

LOCAL MINISTRY: _____

ADP # _____

Presbytery: _____

London Conference

Documents attached: _____

This is a (check all that apply)

- CALL¹
- APPOINTMENT
- RE-APPOINTMENT
- INTERIM MINISTRY²
- MODIFICATION TO EXISTING CALL/APPOINTMENT
- SUPERVISED MINISTRY PLACEMENT³

If appointment, is it TO FILL A VACANCY SUPPLY

This ministry position is:

- Full Time (40 hours/week)
- Part Time⁴ (_____/week)

This pastoral relationship has a beginning date of _____, (all employment relationships) and an end date of _____. (appointments only)

MINISTRY PERSONNEL

Name:

Address:

Phone #:

Email:

Ministry Status (check one)

Designated Lay Ministry

Ordered Ministry

Retired (collecting UC pension)

- Recognized
- Diaconal
- Ordained / Diaconal Minister
- Student Applicant
- Ordained
- Recognized Designated Lay Minister
- In Process of Admission/United Supply
- Student/Candidate Supply

Ministry Personnel's current

¹ Please use form PR 435a PRC, available at united-church.ca for provisional calls for ordinands and commissionands.

² Please append p5 of form [PR 433 AP](#), available at united-church.ca for interim ministry appointments

³ Appropriate approvals for must be obtained through Presbytery Education and Students, Conference Internship and Education Committees.

⁴ See [Minimum Salaries for Ministry Personnel](#) for information about progression through Increment categories and Pension and Benefits enrollment, with regard to part time ministry employment.

Presbytery _____

Conference _____

FINANCIAL REMUNERATION

Ministry Unit's Cost of Living (COL) Group Assignment⁵ _____

Ministry Personnel: Years of Eligible Service: _____

Salary Increment Category: _____

TERMS

Salary

TERMS		Total Compensation⁶
1	Minimum Salary (Increment Category for the assigned COL)	
1A	% amount negotiated in addition to minimum salary, if applicable	
1B	\$ amount negotiated in addition to minimum salary, if applicable (fixed amount, or based on 1A %)	
Total Salary (1 + 1B)⁷		
2	Telephone/Communications⁸	\$
3	Continuing Education	\$
4	Other (please attach description to this form)	\$
Total Financial Remuneration		\$

⁵ Ask your treasurer or check united-church.ca "cost of living group assignment"

⁶ For appointments of less than 12 months, please provide monthly figures. For calls or appointments of one year or longer, please provide annual figures

⁷ If this is a re-appointment, and salary is to be administered under the new compensation model, please refer to the "Compensation Transition Worksheet"; note the new salary cannot be less than housing plus salary under the old compensation model.

⁸ Do not pro-rate for part time. Telephone allowance should be the full cost of a home phone or equivalent.

TERMS OF CALL OR APPOINTMENT

1. The parties agree that this agreement incorporates the relevant terms found in the Basis of Union of The Manual, current version.
2. Calls and Appointments may be terminated with 90 days' notice by either the ministry personnel or the local ministry unit, subject to approval by the Settlement Committee of London Conference or oversight action of the Presbytery or Conference.
3. A minimum of three weeks' (21 days') study leave each pastoral year, including Sundays.
4. A minimum of three months of sabbatical (normally taken consecutively) after five consecutive years of service to the local ministry unit.
5. Basic telephone for manse or home (excluding personal long-distance calls); or alternate phone/communications arrangements as attached (ie provision of mobile phone).
6. A minimum of one month vacation (including 5 Sundays) in each pastoral year.
7. Moving expenses (based on reasonable estimates and receipts).
8. The pastoral charge commits to the remuneration through the denomination payroll service (ADP).
9. Adequate secretarial assistance as defined by _____
10. Travel expense reimbursement (based on the amount provided in the current Minimum Salaries for Ministry Personnel schedule, or higher amount as negotiated and attached).

Other terms are appended to this record in writing. Terms are attached on _____ pages.

ACTION OF LOCAL MINISTRY UNIT

_____ Local Ministry Unit, having followed due process for selecting and interviewing candidates, including reference checks, has issued a call or appointment on the terms recorded here.

Date of meeting	Authorized Signature	Printed name	Office held

