference recognized ministry to invite ordered ministers to fill a pastoral relationship vacancy.

⁶ Please fill in form BC Conference PR 434 Record of Interim Ministry Appointment (the BC 434 must accompany BC 450 form).

⁷ If amount above minimum is expressed as a percentage, the gross salary will reflect annual cost of living adjustments and advances in increment category. If an amount above minimum is expressed only as a dollar amount, then annual cost of living adjustments and advances in increment category will affect only the minimum salary portion; unless renegotiated, the additional dollar amount will remain constant, decreasing in value relative to the minimum salary.

D. Additional Terms of Call, Settlement or Appointment

1. The parties agree that this covenant is in accordance with and subject to the relevant policies found in *The Manual* (current version) of The United Church of Canada
2. Settlements and appointments may be terminated with 90 days' notice subject to the provisions of *The Manual* (current version) of The United Church of Canada
3. A minimum of three weeks (21 days') of study leave within each pastoral year, including Sundays.
4. A minimum of three consecutive months of sabbatical leave after five consecutive years of service to the pastoral charge/local ministry unit.
5. Basic telephone expenses for manse or home (excluding personal long distance call).
6. A minimum of one month vacation (including 5 Sundays) within each pastoral year
7. Moving expenses (based on reasonable estimates and receipts).
8. Adequate administrative assistance defined as _____
9. Travel expenses reimbursement (based on the current *Minimum Salaries for Ministry Personnel* document, found at www.united-church.ca)
10. The pastoral charge/local ministry unit agrees to provide remuneration through the pastoral charge payroll service unless the General Council Office has granted formal exemption.
11. Additional terms if appended to this record of writing are attached.

E. Action of Local Ministry Unit

The Pastoral Charge/ local ministry unit, having followed due process for selection and interviewing ministry personnel, including reference checks and assurance of a valid police records check has issued a call or requested an appointment on the terms recorded here. **(please attach a copy of the Police Record Check).**

Date of meeting

Signature or motion ref No.

Printed Name

Title/position

I have attached a copy of the Current (dated within 6 months) of the Police Record Check or have emailed it to Brenda Wolff at bwolff@bc.united-church.ca (please note this form can not be processed without the PRC).

Yes No (please explain): _____

F. Acceptance by Ministry Personnel

I agree to promote the work of God and the good church. I agree to:

1. The terms recorded here.
2. Be subject to the oversight and discipline of the court of accountability within BC Conference.
3. Give reasonable care to the manse and furnishings and obtain insurance coverage for personal contents, if the terms of this call/appointment include a manse.
4. Arrange study leave, dates of vacation and sabbatical (if applicable) in consultation with the Ministry and Personnel Committee.
5. Repay moving expenses to the pastoral charge in the event I request a change in pastoral relations before completing three years of service in this call/settlement/appointment.⁸
6. Acknowledge that this call/settlement/appointment requires approval by the presbytery and/or conference.

Date:	Ministry Personnel Signature	Printed name:

⁸ Please refer to *The Manual*, current version, I-2.1010 Reimbursement of Moving Expenses.

G. Transfer by Presbytery of Membership (if required)

BC Conference Pastoral Relations Working Group approves the transfer of Membership of the ordered minister named in this covenant to enable this settlement/appointment.

Yes No.

The Ordered Minister is transferring from _____ Presbytery to _____

Presbytery from _____ Conference.

H. Action of the BC Conference Pastoral Relations Working Group

BC Conference Pastoral Relations Working Group approves this:

Call Settlement Appointment

And all the terms contained in this covenant, and verifies that all requirements have been met.

Date: Signature BC Conference Representative Printed Name: Email

Date: Signature BC Conference Staff Printed Name Email

I. Receipt by Ministry and Employment Unit

Date: Signature, MEPS Representative Printed Name Email