

Pastoral Charge Supervisor Handbook



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The Manual

I.2.5.2 Pastoral Charge Supervisor

- a. Appointment: If a community of faith that is a pastoral charge has no called 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.

General Background

The Regional Council is responsible for appointing individuals, both order of ministry and lay, to serve as pastoral charge supervisors. This is done by the Regional Congregational Support Commission. Training opportunities will be made available. Pastoral charge supervisors can only serve in the regional council to which they belong unless given express approval by the Congregational Support Commission.

Situations Requiring Pastoral Charge Supervisors

The Manual states that a pastoral charge supervisor is appointed, “if a community of faith that is a pastoral charge has no called or appointed member of the order of ministry or designated lay minister who has been recognized by the regional council.” This might occur in the following situations:

- a. **Change in Pastoral Relations**
Most commonly, this occurs when a change in pastoral relations has left a pastoral charge without a called or appointed minister.
- b. **Leave**
When ministry personnel are on leave (parental, medical, compassionate, sabbatical) a pastoral charge supervisor is appointed to for this period of time.
- c. **Candidate**

A Pastoral Charge Supervisor is appointed when a ministry candidate has been approved by the Candidacy Board to serve as the Candidate Supply minister in a pastoral charge (either in fulfillment of a Supervised Ministry Education experience in which an Educational Supervisor will also be appointed to the Candidate, or in a Candidate Supply Appointment *not* under educational supervision). A pastoral charge supervisor is required to oversee the work of the congregation.

This person is separate from an educational supervisor (for Candidates) or mentor (Admissions Applicant) who has been appointed on behalf of the Candidacy Board or Credentialing Committee to fulfill the requirements of the individual's ministry process.

Note: Candidates are not part of the Governing Body

d. Admissions Applicant

A pastoral charge supervisor is appointed when a minister is in the process of admission to The United Church of Canada from another denomination, a pastoral charge supervisor is required to oversee the work of the congregation.

This person is separate from an educational supervisor or mentor who has been appointed to fulfill the requirements for admission.

Ministers from denominations with which we have mutual recognition do not need a PCS (United Church of Christ, the Presbyterian Church in the Republic of Korea, or the United Church of Christ in the Philippines)

e. Ordained or Diaconal Supply (Short Term)

A pastoral charge supervisor is appointed when a minister from another denomination is invited and wishes to temporarily serve in the United Church of Canada. Eligible for appointment only with a cumulative time limit of 2 years. Accountable to the United Church of Canada as an employee.

f. Ethnic Ministry

A pastoral charge supervisor is appointed when a pastoral charge falls under the category of ethnic ministries. Ethnic ministries can have ministry personnel who are ordained in another denomination and these persons are not required to seek admission into The United Church of Canada.

The pastoral charge supervisor is required to attend all meetings of the governing body.

g. Lay Led CoF

A pastoral charge supervisor is appointed when a pastoral charge chooses not to call or appoint a member of the order of ministry or designated lay minister who has been recognized by the regional council.

Appointment

Pastoral Charge Supervisors will be appointed by the Congregational Support Commission. The Pastoral Charge Supervisors, once appointed, will continue to serve until

1. there is a “called or appointed” ministry personnel in place not requiring such supervision, OR
2. the supervisor gives at least 1 months notice in writing to the Regional Congregational Support Commission of their desire to conclude their appointment as pastoral charge supervisor.

Qualifications (took effect January 1, 2024)

In order to ensure the safety of the pastoral charge supervisor and the community of faith they are serving certain standards are necessary. These standards are the same for Ministry personnel serving a congregation through a Call or Appointment.

The requirements for a pastoral charge supervisor are:

- Vulnerable Sector Police Records Check,
- Racial Justice Training
- Boundaries Training, and
- PCS CHURCHx Course

Active ministry personnel will already have met these requirements. Retired ministry personnel and lay members will have to fulfill these requirements before appointment.

Regional Council will pay for training and police record checks for retired and lay members who are approved to be PCSs.

Cost of requirements will be reimbursed through the expense sheet with receipt. Expense sheets are available from the Minister, Congregational Support. Please provide proof of Vulnerable Sector Police Records Check to the Minister, Congregational Support.

Costs of Pastoral Charge Supervision to the Community of Faith (took effect Jan. 1, 2024)

A Community of Faith receiving supervision is responsible to provide an honourarium based on \$35 per hour to the Pastoral Charge Supervisor. This includes meetings of the Governing Body, Trustees, Congregation and Pastoral Charge. In a multi-point pastoral charge the communities of faith will have to determine how pastoral charge supervisors are paid.

Travel time to and from a CoF is not covered by the hourly rate.

Pastoral charge supervisors are to submit their hours to the community of faith on an agreed upon frequency and not less than 2 times per year.

