



*Making the best use of our
diverse, leadership
resources*

Ministry Profile and Search Handbook

January 2014

BC Conference of the United
Church of Canada

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Please Note

British Columbia Conference is currently undergoing a pilot project with this new Ministry Profile and Search process on behalf of the United Church of Canada, General Council. This document expresses the current practice and guidelines for this process. However, it is considered an evolving document and is subject to change. To ensure you are reading the most up to date version please consult the BC Conference website (<http://bc.united-church.ca/content/pastoral-relations>) for the most up to date forms and handbooks.

Purpose

The goal of the Ministry Profile and Search Committee (MPS) is to make a recommendation about the ministry needs of your pastoral charge, and then to hire ministry personnel that meet those needs. This process is in two main parts. It starts with the creation of a report that is a snapshot of the current state of the faith community and ministry needs of the congregation. It finishes with the adjustment (often hiring) of ministry personnel to fit the needs of the congregation. This process replaces the Joint Needs Assessment and Joint Search processes.

Definitions

There is some language used in this handbook and process that may be confusing. You may substitute the word that makes sense for your group. For example if your 'local ministry unit' is a congregation, then every time you read 'local ministry unit' you can substitute it for 'congregation'.

The governing body of the pastoral charge may be the Session/Stewards/Official Board, Church Board, Church Council, or some other structure that has been approved by Presbytery.

Companion Document

There is a companion document to this handbook called the *Ministry Profile and Search Resource Package*. This handbook describes what the process looks like, and has a checklist to make sure that no step is forgotten. The *Ministry Profile and Search Resource Package* is a 'how to' section. It offers details and strategies for how to deal with some of the steps from this handbook. It also has a *Section B: Additional Background Information*, which addresses the topics of: categories of eligible ministry personnel, reduction in ministry personnel, and specialized ministries including Aboriginal Ministry, Ethnic Ministry, Interim Ministry, and Shared Ministry.

The *Ministry Profile and Search Handbook* is like a roadmap of the Ministry Profile and Search process. All committee members should read it before starting the Ministry Profile and Search process. The *Ministry Profile and Search Resource Package* will probably only need to be printed by the chair of the committee, and is to be used as needed. Committee members may wish to have it in digital format.

