

Appointments and Re-Appointments Policy

Living Skies Regional Council Pastoral Relations Commission

The purpose of this policy is to guide decision making by the Pastoral Relations Commission when considering a request for an appointment.

Supply Appointments

I.1.8.1 Circumstances

The regional council is responsible for appointing a ministry personnel to a community of faith to meet supply needs

- a) until a ministry position can be filled; or
- b) during the temporary absence of a minister called or appointed to the community of faith.

The Manual, 2023

In the new guide for pastoral relations, [*Pastoral Relations: Policy for a Community of Faith*](#), a distinction is made between supply appointments and appointments (page 13). Supply appointments are requested when the community of faith requires ministry support while they work on their profile and search, or when the current minister will be absent for a period of months (for example, on a leave). Appointments, on the other hand, are a longer-term pastoral relationship as a result of a search. The policy will help the Living Skies Regional Council Pastoral Relations Commission differentiate between the two types of appointments and respond appropriately.

The Pastoral Relations Commission will consider a request for the following appointments:

- Designated Lay Minister: up to a 5-year appointment with potential for re-appointment
- Interim Minister: up to a 3 year appointment, although normally 2 years as outlined in the [*Intentional Interim Ministry: Resource for Regional Council*](#).
- Re-engaged Pensioners (retired ministers): up to a 5-year appointment with potential for re-appointment
- Admittand: minimum of 2 years, up to 3 years (if needed for immigration) as outlined in the [*Admission to the Order of Ministry Policy and Procedures*](#) resource
- Candidates: appointment length will be consistent with program requirements as outlined in the [*Candidacy Pathway: Supervised Ministry Education*](#) resource

Candidate Supply:

Summer Distance Learning Candidate Supply: The Atlantic School of Theology offers a distance learning Masters of Divinity. The first two years require a field placement which could be met by a candidate supply appointment. Years 3 & 4 require a Supervised Ministry Education (SME) site. The recommendation is that these be part-time from ½ time to ¾ time. A multi-year appointment (up to 2 years for the field placement or 3 years for SME) can be requested.

In all candidate appointments, if studies are discontinued, unless there are extenuating circumstances, the pastoral relationship would likely end. In the case of unresolvable conflict in the pastoral relationship in a SME, the Candidacy Board may end the SME. The candidate would give the normal 90 days' notice and request the regional council to allow a change of pastoral relations.

Supply appointments:

Supply appointments for communities of faith preparing profiles or actively in search will be for 6 months, renewable twice (18 months in total if needed, in consultation with the Pastoral Relations Commission).

Supply appointments to cover sabbatical leave, maternity and/or parental leave, medical leave, extended bereavement leave or other exceptional circumstances may be approved for up to 12 months. If the return to work date of the incumbent minister is uncertain, the appointment can be made with the proviso that 3 weeks' notice of the end of the appointment will apply.

Re-appointments:**I.1.8.2 Term and Renewal of Appointments**

For a supply appointment of ministry personnel to a community of faith, the regional council

- a) must specify the term of the appointment; and
- b) may also renew the appointment on the request of the governing body of the community of faith.

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In the case of a Designated Lay Minister or Retired Supply, a re-appointment under existing terms may be considered with the following accompanying documentation:

- Current Annual Report
- Current year-end financial statement
- 5-year financial viability report
- Consultation with Committee on Community of Faith Support (done by the Pastoral Relations Minister)

A re-appointment with a change in terms may be considered with the above documentation, as well as a revised position description and the minutes from the meeting requesting the change, including rationale.

The Record of Call or Appointment is not only an employment contract; it signifies the covenantal nature of a pastoral relationship between the community of faith, the ministry personnel and the regional council. Therefore, a covenanting service will be held for all calls and for appointments of at least six months.