Given that in most cases the pastoral charge is without clergy or receiving reimbursement for restorative care these expenses should not be burdensome. If it is anticipated to result in financial difficulties in the Community of Faith, a request may be made in writing from the governing body of the Community of Faith to the Regional Council Congregational Support Commission for further conversation (potentially about assistance from the Region with payment or about the viability of the Community of Faith).

It is both expected and encouraged that supervision will take place by electronic means, or phone as much as possible.

- i) community of faith will be responsible for preparing a T4A according to Canada Revenue requirements.

Note: PCS mileage is covered by the regional council.

In the rare case where regional council staff are the PCS the congregation is expected to donate to Mission and Service in the equivalent amount of the hours supervised. Please note that this is only when a staff member is the assigned Pastoral Charge Supervisor.

The Congregational Support Commission will pick up the cost for applicant for admission as part of its commitment to diversity.

Remuneration: if a PCS does not wish to receive the remuneration they should donate it to Mission and Service.

Responsibilities/Tasks:

The six areas of responsibility outlined in The Manual are broad in nature. Carrying out these responsibilities may involve a variety of tasks. A co-operative relationship and good system of communication between the appointed supervisor and the pastoral charge will help facilitate this work.

Role

The pastoral charge supervisor:

- oversees the work and ministry of the pastoral charge.
- is automatically a trustee (G.3.3.3cc) and must be granted access to trustee records upon request. (G.3.4.3.c.iv)

Meetings

The pastoral charge supervisor:

- has the authority to call congregational meetings (B.5.3.1.d), trustee meetings (G.3.6.1.c), and meetings of the governing body (B.7.7.2.iv). They must do so in situations when it is required by The Manual, and may do so at their own initiative at any time;
- must be present at meetings of the governing body (Official Board, Session, Council etc.) to have quorum. Without their presence no motions can be passed.
 - It is important for the community of faith to work with the pastoral charge supervisor to find a suitable date and time for meetings.
 - It is permissible to have the pastoral charge supervisor available by phone or computer connection especially when there are no major issues being discussed. It is the decision of the pastoral charge supervisor how they would like to join the meeting.
 - If unable to attend a meeting it is the Pastoral Charge Supervisor's responsibility to find a replacement, get approval from the Congregational Support

Commission of the Region or their staff support, and inform the Community of Faith governing body;

- is eligible to serve as chair of the governing body (B.7.6.1.b.iv) and trustees (G.3.5c) and is required to ensure a chair has been elected for the pastoral charge governing body, the trustees, and meetings of the congregation and pastoral charge

NOTE: It is now a requirement that a pastoral charge supervisor attend congregational meetings including the annual meeting. The pastoral charge supervisor should receive a copy of the agenda and annual report prior to the meeting to determine all is in good order. If your pastoral charge supervisor is leading worship at their own community of faith, you will need to be flexible to accommodate their schedule.

Sacraments & Membership

The pastoral charge supervisor:

- works with the pastoral charge to make arrangements for communion and baptism to be made available. While the pastoral charge supervisor may not be the one who is presiding, they will provide names of persons for the congregation to contact;
- ensures individuals seeking to become full members of the congregation are received according to The Manual (B.3.3).

Pastoral Care

The pastoral charge supervisor:

- can assist the pastoral charge in making arrangements for pastoral care, weddings and funerals by providing a list of names of persons who may be available on a contract or on call basis, encouraging the congregation to organize a lay visitors team or reach out to a neighbouring congregation to form a ministry sharing agreement. While this is not specifically part of a pastoral charge supervisor's responsibilities, it is an area of concern for many congregations, and assistance in meeting this need is greatly appreciated.

Other Ministry Personnel

The pastoral charge supervisor:

- will support any ministry personnel who are serving in the pastoral charge
- delegate responsibility for the functions of ministry in the pastoral charge to the ministry personnel as appropriate

Reporting

The pastoral charge supervisor:

- Will report to the regional council Congregational Support Commission at the end of their term as supervisor, or after every twelve months if their appointment is ongoing. (The annual congregational self-assessment form may be a useful resource for evaluating the state of the pastoral charge);

- Will consult with the Congregational Support Commission if they have any concerns regarding the state of the pastoral charge. Any concerns related to ministry personnel may be brought to the regional Minister, Pastoral Relations.

Financial Considerations:

- Pastoral charge supervisors can track their mileage related to their appointment and submit it to the regional council for an expense payment according to The United Church guidelines.
- Each regional council can set their own policies regarding additional compensation.

Expense Sheet

- Submit quarterly or when needed. Send to Minister of Congregational Support.
- Provide information for automatic deposit.

Additional Responsibilities:

- Ensure good communication between the liaison, search team and governing body if the community of faith is working toward a search process.

Note: The pastoral charge supervisor is not required at meetings called by the liaison