Flowcharts and Checklist

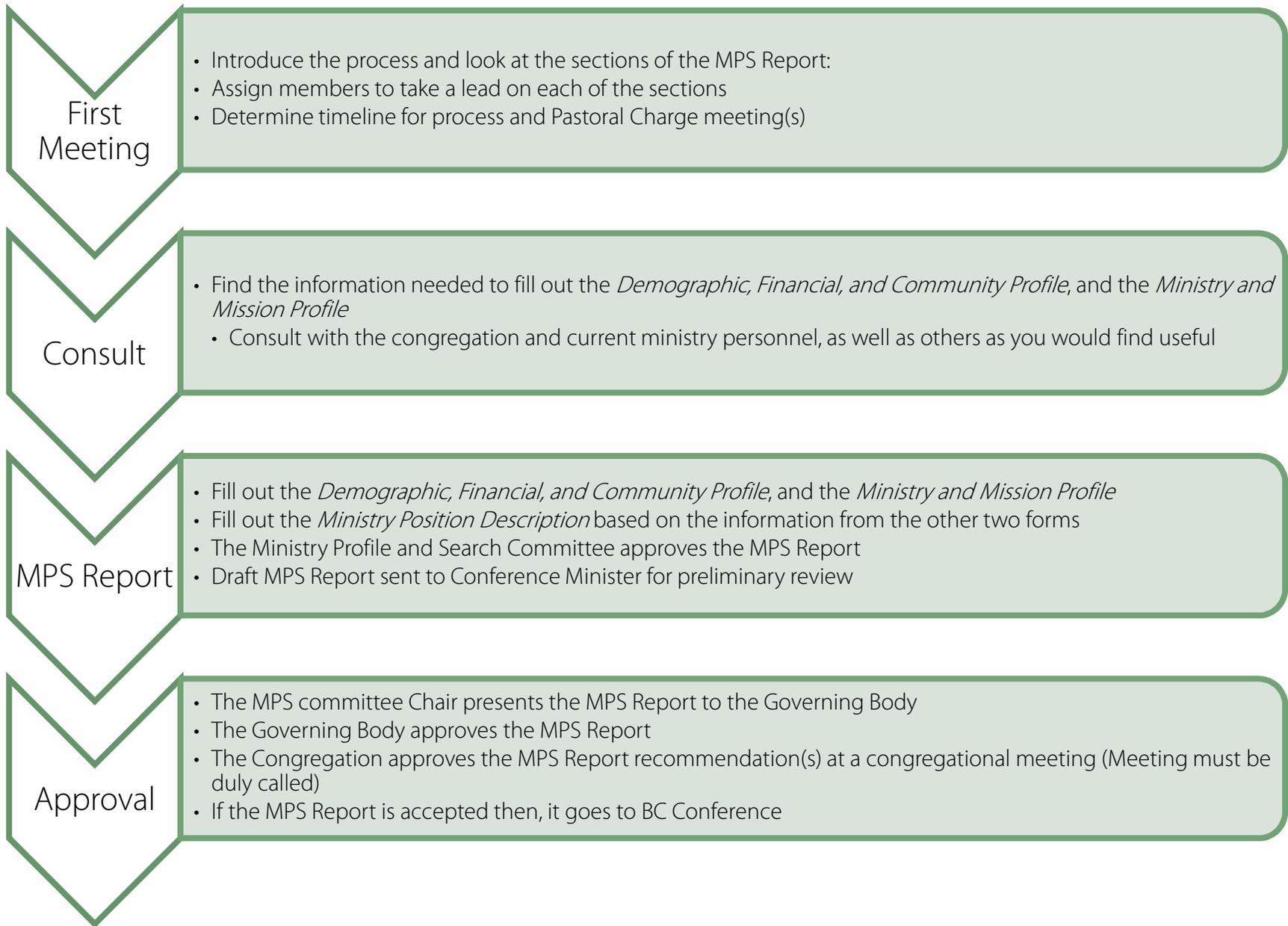
The next four pages contain two flowcharts and a checklist. The flowcharts are simple and give a summary of the Ministry Profile and Search Process. It may be wise to give a copy of the flowcharts to each Ministry Profile and Search Committee member, as well as a copy for the congregation to see. The checklist is a much more detailed breakdown of the Ministry Profile and Search Process. It is necessary that every step on the checklist has been completed before the Ministry Profile and Search Committee completes its work. After the checklist, there is an explanation of every step in the checklist. Please pay special attention to the timing requirements of steps 8 to 12.

Updating your Local Ministry Unit

It is important to keep your local ministry unit (i.e. congregation) updated on the progress of your committee. How you update will depend on the timeline that your committee chooses. If you do the needs assessment portion in one day, then you would not need to update your local ministry unit until it is finished. One suggestion is to have a poster sized copy of the flowcharts posted in the church, with markings to show where you are in the process. It is also useful to give short progress reports during public gatherings like Sunday morning Worship.

Interim Ministry and Transition Teams

If your pastoral charge has been in Interim Ministry, then please use the document *Ministry Profile and Search Handbook for Interim Ministry*. The Ministry Profile and Search process is different for pastoral charges in Interim Ministry and is outlined in that document.



