

PASTORAL RELATIONS COMMISSION: CONGREGATIONAL DESIGNATED MINISTRY POLICY

The purpose of this policy is to outline the process whereby Congregational Designated Minister positions descriptions are reviewed and categorized

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Why is this policy important?

The UCC has a handbook which outlines the policies that allow communities of faith to hire lay people to do program ministry. Congregational Designated Minister (CDM) is a baptised layperson who is hired to work in a community-based ministry that addresses a specific area of need within a congregation. A community of faith develops a job description that meets the identified needs of the community of faith. An important question then is whether the position is congregationally accountable or accountable to the wider church (Regional Council and Office of Vocation). Essentially, this is a determination of whether the position is more appropriate to be classified as suitable for a layperson or for a ministry personnel. This is determined by analyzing the job description against the criteria in the *UCC Congregationally Designated Ministers Handbook*.

Procedure

1. The Regional Council makes its communities of faith aware of the need to have all community-based ministry positions reviewed by the Pastoral Relations Ministers.
2. Position descriptions are reviewed by a Pastoral Relations Minister using the categorization guidelines in the CDM Handbook. The Pastoral Relations Ministers may consult with other Regional Council staff.

The categorization is communicated to the community of faith and reported to the Pastoral Relations Commission for information purposes as part of the staff report in the omnibus motion.