

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

Shining Waters Regional Council April 16, 2020

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 supply minister by informing the regional office.	
2.			The PR Commission appoints a regional liaison and the regional liaison trains a search team to prepare a position description and search
3.		The governing body of the CoF also approves a position description for short-term supply appointment; and forwards to the regional liaison for feedback and approval.	
4.		A search team is appointed by the governing body	
5.		Once position description is approved, the position description is uploaded to the CoF's Church Hub page. The Search Team can then review ministers who are available for an appointment.	Regional liaison is available for consultation if necessary. Regional Liaison can provide additional names of ministers who are eligible 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 appointment with the chosen candidate, including salary, phone allowance, start date, etc.	

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8.		Search Team fills out the online (available on CoF's Church Hub page) Record of Call or Appointment form.	Regional Liaison assists with the filling out of the Record of Call or Appointment form.
9.		Governing body approves a request to appoint the successful candidate. Online Record of Call or Appointment form is approved by governing body representative (through CoF's Church Hub page)	
10.	Minister approves the online Record of Call or Appointment form, through Minister's Church Hub page.		
11.			The Pastoral Relations Commission considers the appointment request and communicates the decision to all parties.
12.		CoF prepares for arrival of supply minister.	
13.	Supply minister is part of the covenanting service.	CoF is part of covenanting service.	Regional liaison initiates, coordinates and ensures a covenanting service takes place if appointment is for at least six months.