Recruit

- Review the Ministry Profile and Search Report
- Recruit applicants through formal and informal strategies

Evaluate

- Create a shortlist by evaluating written submissions
- Check Good Standing with Conference Personnel Minister before you begin interviews
- Interview applicants on the shortlist
- Perform reference checks on final candidates
- Visit, or observe top candidates
- Police Records Check

Approve

- Decide on the final applicant
- Approve the Candidate at a Pastoral Charge Meeting
- Forward decision to BC Conference for final approval

Checklist for Ministry Profile and Search Process

- 1. Notify Your Local Conference Minister.
- 2. Governing Body Appoints Representatives to the Ministry Profile and Search Committee.
- 3. Committee Meetings.
- 4. Ministry Profile and Search Report.
- 5. Consultation.
- 6. [If applicable] Manse Inspection is Completed; **BC 436 MI Form**.
- 7. Record of Ministry Profile and Search Report; **BC 403 RMPS Form**.
- 8. Submit draft of MPS Report to Conference Minister for Preliminary Review.
- 9. Circulate Report to the Governing Body and Ministry Personnel.
- 10. Present Report to Governing Body; **BC 403 RMPS Form**.
- 11. Pastoral Charge Meeting; **BC 403 RMPS Form**; at least 2 weeks notice. Must be announced in public worship on two consecutive Sundays. .
- 12. Conference Declares a Vacancy.
- 13. Committee Meetings.
- 14. Recruit Applicants.
- 15. Shortlist Applicants.
- 16. Check Good Standing with Conference Personnel Minister.
- 17. Interviews.
- 18. Reference Checks.
- 19. [If required] Evaluate Based on Visiting/Observing.
- 20. [If required] Second Interview.
- 21. Decide on Final Candidate.
- 22. Police Records Check.
- 23. Negotiating Terms.

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- 24. Pastoral Charge Meeting.
- 25. Result sent to Conference; **Appropriate Form.**
- 26. BC Conference Approves Call/Settlement/Appointment.
- 27. Covenant with Presbytery and Local Ministry.
- 28. Committee Disbands and Destroys Records.

1. Notify Your Local Conference Minister.

The Ministry Profile and Search Process may be initiated at the request of a pastoral charge, the governing body of a pastoral charge, ministry personnel, or by BC Conference. The governing body notifies the local Conference Minister that they will be forming a Ministry Profile and Search Committee.

The list of situations that would cause this process to be initiated can be found in *The Ministry Profile and Search Resource Package*.

Previously, the primary support to a Needs Assessment Committee was representatives from their local presbytery. Now the primary support person for a Ministry Profile and Search Committee is their local Conference Minister. If you are unsure who your local Conference Minister is, you can ask BC Conference, or look it up on the BC Conference site: (<http://www.bc.united-church.ca/content/Conference-staff-directory>) If there is no local Conference Minister, then contact the Conference Personnel Minister for BC Conference for support.

The Conference Minister supports the Ministry Profile and Search Committee as follows:

- Offers to support the first meeting (this can be done in person or by conference call or video conference).
- Act as a resource to the Ministry Profile and Search Committee.
- Be a liaison to the Conference Personnel Minister.
- Make sure all options are explored.
- Represent the wisdom of the wider church.
- Provide Pastoral Relations forms and ensure they are completed.
- Provide the Ministry Profile and Search Forms.
- Liaise with the BC Conference Pastoral Relations Committee.
- Suggest questions.
- Direct possible applicants to the committee.
- Do not screen possible applicants.
- If requests for information are received from applicants, encourage those applicants to put any questions to the Ministry Profile and Search Committee either in writing or at an interview.

2. Governing Body Appoints Representatives to the Ministry Profile and Search Committee.

Through the governing body, your pastoral charge is free to appoint as many members to the Ministry Profile and Search Committee as it deems necessary to represent the community; between four and seven members makes a functional committee.

The pastoral charge has the flexibility to appoint the people it considers most suitable for its MPS committee, whether full members, or adherents.

In a pastoral charge with two or more congregations, there should be representation from each congregation.

Team Ministry

If the MPS committee is considering a team ministry, which involves adding ministry personnel where there is an incumbent minister, the ministry personnel currently serving in the congregation should be involved in the selection process. In this situation, the incumbent minister may be part of the MPS committee, and their input will help to facilitate a good team.

