

## Completing a Call/Appointment Form Using ChurchHub

April 7, 2020

The United Church now only uses an online portal to facilitate appointments, reappointments, and calls. It can also be used to make changes to the existing terms of a call or appointment. This online portal is called “ChurchHub” and can be found at [www.churchhub.ca](http://www.churchhub.ca).

All appointments and calls are done electronically through ChurchHub. This means no more physical paperwork or signatures. **Here are the basic steps to use ChurchHub to complete an appointment or call form:**

1. **Compensation agreement:** The search team and the minister agree on compensation.

Minimum salary levels are found here: <https://www.united-church.ca/sites/default/files/2020-salary-schedule-ministry-personnel.pdf>

When you enter the number of years of experience of the minister, the minister’s salary category (A – F) is automatically generated, as well as the salary amount for the year in which you are hiring the minister.

A minister and a church can agree to more than the minimum salary but they cannot agree to less than the minimum.

2. **Go to your ChurchHub account or request one if you do not have one:** The church goes to its ChurchHub account. If you do not yet have a ChurchHub account, send an email to [ministry@united-church.ca](mailto:ministry@united-church.ca), identify your church (church name and address), and request a login and password so that you can set up a ChurchHub account.

3. **Begin a new Call/Appointment Form:** Once you have an account set up, you will see a button that looks like this:

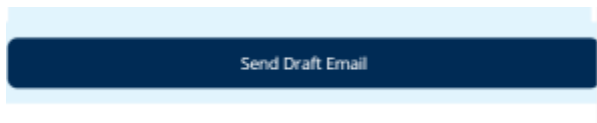


Click on the button to open up the UCC Record of Call/Appointment. After entering some information about your church, you will see a button that says “Ministry Personnel”. When you click on that button, you will see a drop down menu. Enter the minister’s **first, preferred, or last name** and you should see a choice of ministers so that you can select your particular minister. Note that for the minister to appear there, they must be registered on ChurchHub and must also have checked the box on their own ChurchHub profile that says “Available for Call or Appointment”.

Enter compensation as you have agreed to in your negotiations with the minister. There is a box for “additional salary” if you and the minister agree to more than the minimum amount. You can enter additional salary as either a percentage (e.g., 10%) or as a fixed amount (e.g., \$1,000). Note that if you and the minister opt for a percentage increase, this percentage increase will apply to the minimum salary of each subsequent year. If it is a fixed dollar amount, then that amount will be added to the minimum salary of each subsequent year. Be clear when negotiating with the minister whether any additional amount is a percentage, or a fixed amount.

The continuing education amount is automatically pro-rated for part time positions. If you want to increase the continuing education amount, you can do that in the “other” box directly under the “continuing education” box. You cannot change the default amount generated in the “continuing education” box. You can also use the “other” box to provide additional monetary compensation for miscellaneous items that are negotiated with the minister.

**4. Send a draft to the Regional Council:** Continue to enter all the information required in the form (some of it is automatically filled in). When you are finished, click the “Send Draft Email” blue button at the bottom right hand side of the form. This will send a copy of the form to the email address that was entered as part of the church’s basic information when you first created a ChurchHub account. Open this email and forward it to Donna Rutz at Shining Waters Regional Council: [drutz@united-church.ca](mailto:drutz@united-church.ca).



**5. Regional Council reviews draft:** A staff person will review your draft form to make sure there are no errors. A copy of the form is automatically saved in your ChurchHub dashboard so that when you go back to open up your account again, you will see the draft. The Shining Waters staff will let you know if there are any errors to fix.

**6. Community of Faith approves terms of call or appointment:** For appointments, your governing body (board/council/session) can approve the terms and conditions as they have been drafted on the form. For calls, the congregation must approve the terms and conditions. Once approval has been given, go back to your ChurchHub account, open up the Call/Appointment form, and indicate that the Community of Faith has accepted the terms:



Please note that you can only check these boxes after you have opened the “Standard Terms”, read them, and then closed them again.

**7. Acceptance by the minister:** After the Community of Faith indicates their acceptance of the terms, an email is automatically sent to the minister being appointed or called with a link to the form. The minister can then indicate their acceptance of the terms of the form.

**8. Acceptance by Regional Council:** After the minister has approved the terms through their own ChurchHub account, a copy is sent to the Regional Council. The Shining Waters Pastoral Relations Commission meets once per month (usually the last Tuesday of the month) to approve requests for calls and appointments. Once the commission has approved it, the Pastoral Relations Minister logs into ChurchHub to indicate the Regional Council approval.

**9. Copies sent to Community of Faith and Minister:** When the Regional Council approves the appointment or call, a copy of the final form is sent to both the Community of Faith and the Minister. This copy can be found in their private folders on their respective ChurchHub accounts.

If you encounter any difficulty in filling out the form:

a) watch the training video available for filling out the Call/Appointment form

<https://www.youtube.com/watch?v=jKv7JtJcKcU&feature=youtu.be>

b) contact your Shining Waters Regional Council pastoral liaison

c) if you do not have a liaison (e.g., for reappointments), contact your Pastoral Relations Minister:

If you are located north of Highway 407:

Todd McDonald Phone: 416-231-7680, 1-800-268-3781 ext. 6235 Email: [tmcdonald@united-church.ca](mailto:tmcdonald@united-church.ca)

If you are located south of Highway 407:

Dale Hildebrand 416-231-7680, 1-800-268-3781 ext. 6235 Email: [dhildebrand@united-church.ca](mailto:dhildebrand@united-church.ca)