

## Pastoral Charge Supervision Policy

The appointment of a Pastoral Charge Supervisor is a required action of the Region in support of Pastoral Charges **without a regularly appointed or called member of the Order of Ministry or appointed recognized Designated Lay Minister**. Normally, this is a time limited relationship most often required in a time of transition or disruption. The Region through its appropriate committee will appoint a Pastoral Charge Supervisor when:

1. Profile Preparation / Mission Articulation Plan process or Search Process is underway and regularly called or appointed ministry personnel are no longer serving
2. Clergy is on Sabbatical
3. Supervised Ministry Education Sites are established
4. There are times of short term and long term disability.
5. Anytime of required review of clergy by the Office of Vocation or pastoral charge by Region.
6. At any other time the Region decides the support of a Pastoral Charge Supervisor would be beneficial. (As per United Church Manual (2019) section: I.2.5.2 (a).

**COSTS:** The costs of travel at the posted General Council rate and incidental expenses (meals and overnight accommodation when required) will be the responsibility of the pastoral charge. Given that in most cases the pastoral charge is without clergy or receiving reimbursement for a disability these expenses should not be burdensome. The Region should remain open to supporting learning sites if the cost of Pastoral Charge Supervision proves problematic. It is both expected and encouraged that some supervision will take place by electronic means.

The Pastoral Charge Supervisor can offer guidance and advice for arranging sacraments, weddings and funerals, but is not to be expected to provide them on an ongoing basis. If the Pastoral Charge Supervisor is invited to offer ministry leadership for sacraments, weddings, funerals, pulpit supply or in any other way, the pastoral charge will provide an honorarium similar to that paid to any other supply minister.

**SUPPORT:** The Region through the appropriate committee and the Regional Minister will offer ongoing support in polity, policy and training to Pastoral Charge Supervisors and sites.

The Region has a responsibility to ministry sites experiencing chronic vacancy. Having the ongoing needs of ministry covered by neighbouring clergy within the function of normal Pastoral Charge Supervision. The region through its appropriate committee shall open a larger conversation regarding alternative pastoral coverage and staffing models to better preserve and strengthen the United Church ministry presence in the area.

### **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.

The Pastoral Charge Supervisor is responsible for attending the meetings of the Governing Body.

### **B.7.3 Membership of the Governing Body**

#### **B.7.3.1 General**

The governing body has the following members:

- a) The full members of the congregation elected by the congregation or pastoral charge;
- b) The members of the order of ministry who have been called or appointed to the pastoral charge;
- c) The designated lay ministers who have been recognized by the regional council and appointed to the pastoral charge;
- d) The pastoral charge supervisor, if there is no such member of the order of ministry or designated lay minister; and**
- e) Any other full member that the congregation or pastoral charge includes in the membership of its governing body. This may include full members who hold specific positions in the congregation or pastoral charge.