Solo Ministry (or no incumbent ministry personnel)

If the MPS committee is not adding ministry personnel where there is an incumbent minister, the ministry personnel currently serving in the congregation should not be on the MPS committee. The Ministry Profile and Search Committee is absolutely free (and encouraged) to consult with current ministry personnel during their work however. Other congregational staff members should also not be on the MPS committee, but it is important for the MPS Committee to consult with the other staff members.

People with the following qualities make good committee members:

- Representatives have the confidence of the pastoral charge.
- Representatives reflect the various areas of the life and work of the pastoral charge: committees or groups, age, gender, and involvement in the pastoral charge.
- Representatives are able to listen, consult, and discern with people; gather and analyze data, write clearly, and follow through with paperwork.
- Representatives will find that background and skills in human resources management helpful.
- Representatives will find that being comfortable with the language of theology helpful.

3. Committee Meetings.

In order to accomplish the work of the writing the MPS Report, the committee will need to meet. Depending on the members of your committee and their working styles, this will usually be between 1-4 meetings. There are more details and useful strategies about this in *The Ministry Profile and Search Resource Package*.

After the MPS Report has been completed there will need to be a series of meetings for the hiring process. The style and considerations of these meetings will be different. More information is in step 12 of this handbook.

4. Ministry Profile and Search Report.

The Ministry Profile and Search Report does not need to be more elaborate than the template found on the BC Conference website (<http://bc.united-church.ca/content/pastoral-relations>). You may write a longer, more detailed report, but it isn't necessary. It is important to remember that the purpose of writing the Ministry Profile and Search Report is to present an honest snapshot of your faith community to support the recommendations about ministry personnel needs that you are making to the governing body and pastoral charge.

Filling out the MPS Report

Make sure to fill out the details on the cover page with your pastoral charge's information. There is also a space for the recommendation of the MPS committee to be filled out. This recommendation will be the final step of completing the MPS Report.

Demographic, Financial, and Community Profile

The *Demographic, Financial, and Community Profile* is part of the final MPS Report. This form invites your committee to think about and describe the community in which your pastoral charge is located, the pastoral charge itself, and its relationship to the community.

Ministry and Mission Profile

The *Ministry and Mission Profile* is part of the final MPS Report. The *Ministry and Mission Profile* invites your committee to think about and describe the various ways that your pastoral charge is in ministry. Please note that your pastoral charge may have already completed this profile, and it may just need to be updated.

There are seven categories, and in each you are asked two questions. The first question is what you are currently doing in that category. The second question is whether you have a goal for that category; it is fine to not have a goal. There are more details and useful strategies about this in *The Ministry Profile and Search Resource Package*.

Ministry Position Description

The *Ministry Position Description* is part of the final MPS Report. The *Ministry and Mission Profile* has the same categories as the job description, and will guide you while you make the job description. While writing this position description, you should be looking at the results of your *Ministry and Mission Profile* side by side. There are more details and useful strategies about this in *The Ministry Profile and Search Resource Package*.

Recommendation

The basic recommendations available to Ministry Profile and Search Committees are limited to the following:

- request the Conference to approve one or more vacancies for ministry personnel positions to be filled through call, appointment, or settlement;

- request the Conference to appoint an interim minister;
- request the Conference to appoint a supply minister; and
- request the Conference to approve a change in terms of call or appointment.*

* *To request an end to an existing pastoral relationship other processes must be followed*

Motion

When the MPS Report has been completed, the MPS Committee may want to make a motion to accompany the recommendation. This motion would be recorded in the minutes of the committee meeting:

Sample Motion

That the Ministry Profile and Search Committee of *St. Anywhere* United Church recommend the declaration of a vacancy for a full-time ministry personnel position of word, worship, and pastoral care.

