

I. 2.5.2 Pastoral Charge Supervisor

a. Appointment: *If a community of faith that is a pastoral charge has no settled or appointed member of the order of ministry or designated lay minister who has been recognized by the regional council, the regional council is responsible for appointing a member of the regional council to the pastoral charge as a pastoral charge supervisor.*

The regional council may also appoint a pastoral charge supervisor in any other situation where the regional council decides it is appropriate.

b. Responsibilities: *The pastoral charge supervisor is responsible for*

(i) supporting any ministry personnel serving the pastoral charge;

(ii) general supervision of the work of the pastoral charge;

(iii) ensuring that a chair is elected for the pastoral charge governing body, the trustees, and meetings of the congregation and pastoral charge;

(iv) ensuring that the sacraments are administered and new members are received following the requirements of these bylaws;

(v) if there are ministry personnel serving the pastoral charge, delegating responsibility for the functions of ministry in the pastoral charge to the ministry personnel as appropriate; and

(vi) reporting to the regional council on the state of the pastoral charge.

The Manual 2019

General Background

The Pastoral Relations Commission of Shining Waters Regional Council, appoints individuals, both order of ministry and lay, to serve as pastoral charge supervisors. Normally, pastoral charge supervisors are appointed by the Pastoral Relations Ministers and reported to the Pastoral Relations Commission.

Situations Requiring Pastoral Charge Supervisors

The Manual states that a pastoral charge supervisor is appointed “if the pastoral charge has no settled or appointed member of the order of ministry or designated lay minister...”. In practical terms, there are a number of situations where this might occur:

(a) Change in Pastoral Relations: Most frequently, this occurs when a pastoral charge is experiencing a change in pastoral relations and is without appointed supply ministry personnel. Smaller pastoral charges, especially those with part-time positions, often turn to pulpit supply during the transition period with the result that there is not a permanent ministry personnel presence in the pastoral charge.

(b) Student Supply: When a candidate for ministry is serving as student supply in a pastoral charge, there must be a pastoral charge supervisor to oversee what is happening with the congregation, including attendance at meetings of the governing body (Board or Council). If the

Shining Waters Regional Council – Pastoral Charge Supervisor

candidate is doing their supervised ministry education (SME), the pastoral charge supervisor is separate and distinct from the educational supervisor who meets with the student to discuss learnings from this work/ministry experience. The pastoral charge supervisor also ensures sacraments are performed unless the pastoral charge has submitted a request to the Conference for the student to be able to do so.

(c) Ethnic Ministry: Pastoral charges that fall under the category of ethnic ministries are able to have ministry personnel who are ordained in another denomination and these persons are not required to transfer into The United Church of Canada. However, a pastoral charge supervisor is required to be in attendance at all governing body (Council/Board) or annual meetings.

(d) Shared Ministries: Pastoral charges that are shared ministries with another denomination also require the presence of a pastoral charge supervisor at governing body (Council/Board) or annual meetings.

(e) Temporary Absence of Ministry Personnel: From time to time, the called or appointed ministry personnel might be absent from a pastoral charge at the time of a regular governing body (Board/Council) meeting. Since such a meeting cannot be held without the presence of ministry personnel, the regional council is likely to appoint someone on a limited basis. This includes times when a minister is on sabbatical, medical, compassionate, or other type of leave that may be from one – four months.

(f) Admittand: For pastoral charges that have an admittand in an appointment, there must be a pastoral charge supervisor to oversee what is happening with the congregation, including attendance at meetings of the governing body (Board or Council). As well, the Office of Vocation will request a report as part of the final evaluation process before admission.

Responsibilities / Tasks

While The Manual outlines six different responsibilities, a number of these are broad in nature, such as “general supervision of the work of the pastoral charge”. In practical terms, the most frequent tasks for a pastoral charge supervisor are:

(a) Attendance at Council/Board meetings: this is probably the most common task. In pastoral charges where Council/Board meetings happen quarterly or less frequently, the pastoral charge supervisor may need to ensure that regular meetings take place.

(b) Pastoral Care: When a pastoral charge is experiencing a change in pastoral relations and has decided not to have appointed ministry personnel during the profile and search process, there is often a concern about how to handle pastoral care situations, especially funerals. In asking someone to serve as a pastoral charge supervisor, it is wise to discuss with the members of the congregation their expectations about pastoral care. Funerals or weddings might be handled on

Shining Waters Regional Council – Pastoral Charge Supervisor

a fee for service basis, but it is more difficult to determine other types of pastoral care such as a hospital visiting or palliative care visiting.

(c) Report to Pastoral Relations Commission: In pastoral charges where there is an on-going relationship with a pastoral charge supervisor, the pastoral charge supervisor may be asked for a status report. This report is referred to the Pastoral Relations Commission for discussion and action, if any.

Financial Considerations

In cases where ministry personnel lead worship, they would be reimbursed by the pastoral charge as a visiting minister (fee plus travel). Similarly, if the pastoral charge supervisor conducts a wedding or funerals, they would also be reimbursed (fee plus travel).

The regional council reimburses travel expenses for meetings of the governing body and annual meetings.