

**PROCEDURES FOR HIRING CLERGY FROM OUTSIDE THE COUNTRY OR  
CLERGY WHO USE A WORK PERMIT  
OR  
"WHAT SEARCH COMMITTEES NEED TO KNOW"**

*This guide is used once a Search Team has completed the congregational meeting and completed the online Record of Call or Appointment form (appointment only) for the minister. The following is all the community of faith needs to do for immigration, the rest is up to the minister applying for the work permit.*

*(New Hires – The minister is still in their home country)  
Ministers' work are categorized as LMIA-Exempt workers*

**Employer Portal user guide**

Go to the Immigration Canada website and do a Search for 'Employer Portal'. There is a User Guide which may be helpful, so take some time to look it over and know you can always go back to it.

The Employer Portal lets companies and organizations submit an offer of employment and pay their fees. This guide provides instructions on how to:

\*create and submit offers of employment

\*pay the employer compliance fee

\*create secondary users and branch accounts *Secondary users may be named if you are not expecting to be the one always doing this part of the work.*

If you don't pay the fee or submit an offer of employment **before** the worker submits their application, we will refuse the work permit.

**Enrol in the Employer Portal:** You need an *account* in the Employer Portal to submit offers of employment. To enrol you make an account in the name of the church. The GCKey is your entry data - your name and password, and you use that each time you wish to go into the Portal.

The User Name can be the name of the church, or some variation of that.

You will use that each time you enter. e.g. 'StJohnSings'

The password could go with that, e.g. 'withjoy2021'

Start a File and **WRITE THESE THINGS DOWN! I actually printed pages so I could put them in a file for remembering. This is a helpful thing to do as you work through the pages of the form too so you have an actual copy of the different forms.**

**Sign in to the Employer Portal**

1. To sign in to the Employer Portal:
2. Go to the Employer Portal sign in page

3. Choose the secure credential you used to create your portal account

4. Sign in using your username and password

*At this point you will be asked to prepare Recovery Questions and your specific answers. You will be asked the questions only but must know the answers you provided. These don't have to make sense or be true but you must remember them so*

**WRITE them DOWN!**

*Question 1: Where was the first place I worked? Library*

*Question 2: Most memorable person? Lillian who turned 100*

*Question 3: Memorable Date? 54/03/12 I was born*

*These questions and answers will get you your user name and password IF YOU DIDN'T WRITE THEM DOWN AND HAVE FORGOTTEN! BUT... of course ... you will **WRITE THEM DOWN***

Now you will also need some actual ID questions and answers, so that Immigration Canada knows it is *you* who has entered the Portal.

*SAMPLE ID questions:*

name of dog: Umbrella

favourite colour: ripe

First home away: under the apple tree

Favourite Scholar: platypus

As you see these don't have to make sense but you have to remember them so, you guessed it, write them down.

Once all that has been done and you've stopped going in circles to figure it all out, you now have an Employer Account and can begin the next step, which is preparing the Offer of Employment.

BEFORE you begin, note that at the bottom of each section there are instructions to 'VALIDATE' or 'SAVE and EXIT'. When you complete each section and are ready to move on you must press **VALIDATE** and you will see a screen that says something like 'document validated'.

ALSO, a little chart comes up every time you log on indicating what has been completed and what is incomplete. Use the 'SAVE and EXIT' button if you need to go off and gather more information etc. **YOU MUST EXIT ACCORDING TO THE ONSCREEN DIRECTIONS:** there are more than one 'exit' steps. You can go in or out of the form but you must use the username and password each time to re-enter, and you will need your ID information/answer, which, of course, you have written down.

**\*\*\*\*\*Don't use your computer browser buttons to go back and forth in the document. Use the onscreen prompts in the actual document to go back and forth. THIS IS IMPORTANT.\*\*\*\*\***

This is a government department with its own quirks and rules of engagement. There is nothing to do but comply. But it isn't actually as difficult as it may currently appear. You can do it!  
Onwards:

Information you need to complete Offer of Employment

\* business address (church address)

\* mailing address

\*telephone number

\*Email (*note: this could be your church email if you are often there or work from there. It could also be a Search Committee email if you have set one of those up. But it could be your own personal email if that is more accessible to you. This will not likely be a 'one sitting only' project.*)

There are 4 forms you must complete to prepare the Offer of Employment. As you work through the sections always *remember* to either 'VALIDATE' which means you've completed that section OR 'SAVE and EXIT' which means you still have more to add but not right now and you will come back to it.

### **Business information (i.e. church)**

1. Business number(*this is your church charitable number; it has nine numerals followed by 'RR0001'*), business legal name and business operating name

2. Telephone number

3. Business address

4. Type of business (*put 'Other' and specify 'Religious Institution' and when asked if it is NOT a franchise select 'No' at that point*).

5. Business details (size number of employees, gross revenue)

6. Business primary contact information (*This is your name and contact info, e.g. email*)

### **Foreign worker information**

1. Family name and given name(s) – Minister's family (last) and given (first) names exactly *as they are listed in their passport*.  
(*You do not need any other family member information here*)

2. Gender and date of birth
3. Country of birth, country of residence, and citizenship
4. Passport number (exactly as it appears in passport)

### **Job details**

1. Business legal name, business operating name, and business number

2. LMIA exemption title (for religious workers and charities)

*This is code: "C50-Charitable or religious work - R205(d)"*

3. Explanation of how the job meets the requirements of the exemption being requested

*The job to be performed by the individual, such as religious instruction, advancing the religious teachings of United Church faith, leadership in spiritual observances, noting that the institution is registered as a charitable/religious organization with the CRA*

4. Job title (*enter 'Minister'*)

5. NOC code (*4154 - Professional occupations in religion*)

If there is a question asking about the 'expected duration of Employment' , put a maximum of *two years*. You can request an extension 3 months before the expiry date of the work permit.