Congregational Designated Ministers

The MPS Committee may also recommend that there be a change in regarding Congregational Designated Ministry Personnel. "Congregational designated minister" means a baptized lay person employed by a pastoral charge in a specified ministry position designated by the presbytery as accountable to the governing body of the pastoral charge. This is an individual whose work encompasses one or more specific areas of the congregation's ministry/mission (e.g., youth worker, parish nurse, adult educator) and whose position responsibilities do not extend to the wider church. This category does not include persons serving as candidate supply, intern supply, student intern, or student supply. Ordered ministry personnel are not eligible to serve in Congregational Designate Minister positions. There is additional information on this topic on the United Church's website (<http://www.united-church.ca/handbooks>).

5. Consultation.

In order to fill out the information in the *Demographic, Financial, and Community Profile* and the *Ministry and Mission Profile*, the pastoral charge needs to be consulted. It does not need to take longer than an afternoon or evening to consult with your pastoral charge. Even a request for written feedback can be given out with the bulletin on Sunday morning and collected during coffee hour. You may want to focus the time with the congregation on a particular area, or ask broad questions about the ministry needs in general. There are more details and useful strategies about this in *The Ministry Profile and Search Resource Package*.

6. Manse Inspection is Completed; BC 436 MI Form.

This is not necessary if there is no manse. If there is a manse, BC Form 436 MI must be completed and sent in with the MPS Report. This form is available on the BC Conference website (<http://bc.united-church.ca/content/pastoral-relations>).

7. Record of Ministry Profile and Search Report; BC 403 RMPS Form.

The chair of the MPS committee fills out **part A, B, and C**, of the BC 403 RMPS: Record of Ministry Profile and Search Form. This form requires signatures as the report is considered and approved by the MPS committee, governing body, pastoral charge, and BC Conference. This form is available on the BC Conference website (<http://bc.united-church.ca/content/pastoral-relations>).

8. Submit draft of MPS Report to Conference Minister for Preliminary Review.

Before the MPS Committee circulates the MPS report to the governing body, it is important that you local Conference Minister has had a chance to give your committee feedback on the report. Before circulating the MPS report to the governing body, make sure that your MPS report has been updated to reflect any changes that you local Conference Minister has suggested.

9. Circulate Report to the Governing Body and Ministry Personnel.

The governing body circulates the report and a notice of meeting to all members of the pastoral charge, including all ministry personnel in the pastoral charge. The governing body must give members and ministry personnel a minimum of two days to read and consider the report before the meeting.

10. Present Report to Governing Body; BC 403 RMPS Form.

The Ministry Profile and Search Committee presents its report to the governing body. The governing body makes a decision on each of the recommendations made by the Ministry Profile and Search Committee.

The governing body may decide to

- adopt the recommendations
- amend the recommendations
- make alternative recommendations
- refer the report back to the MPS committee for clarification
- recommend that no action be taken by the pastoral charge

If the recommendations are adopted, the chair of the governing body fills out **part D** of the BC 403 RMPS: Record of Ministry Profile and Search Form.

11. Pastoral Charge Meeting; BC 403 RMPS Form.

There must be a meeting of the pastoral charge to receive the recommendations of the committee. Your local Conference Minister may chair this meeting, appoint a representative to chair the meeting, or give the chair of your pastoral charge's governing body permission to chair this meeting.

The notice of meeting is read during public worship on two Sundays. After the meeting notice has been read on the second Sunday, the meeting may take place on the next day (Monday) or on any day after that. You may give notice for this meeting before the work of the MPS committee is completed.

The pastoral charge receives a summary report, the recommendations of the Ministry Profile and Search Committee, and the decision of the governing body. The full Ministry Profile and Search Report must be made available to the pastoral charge in advance of the meeting. The notice of meeting and summary report is given out in the following order:

- all ministry personnel in the pastoral charge,
- to your local Conference Minister,
- to the ministry personnel currently settled in or appointed to the pastoral charge,
- to the members of the pastoral charge.

The Ministry Profile and Search Resource Package, has sample motions for this meeting, as well as a sample agenda, and a sample notice of meeting.

