

How is a short-term supply minister appointed? (an appointment for less than 12 months)

Shining Waters Regional Council May 2019

Steps	Minister	Community of Faith (CoF)	Pastoral Relations Commission, Shining Waters Regional Council
1.		The governing body (i.e. Official Board, Church Council) requests a short-term appointment minister by informing the regional office.	
2.		The governing body appoints a search team for the short-term appointment.	The PR Commission appoints a regional liaison and the regional liaison trains a search team to prepare a position description and search.
3.		The search team creates a position description for short-term supply appointment and forwards it to the regional liaison for feedback and approval. The search team presents the position description to the governing body for approval.	
4.			Regional liaison consults with Pastoral Relations Minister for names of eligible ministry personnel.
5.		The Search Team can then review ministers who are available for a short-term appointment.	
6.		Search Team interviews candidates for short-term appointment and recommends one name to the governing body. The Search Team also notifies the unsuccessful candidates.	Regional liaison is available for consultation if necessary.
7.		Search team negotiates terms of the short-term appointment with the chosen candidate, including salary, phone allowance, start date, etc.	
8.		Search Team fills out the Record of Call or Appointment form (https://www.united-church.ca/sites/default/files/form_record_of_call_or_appointment.pdf)	Regional Liaison assists with the filling out of the Record of Call or Appointment form

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		and sends the unsigned form to the assigned reviewer (regional liaison has reviewer's name and contact information).	and any changes requested by the reviewer.
8.	Minister signs the Record of Call or Appointment form.		
9.		Governing body approves a request to appoint the successful candidate. Record of Call or Appointment form is signed by governing body representative, scanned and forwarded to the Shining Waters Regional Office.	
10.			The Pastoral Relations Commission considers the appointment request and communicates the decision to all parties.
11.		Community of Faith prepares for arrival of supply minister.	
12.	Supply minister is part of the covenanting service.	Community of Faith is part of covenanting service.	Regional liaison initiates, coordinates and ensures a covenanting service takes place if appointment is for at least six months.