**Steps for ending a Collaborative Ministry Agreement**

**and the Pastoral Relationship**

**Background:**

* The congregation voted to approve the collaborative ministry agreement and must vote to end it.
* The ending of the collaborative ministry means a change of pastoral relationship. This may mean a request to end the pastoral relationship or a change to the terms of the pastoral relationship.
* The congregation voted to approve the pastoral relationship and must vote to end the pastoral relationship (unless the minister request the change of pastoral relationship)
* Discussions about ending the collaborative agreement must include the ministry personnel.

**The importance of the Ministry and Personnel Committee**

The Ministry and Personnel Committee should take care to have conversations with the minister throughout the process. This conversation allows M&P to be a supportive presence, address any concerns, and help the minister clarify their hopes for ministry after the collaboration ends. The M&P committee also provides an important connection between the minister, the governing body, and the regional council.

**Prior to a congregational meeting:**

1. Consultation with Congregational Support Minister and Minister, Pastoral Relations.
2. The governing body discusses whether to bring a motion to the Community of Faith to end the collaborative ministry and discusses the impact of this on the pastoral relationship.
3. The governing body informs the Congregational Support Minister and Minister, Pastoral Relations about the plan to call a congregational meeting. Consultation about the date might need to happen prior to the date being set.
4. The Ministry and Personnel Committee meets with the minister to discuss the change, the impacts, and whether the minister agrees with the proposed change and the impacts on the pastoral relationship. The M&P committee passes along this information to the governing body, and Minister, Pastoral Relations.
5. The congregational meeting is announced two consecutive Sundays and no sooner than the next day. The announcement must include the meeting's purpose: to consider a motion to end the collaborative ministry and end/change the terms of the pastoral relationship.

**Congregational Meeting** (when the minister is in agreement to the change of pastoral relationship)

1. When people arrive, their names will be checked on Membership and Adherent List.
2. Adherents would need to be granted right to vote by members at the beginning of the meeting (if this is the will of the congregation).
3. Motion presented by the governing body

The motions will include:

* 1. To end the collaborative ministry following the agreed upon number of days required in the collaborative ministry agreement.

Motion: That the congregation of \_\_\_\_\_\_\_ Pastoral Charge request the Congregational Support Commission of Antler River Watershed/Horseshoe Falls/Western Ontario Waterways Regional Council to end its collaborative agreement with \_\_\_\_\_\_\_\_\_\_\_ effective \_\_\_(date)\_\_\_.

* 1. To request the Human Resources Commission to end the pastoral relationship.

Motion: That the congregation of \_\_\_\_\_\_\_ Pastoral Charge request the Human Resources Commission of Antler River Watershed/Horseshoe Falls/Western Ontario Waterways Regional Council to end its pastoral relationship with \_\_\_\_\_\_\_\_\_\_\_ effective \_\_\_(date)\_\_\_.

The date is based on the number of days required by the Collaborative Ministry agreement. It must be at least 90 days from the date the Human Resources Commission meets to approve the change of pastoral relationship. The Human Resources Commission will work hard to meet the week following the congregational meeting.

Process for Congregational Meeting

1. Mover speaks
2. Minister given the opportunity to speak
3. Discussion
4. Mover can speak again
5. Vote

Notes: The vote can take place by ballot. This must take place if at least one person makes this request. If ballots are going to be used, there will need to be two people to count the ballots.

**When the minister is not in agreement or has concerns:**

* Contact the Minister, Pastoral Relations.

Notes:

* Ending a collaborative ministry agreement requires consultation with the regional council prior to decisions being made.
* The minister has the right to attend and speak to the motion during the congregational meeting.
* Nothing about the process should be a surprise to the minister or congregation. These steps follow care to ensure proper process and respect for all involved.
* For a pastoral charge planning on continuing the pastoral relationship after the end of the collaborative ministry contact Micol Cottrell, Minister, Pastoral Relations.