The pastoral charge must vote on the recommendation(s) of the committee. The options open to the pastoral charge are:

- adopt the recommendations
- amend the recommendations
- make alternative recommendations
- refer the decision back for clarification
- recommend that no action be taken by the pastoral charge

- (a) If the decision is to request BC conference to declare a vacancy for a paid accountable ministry position, then the MPS committee continues using this process.
- (b) If the decision is to recommend that the conference appoint a supply minister for up to one year, then the MPS committee continues using this process.
- (c) If the decision is to recommend that the conference appoint an interim minister, the pastoral charge must elect, or authorize the governing body to elect, representatives to an Interim Ministry Transition Committee.

(d) If the decision is to request BC Conference to approve a change in terms of call for the ministry personnel of the pastoral charge, the pastoral charge must elect, or authorize the governing body to elect, one or more representatives to confirm terms with the ministry personnel and BC Conference. **Please note that the pastoral charge needs to notify all ministry personnel in the case of a reduction of hours.** This notice must be made according to the terms of call and to employment standards.

If the recommendations are adopted, the chair of the governing body fills out **part E**, and **part F** of the BC 403 RMPS: Record of Ministry Profile and Search Form. Leave **part G** blank, and this form should now be submitted.

12. Conference Declares a Vacancy.

When the BC Conference Pastoral Relations Working Group approves the report and recommendations, they also declare a vacancy. This means that there is space for ministry personnel in a pastoral charge that needs to be filled.

If BC Conference does not approve the request of the pastoral charge, BC Conference must outline other options.

The BC Conference Pastoral Relations Working Group generally makes its approvals weekly on Thursday mornings, so make sure that the MPS report is submitted on Wednesday to get approved on Thursday.

After BC Conference has declared a vacancy, the governing body of the pastoral charge chooses from one of these options:

- (a) continue using the process in this handbook and begin searching for ministry personnel.
- (b) recommend ministry personnel for appointment without using this handbook process.

13. Committee Meetings.

In order to accomplish the next steps of the Ministry Profile and Search Committee, there will need to be a series of meetings. There are more details and useful strategies about this in *The Ministry Profile and Search Resource Package*.

It is also important to support confidentiality and to not have a conflict of interest. There are more details and useful strategies about this in *The Ministry Profile and Search Resource Package*.

The MPS Report and Ministry Position Description are the guiding documents for the rest of this process.

Human rights must be honoured at all times. Occasionally in an interview, an applicant may offer information about their family, gender, or political affiliation. The search committee must not ask for further information, or use the information as evaluation criteria. There are more details and

useful strategies about human rights in *The Ministry Profile and Search Resource Package*, as well as on the BC Government website (<http://www.ag.gov.bc.ca/human-rights-protection/pdfs/EmployerInfo.pdf>).

The committee will need to ensure that applicants know how to access the committee. The committee may decide to identify one person to address application packages to, through a mailing address and/or an e-mail address. There are more details and useful strategies about communication in *The Ministry Profile and Search Resource Package*.

The committee chooses either search process or settlement process. The search process is used by pastoral charges that have a vacant ministry position, and would like to search for and call their own minister. The settlement process is a matching process between diaconal or ordained ministers and local ministries that is completed by the Pastoral Relations Working Group. There are more details and useful strategies about settlement in *The Ministry Profile and Search Resource Package*.

The committee is responsible for ensuring that the pastoral charge is a member of the pastoral charge payroll service, and is up-to-date with payroll and pension payments, before recommending a member of the order of ministry for the call to the pastoral charge.

14. Recruit Applicants.

There are a variety of ways to recruit applicants, both formally and informally. There are more details and useful strategies about this in *The Ministry Profile and Search Resource Package*. Make sure that you are clear with prospective applicants as to what materials they should send when they apply.

15. Shortlist Applicants.

After you have received applications, the committee selects the applicants that are the best fit for the job description. These applicants make it onto the shortlist, and will be interviewed.

Remember that before scheduling interviews, you must do step 15: Check Good Standing with Conference Personnel Minister. Using the criteria developed by your committee, each member completes an assessment of each applicant independently. In most situations, you cannot and should not interview everyone. You are not obliged to interview any applicants. If there are no suitable applicants, consider seeking more applicants or consider other options.

