

COMMUNITIES OF FAITH COMMISSION: COLLABORATION AGREEMENTS BETWEEN COMMUNITIES OF FAITH SHARING STAFF

This policy outlines the process for two or more Communities of Faith to enter into an agreement to share staff.

Date Approved: October 16, 2019	Review date: October 2020
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PURPOSE:

To ensure a well thought out and agreed upon process for two or more Communities of Faith to enter into an agreement to share staff.

POLICY AND STEPS:

In order to facilitate a strong foundation for two or more Communities of Faith to share staff it will be required that the Communities of Faith involved will develop a Collaboration Agreement together before they enter into a shared staff arrangement. The Agreement will guide their relationship and their decision-making.

Once the Collaboration Agreement has been approved by all Communities of Faith involved, it will be sent to the Communities of Faith Commission for approval.

Upon approval, the Agreement will become part of the Covenant between the Communities of Faith and the Regional Council.

The Collaboration Agreement will be evaluated by the Communities of Faith on an annual basis or more frequently if issues arise to be included in their annual self-assessment they have to do. If substantive changes (changes the relationship) are necessary it will be sent to the Commission for approval.

The Collaboration Agreement at a minimum will include agreement and strategy in the following areas:

1. The development of a Coordination Team that includes representation from M&P, the governing body, worship, the minister(s) and honours the governance model of each congregation with clear guidelines for decision-making.
2. Consideration about how the Communities of Faith will collaborate to ensure the best use of time for the ministry personnel and reaching out into the wider community including all items in point 3 to 7.
3. Worship and Preaching:
 - Worship Service Times
 - Worship Service Location
 - Special Worship Services
 - Pulpit Supply (to ensure 9 weeks covered annually)
 - Service Bulletin and Preparation
 - Announcements and Emails
4. Pastoral Care

The United Church of Canada
Shining Waters Regional Council

5. Programming re Christian Development and Outreach
6. Administration and Finance
 - Administration
 - Office Hours and Services
 - Travel
 - Vacation and Leave
 - Salary and Housing
 - Web Site
7. Intentions for Revitalization and how that will be woven into the job description for staff.

The Communities of Faith Commission with staff will continue to update sample Collaboration Agreements as a resource to support this work.

The Commission with staff will continue to identify best practices for living into a collaborative model of shared staff.

Staff will provide oversight to the development of a handbook for collaboration discussions and development of the Agreement.

Specialized Pastoral Relations Liaisons will be trained to provide support for the development of the Agreement. They will continue to work with the Communities of Faith in the Agreement as the Pastoral Relations Liaison for the search and call process.