



**BC Conference United Church of Canada
Record of Appointment BC 433**

*This form is to be used for Ministry Personnel who are being Re-Appointed in their Current Pastoral Charge
New Appointments with a July 1, 2015 start date and beyond please use [BC 450 Record of Call/Appointment/Settlement Form](#)*

yes, I agree In submitting this form you confirm that the information is accurate, to the best of your knowledge

Name of Person filling out this form: _____ Email: _____

This form is for Ministry Personnel who are being re-appointed to a Pastoral Charge (new appointments please use BC 450 Record of Call/Appointment/Settlement). If there is a manse please complete and submit BC 436 MI Manse Information Summary Sheet.
Please note: You have until 2018 to switch over to the new [Compensation Model](#).

A. Ministry Personnel

Ministers Name:	Email:
Address:	
Current Presbytery Membership	Current Conference
Today's Date:	

Ministry Personnel at Start Date (please check ONE) Designated Lay Minister: <input type="checkbox"/> Recognized <input type="checkbox"/> Applicant (Student)	Ordered Minister <input type="checkbox"/> Diaconal Supply (non UC MP) <input type="checkbox"/> Ordained Supply (non UC MP) <input type="checkbox"/> United Supply (UC MP) <input type="checkbox"/> Diaconal or <input type="checkbox"/> Ordained <input type="checkbox"/> Candidate Supply	Retired (Please Check ONE) <input type="checkbox"/> Yes <input type="checkbox"/> No Is this person receiving a United Church Pension? <input type="checkbox"/> Yes <input type="checkbox"/> No
--	--	--

This Ministry position is:

Full-Time (40 hrs per week) Part-Time (_____) hrs per week

Eligible Years of Service: _____ Step Increment (1-2 or A-F): _____

Start Date: _____ End Date: _____ (please note you can only extend this appointment until Dec 31, 2018, at that time you will need to switch over to the Compensation Model for Ministry Personnel and fill in the [BC 450 Call/Appointment/Settlement Form](#))

The Minister has completed the Mandatory Training for: Racial Justice Boundaries

B. Local Ministry Unit

Name of Pastoral Charge:
Presbytery:
Conference:
ADP Company Code for automated payroll service:

The use, retention and disclosure of personal information collected from this form is done in compliance with privacy legislation including, but not limited to, the Personal Information Protection and Electronic Documents, Act (2000, c.5).

c. Terms for Remuneration and Expenses

Salary <input type="checkbox"/> plus manse <input type="checkbox"/> without manse (please check one)		<input type="checkbox"/> Monthly <input type="checkbox"/> Annual (please check one)	
1	Minimum Annual salary for increment category of appointee (please see Salary Schedule)	\$	
2	Additional salary relative to minimum salary schedule expressed as percentage % or NIL or		%
3	Additional salary above minimum salary expressed as dollar amount \$ or NIL	\$	
4	Annual Housing (approved by BC Conference)	\$	
4a	Manse and cost of heating over \$500 (Form BC 436 MI is included) **Please note where the cost of heating a manse goes above \$500 a year, the pastoral charge, mission, or outreach ministry must pay the extra amount.		
4b	Taxable housing (where manse value 4a is under 20% of salary #1)		
		Total Annual Salary (1+4b)	\$
Reimbursable Expenses Allowed			
4		Home/manse telephone	\$
5		Continuing Education	\$
6		Other (attach details)	\$
		Total annual remuneration and expenses allowances	\$

d. Additional Terms of Call, Settlement or Appointment

1. The parties agree that this covenant is in accordance with and subject to the relevant policies found in *The Manual* (current version) of The United Church of Canada
2. Settlements and appointments may be terminated with 90 days' notice subject to the provisions of *The Manual* (current version) of The United Church of Canada
3. A minimum of three weeks (21 days') of study leave within each pastoral year, including Sundays.
4. A minimum of three consecutive months of sabbatical leave after five consecutive years of service to the pastoral charge/local ministry unit.
5. Basic telephone expenses for manse or home (excluding personal long distance call).
6. A minimum of one month vacation (including 5 Sundays) within each pastoral year
7. Moving expenses (based on reasonable estimates and receipts).
8. Adequate administrative assistance defined as _____
9. Travel expenses reimbursement (based on the current *Minimum Salaries for Ministry Personnel* document, found at www.united-church.ca)
10. The pastoral charge/local ministry unit agrees to provide remuneration through the pastoral charge payroll service unless the General Council Office has granted formal exemption.
11. Additional terms if appended to this record of writing are attached.

Yes, we agree

E. Action of Local Ministry Unit

The Pastoral Charge/ local ministry unit, having followed due process for selection and interviewing ministry personnel, including reference checks and assurance of a valid police records check has issued a call or requested an appointment on the terms recorded here. (Please attach a copy of the Police Record Check).

Date of meeting Signature or motion ref No. Printed Name Title/position

F. Acceptance by Ministry Personnel

I agree to promote the work of God and the good church. I agree to:

1. The terms recorded here.
2. Be subject to the oversight and discipline of the court of accountability within BC Conference.
3. Give reasonable care to the manse and furnishings and obtain insurance coverage for personal contents, if the terms of this call/appointment include a manse.
4. Arrange study leave, dates of vacation and sabbatical (if applicable) in consultation with the Ministry and Personnel Committee.
5. Repay moving expenses to the pastoral charge in the event I request a change in pastoral relations before completing three years of service in this call/settlement/appointment.¹
6. Acknowledge that this call/settlement/appointment requires approval by the presbytery and/or conference.

Date:	Ministry Personnel Signature	Printed name:
-------	------------------------------	---------------

G. Transfer by Presbytery of Membership (if required)

BC Conference Pastoral Relations Working Group approves the transfer of Membership of the ordered minister named in this covenant to enable this settlement/appointment.

Yes No.

The Ordered Minister is transferring from _____ Presbytery to _____
Presbytery from _____ Conference.

H. Action of the BC Conference Pastoral Relations Working Group

BC Conference Pastoral Relations Working Group approves this Re: appointment:

Yes

And all the terms contained in this covenant, and verifies that all requirements have been met.

Date: Signature BC Conference Representative Printed Name: Email

Date: Signature BC Conference Staff Printed Name Email

I. Receipt by Ministry and Employment Unit

Date: Signature, MEPS Representative Printed Name Email

¹ Please refer to *The Manual*, current version, I-2.1010 Reimbursement of Moving Expenses.