Evaluation Criteria

The evaluation criteria are measures set by the committee against which all applications are compared. The MPS Report and position description are very important when setting the evaluation criteria. It is helpful to determine both “must have” and “want to have” knowledge, skills, and experience with which to evaluate all applications received.

Evaluation Process

Each member of the committee should read every resumé and participate in the evaluation of all applicants.

The committee should make a short-list of applicants to be interviewed.

Ministry Personnel from other Denominations

The United Church of Canada has significant policies around admission to the denomination, and whether individuals are eligible to be called to a United Church congregation. Additional details around admissions can be answered by referring to the *Admission to the Order of Ministry* handbook from the National Church. http://www.united-church.ca/files/handbooks/admission_order-of-ministry.pdf

If they've already been through the first two steps of the admissions process, then they can be considered, after checking their good standing with the Conference Personnel Minister.

16. Check Good Standing with Conference Personnel Minister.

The MPS committee must ensure that the final applicant is in good standing with The United Church of Canada. Prior to setting up interviews with your candidates, check the eligibility of all applicants you are considering with the BC Conference Personnel Minister. If you are unsure who the BC Conference Personnel Minister is, you can ask BC Conference, or look it up on the BC Conference site: <http://www.bc.united-church.ca/content/Conference-staff-directory>

17. Interviews.

The committee is responsible for conducting interviews on behalf of the pastoral charge. Remember that an interview goes two ways: while you are interviewing the applicant, they are also interviewing the pastoral charge.

After each interview, allow time for individual reflection and recording of impressions and comments by your committee members. Accurate and clear notes will help later when you are discussing applicants, particularly if more than one applicant is interviewed in a short period of time.

If you are interviewing for a team ministry, which involves adding ministry personnel where there is an incumbent minister, the ministry personnel currently serving in the congregation should be involved in the selection process. Involving current ministry personnel in the selection process will help to facilitate a good team.

There are many important considerations to keep in mind while interviewing; these can be found in *The Ministry Profile and Search Resource Package*.

18. Reference Checks.

Reference checks are used for two purposes. The first is the evaluation of reliability and qualifications. The second is the evaluation of other abilities, skills, personal suitability, fit for the context or other qualifications for ministry. In order for the information obtained from references to be as useful as possible, the questions must be relevant to the qualifications and skills being assessed for the position description. Often, the information the applicant provides in the interview can lead to more specific questions to ask of references. There are more details and useful strategies about this in *The Ministry Profile and Search Resource Package*.

19. Evaluate Based on Visiting/Observing.

If after the interview and reference checks, your committee would like more evaluation, they may wish to visit/observe the applicant. The purpose of visits during worship is to experience the worship leadership skills of the applicant. If the committee is not interviewing for a worship leadership position, try and figure out if there is another way to see the ministry personnel in action, such as attending a workshop or other event where the applicant is offering leadership. The committee should inform the applicant that they will be attending and their attendance needs to be inconspicuous. Audiotapes or videos may provide alternatives to visiting.

20. Second Interview (if needed).

If your committee would like further evaluation, it may be helpful to have a second interview the applicant(s).

21. Decide on Final Candidate.

The committee is responsible for:

- (a) recommending a member of the order of ministry for the call to the pastoral charge, or
- (b) recommending a ministry personnel for the appointment to the either the pastoral charge or its governing body.

The committee may recommend only one ministry personnel for each position at any one time.

The committee may bring recommendations to fill multiple positions to one meeting of the pastoral charge.

The committee is responsible for keeping the name of the final applicant confidential until the meeting of the pastoral charge or the governing body where the motion to issue the call or appointment is made.

22. Police Records Check.

The MPS Committee needs to ensure that the final applicant has a current vulnerable sector (level 2) police records check. When application is made to a MPS Committee for a call to a pastoral

charge or other presbytery-accountable ministry, a check is shown to two (2) members of the MPS Committee as well as attached to the Record Of Call (BC 435 RC) Form.