6. Physical job location (*address listed*)

7. Main duties of the job- *a list of duties that the foreign worker will be expected to perform for this specific position, perhaps drawing from your Ministry Position profile.*

*Example. Conduct regular religious services; administer rites of faith such as marriages and funerals; pray and promote spirituality; provide moral and spiritual guidance to members of the faith; supervise, plan and administer programs for religious education; may participate in humanitarian endeavours, social services, welfare, etc.;*

### **Wage and benefits**

1. wages *refer to your Church Hub salary information*

2. hours of work *Refer to position description-F/T, 1/4 time etc and put the expected hours*

3. employer-sponsored benefits such as health, pension etc

### **Fee payment**

Churches are required to pay the Employer compliance fee; currently the amount is \$230 (2022). This fee must be paid for each renewal. You will need a credit card to make this payment at this point. *You can use your own credit card, print the receipt and get a reimbursement. OR if you have a church credit card use that.*

**After you submit an offer of employment** Once you submit an offer of employment, it will be listed in your "Employment queue".

You will see the status of each offer of employment under the "Details" column on this page. Right after you submit an offer, you may see "Processing Submission" in this column. The status will be updated to "Submitted" and you will see an offer of employment number once the offer has been successfully submitted.

NOTE: It takes a few minutes to a day for the offer of employment number to appear. Once you have completed the form and paid, log out, wait and log back in 30 mins to an hour to find the number.

**IMPORTANT: Find the offer of employment number** The offer of employment number is a 7-digit number, starting with the letter 'A'. It will appear in your "Employment queue" shortly after you submit your offer.

You must give the offer of employment number to the temporary worker. The worker needs this number to submit their work permit application. You don't need to wait for an email or approval letter to give it to them.

Once you provide the worker with the offer of employment number, you have completed your part in the process of obtaining a Work Permit for your employee.

NOTE: ONCE YOU HAVE COMPLETED THIS PROCESS, YOU ONLY NEED TO:

1. PAY THE COMPLIANCE FEE AND

2. MAKE ADJUSTMENTS TO THE DATES OR EMPLOYMENT TERMS FOR WORK PERMIT RENEWALS, IN THE FUTURE, As Required.

Now, go rest and relax. This part is done for now. Time for Tea!

THIS will be USEFUL in the *future* - file it with your other material.

**EXTENDING A WORK PERMIT** The temporary worker must apply for an extension or renewal of their work permit if you want to:

- \* extend their employment beyond the expiry date of the work permit, or
  - \* hire them after they have worked in Canada for a different employer.
- Before the temporary worker can apply to extend their work permit, you will need to submit a new offer of employment on the EMPLOYER Portal and
- \* pay the employer compliance fee if you don't need an LMIA.

The temporary worker should apply at least 30 days before the expiry date of their original work permit to extend or change the terms and conditions of the existing work permit.

You can't extend your work permit beyond the expiry date of your passport.

*NOTE: Although the minimum requirement is "at least 30 days before the expiry date of their original work permit". The processing time for a work permit is normally 3 months, which has implications for the worker's provincial health coverage. It is best to submit the work permit renewal 3 months before expiration so that the worker will receive their new work permit when the current expires and there will be no gap between permits and therefore no loss of health coverage.*

It is therefore wise that any evaluations, assessments, meetings etc, that needs to be undertaken, either begin when minister arrives or be initiated some time before, so that those processes can be completed before the 3 month mark.

### **What happens if the work permit expires**

If the work permit expires AFTER you apply If the minister applies to extend their work permit before it expires, they can legally stay in Canada until a decision is made on your application. In this situation, they have implied status.

Implied status allows them to continue to work for the same employer and family members also can continue to operate under the same conditions that they received their permit.

*NOTE: During implied status, the worker loses provincial health coverage also expires and will not be restored until they bring in the new work permit.*

## **If your permit expired BEFORE you applied**

You lost your status if you're still in Canada and:

- \* your permit expired before you applied for
- \* a new work permit
- \* a study permit to stay in Canada as a visitor

In some cases, you may apply to restore your status as a worker if you:

- \* apply within 90 days of losing your status
- \* keep meeting the requirements for your stay
- \* have met all the conditions listed on your permit, and

\* pay your fees

\* restoration (\$200) and *in addition to*

\* work permit (\$155) and

\* open work permit holder (\$100) if you are applying for *an open work permit*

When you apply to extend your work permit:

\* on the form IMM 5710, under section 3 "I am applying for one or more of the following:", select make sure you also choose:

\* Restore my status as a worker

\* give details of your situation

\* clearly explain why you stayed in Canada longer than allowed There's no guarantee we'll accept your application.

## **Family members**

If your family members also lost their status, they must each apply (and pay) to get it restored.

You may stay in Canada while we make a decision on your application, but you aren't allowed to work until your status has been restored.

**IMMIGRATION RULES CHANGE FROM TIME TO TIME, IT IS IMPORTANT THAT M&P COMMITTEES AND THE RELEVANT DECISION MAKERS RELATED TO EMPLOYMENT ARE AWARE OF THESE CHANGES AND HOW THEY AFFECT THIS PROCESS.**

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