Collaboration: Steps of Process

Preamble

You may be starting from scratch in thinking about a collaborative agreement with other UCC churches. You may already have decided with whom you would like to collaborate. Collaborative agreements can be simple or quite complex.

This is the general process which may be adapted to your situation.

Process

1. Contact Congregational Support Minister
    - Hear what might already be happening to see if you might fit into a current discussion.
2. Refer to Congregational Support Toolkit Collaborative Agreements on your regional council website.
3. If you have current ministry personnel consult with Pastoral Relations Minister about the pastoral relationship.
4. Discuss with your governing body and current ministry personnel.
5. Contact other Communities of Faith (CoFs) for invitation.
6. Share your Community of Faith (CoF) Profile with your Congregational Support Minister at WOWCSM@united-church.ca.
7. Each CoF fills out Collaborative Ministry CoF Inventory.
8. Initial meeting – getting to know one another.
9. Subsequent meetings are to determine where you have common ground and what the CoFs agree to share.
    - Refer to collaborative agreement sample
10. Decide what financial contribution each CoF will make.
    - Can speak with Congregational Support Minister for an assessment guide.
11. Contact Pastoral Relations Minister so Liaison can be appointed by Human Resources Commission (HRC).

12. Finalize collaborative agreement and position description. These may be sent for review by the Congregational Support Minister (collaborative agreement) and the Pastoral Relations Minister (position description).
    - Is a current minister being included in the agreement? Please contact the Pastoral Relations Minister.
13. Approval collaborative agreement and position description by governing body
14. Each CoF has a congregational meeting to approve collaborative agreement and position description.
15. Send collaborative agreement to Congregational Support Minister for approval by Congregational Support Commission.
16. Send position description to Pastoral Relations Minister for approval by Human Resources Commission.
17. Once approval by both commissions is received:
    - Fill out Record of Call/Appointment
    - Contact ADP with salary changes. See Financial Handbook.