When application is made for an appointment to a pastoral charge or other presbytery-accountable ministry (to appoint an admission applicant, designated lay minister, diaconal minister, or ordained minister), a check is shown to two (2) members of the MPS Committee as well as attached to the Record Of Appointment (BC 433 AP)Form.

These forms are available on the BC Conference website (<http://bc.united-church.ca/content/pastoral-relations>).

If a police records check has been completed within the last three (3) years, or the individual is under the age of 25, a criminal records check (level 1) will be sufficient.

Additional questions around Police Records Check can be answered by referring to the *Police Records Checks* handbook from the National Church. <http://www.united-church.ca/files/handbooks/police-records-checks.pdf>

23. Negotiating Terms.

The committee is responsible for negotiating the terms of the call or appointment with the final applicant. The terms must be negotiated within the limits of the budget that was set at the beginning of the search process. If the committee wants to negotiate outside the set budget limits, it must return to the governing body for a decision before coming to an agreement with the applicant. There are more details and useful strategies about this in *The Ministry Profile and Search Resource Package*.

24. Pastoral Charge Meeting.

There must be a meeting of the pastoral charge to receive the recommendations of the committee. Your local Conference Minister may chair this meeting, appoint a representative to chair the meeting, or give the chair of your pastoral charge's governing body permission to chair this meeting.

The notice of meeting is read during public worship on two Sundays. After the meeting notice has been read on the second Sunday, the meeting may take place on the next day (Monday) or on any day after that. You may give notice for this meeting before the work of the MPS committee is completed.

The notice of meeting and summary report is given out in the following order:

- all ministry personnel in the pastoral charge,
- to your local Conference Minister,
- to the ministry personnel currently settled in or appointed to the pastoral charge,

- to the members of the pastoral charge.

The pastoral charge must vote on the recommendation(s) of the committee. The options open to the pastoral charge are:

- (a) to accept the recommendation(s); or
- (b) to not accept the recommendation(s).
- (c) to accept the recommendation(s) with changes to the terms

25. Result sent to Conference.

If the pastoral charge accepts the recommendation(s) of the MPS Committee, the appropriate forms must be filled out. These forms are available on the BC Conference website (<http://bc.united-church.ca/content/pastoral-relations>).

- For a call, complete **Form BC 435 RC: Record of Call**.
- For an appointment or interim appointment, complete **Form BC 433 AP: Record of Appointment**.
- For a settlement, complete **Form BC 434 RS: Record of Settlement**.
- If a manse will be part of the package, complete **Form BC 436 MI: Manse Information Summary Sheet**.
- If the applicant will be moving from another presbytery/district, complete **Form BC 451 TR: Record of Transfer**.

26. BC Conference Approves Call/Settlement/Appointment.

BC Conference is responsible for acting on the decision of the pastoral charge: making the appointment, or approving a call/settlement.

When a call/settlement is approved, BC Conference will send the Pastoral Charge a completed and signed copy of the appropriate form.

27. Covenant with Presbytery and Local Ministry.

The covenanting service is a very important recognition and affirmation of the covenant that exists among the pastoral charge, the minister, and the presbytery.

Each presbytery has its own policy or practice for covenanting services. Many pastoral charges ensure that all staff are included in a covenanting service, while others covenant only with ministers.

28. MPS Committee Disbands and Destroys Records.

When the ministry personnel receives the confirmation of settlement from BC Conference, or the approval of appointment from BC Conference, the work of the committee is done.

The process and the files of the search process remain confidential, and the committee must maintain confidentiality and not discuss who the other applicants were and why they were not selected.

The resumé, position description, call or appointment form, police records check, and application package of the successful applicant must be given to the chair of the Ministry and Personnel Committee. This information will be included in the minister's confidential personnel file.

Once the MPS Committee is disbanded, all other resumé, application packages, notes from interviews, and so on, from the search and selection process must be destroyed.