\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Pastoral Charge**

**Congregational Meeting to Call or Appoint a New Minister**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AGENDA**

1. Meeting called to order at: (state time)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recording Secretary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Attendance sign in
2. Voting privileges: Members only [ ] Members & Adherents [ ]

(if both Members & adherents are voting, please include motion to allow adherents to vote)

 Moved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seconded: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Carried / Defeated

1. Introduction of recommended applicant and terms of call/appointment
2. Motion to accept recommendation of the Search Team

Moved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Seconded: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(If this is a part-time call/appointment please fill in prorated amount of salary and benefits. Please note that telephone/communications allowances are not to be prorated.)*

**“**that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pastoral Charge concur with the recommendation of the Search team that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ be called to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pastoral Charge with the following terms:

* Category \_\_\_\_ (A-F),
* Cost of Living category \_\_\_ (1-6);
* effective date of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
* \_\_\_\_\_\_\_\_ hours per week ( \_\_\_\_%);
* minimum annual salary of $\_\_\_\_\_\_\_\_\_\_\_ plus \_\_\_\_\_% for a total annual salary of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
* telephone/communication allowance of $\_\_\_\_\_;
* support for continuing education at a minimum of $\_\_\_\_\_\_\_\_\_ each pastoral year;
* minimum one month (5 Sundays) vacation;
* three weeks study leave (including Sundays) in each pastoral year;
* administrative assistance defined as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
* participation in the Centralized Payroll Service; pension and group insurance payments as assessed;
* travel expense reimbursement as logged based on minimum General Council rate;

and that this request be forwarded to the Shining Waters Regional Council for approval of the call/appointment.”

Carried / Defeated

1. As the stated business of the congregational meeting has been completed, meeting declared closed at (state time) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Signature of Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Recording Secretary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Shining Waters Regional Council, The United Church of Canada**

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