

# Pastoral Charge Supervisor Policy

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## What are the costs to the Pastoral Charge?

Pastoral Charge Supervisors are compensated directly by the supervised Pastoral Charge for:

- any incidentals, such as meals, upon submission of receipts,
- and actual mileage travelled at the current rate of travel set by The General Council as found in the Salaries and Reimbursements for Ministry Personnel.

After four months of supervision, Pastoral Charges compensate for supervision at a minimum amount of \$150 per month where:

- Compensation is paid directly to Supervisor if the Supervisor is serving in part-time ministry or the Supervisor is a lay appointed Supervisor.
- Compensation is paid to the Pastoral Charge that the Supervisor is in a call with when the Supervisor is serving in full-time ministry.

Given that in most cases the pastoral charge is without clergy or receiving reimbursement for a disability these expenses should not be burdensome.

## What the Policy Says....

- Pastoral Charge Supervisors (PCS) must be full members of the UCC appointed by the Regional Minister.
- The Pastoral Charge Supervisor may be clergy or lay yet must not be a member of the Pastoral Charge they are supervising.
- The Pastoral Charge Supervisor must be trained.
- The Pastoral Charge Supervisor shall not be in a conflict of interest with the Community of Faith. (See the PMRC and National Church's Conflict of Interest and Perception of Bias Policies).
- There shall be only one Pastoral Charge Supervisor appointed per Pastoral Charge at any one time.
- Pastoral Charges being supervised shall directly compensate the PCS for actual distance travelled at the rate set by The General Council found in the Salaries and Reimbursements for Ministry Personnel for that applicable fiscal year.
- It is expected that when travel time is more than a one-hour commute, teleconferencing or video conferencing options will be used, whenever appropriate.
- Pastoral Charges shall compensate the PCS for incidentals directly related to supervising the Pastoral Charge, including meals, upon submission of receipts.
- After four months of supervision, Pastoral Charges shall remunerate for pastoral charge supervision at a minimum amount of \$150 per month.
  - If the PCS is in full-time ministry remuneration is paid to the PCS's Pastoral Charge.
  - If the PCS is in part-time ministry or is lay remuneration is paid directly to the PCS
- The PCS shall remit to the appropriate Regional Minister an annual written report on the state of the Pastoral Charge they are supervising.

## What is different about this policy from the previous one?

The primary difference is that, moving forward, Pastoral Charge Supervisors, or the congregations they are called to serve, will be remunerated at an amount of \$150/month for the time they serve supervising another congregation after the initial four-month period.

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## About Pastoral Charge Supervision

It is the Supervisor's responsibility to ensure that processes honouring United Church polity and policy are in place so that:

1. Regular worship, including the sacraments, proceeds according to United Church polity and tradition;
2. The Official Board (or its equivalent) arranges for routine administrative duties to be handled including all communications (mail, telephone, e-mail) by someone named to be responsible for this;
3. Adequate pastoral care is being provided through regular visitation, crisis care and bereavement care within the Pastoral Charge (not by the PCS);
4. Adequate Christian education programs continue including preparation for baptism, confirmation, and marriage;
5. The Pastoral Charge Supervisor is responsible for attending meetings of the Governing Body and Trustees of the congregation. **(B.7.3.1)**; and
6. A report is prepared (either at the conclusion of the period of supervision or at least annually). The report is to be forwarded to the Regional Minister to whom the supervisor is accountable.

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.

## What do Pastoral Charge Supervisors do?

**The Manual** outlines seven different responsibilities, a few of which are broad in nature, such as "general supervision of the work of the Pastoral Charge". In practical terms, the most frequent tasks for a Pastoral Charge Supervisor are:

### **(a) Attendance at Council/Board/Trustee meetings:**

This is probably the most common task. Pastoral Charge Supervisors are to provide oversight regarding the general functioning of the Pastoral Charge by being present at governance meetings that require a Regional appointee for the purpose of quorum **(B.7.7.4 & I 2.5.2 ii & iii)** and ensure that chairs are elected for the Board/Council, trustees and congregational meetings.

### **(b) Helping the pastoral charge arrange for the sacramental life of the charge and receiving new members (I 2.5.2 iv)**

While Pastoral Charge Supervisors are not necessarily the ones presiding, they may provide names of those who are available to preside.

### **(c) Report to The Region (I 2.5.2 vi):**

In Pastoral Charges where there is an on-going relationship with a Pastoral Charge Supervisor, The Region asks the supervisor annually for a status report. This report is referred to the Regional Minister for your area. If further consultation or action is required it will be forwarded to the Pastoral Relations Council of the Pacific Mountain Regional Council.

From time to time there are Pastoral Charge Supervisors where ministry personnel are serving, for example, from another denomination or student supply. In these instances, there may be specific assignments regarding sections **I 2.5.2i** and **I 2.5.2v**. Consult with your Regional Minister on these occasions.

### **2019 The Manual:**

- a. Bylaw Section I.2.5.2 Pastoral Charge Supervisor.
- b. Bylaw Section B.7.7.2. Calling a Meeting.
- c. Bylaw Section B.7.7.4 Minimum Number of Persons Present.

# Pastoral Charge Supervisor Policy

## ***When are Pastoral Charge Supervisors appointed:***

Pastoral Charge Supervisors are appointed whenever there is no called or appointed member of the Order of Ministry or recognized Designated Lay Minister appointed by the Regional Council to a Pastoral Charge. The Region may also appoint a Pastoral Charge Supervisor in any other situation where the Regional Council decides it is appropriate. Normally, this is a time limited relationship most often required in a time of transition or disruption. The Regional Minister will appoint a Pastoral Charge Supervisor when:

- A Profile and Search process is underway and the regularly called or appointed Ministry Personnel are no longer serving the pastoral charge;
- Ministry Personnel are on sabbatical;
- Supervised Ministry Education sites are established;
- During a student or non-recognized DLM appointment;
- During times of short-term or long-term disability;
- Any time of required review of ministry personnel by the Office of Vocation of Pastoral Charge by the Region; and
- At any other time that the Region decides the support of a Pastoral Charge Supervisor would be beneficial. (as per The Manual of The United Church of Canada (2019), I.2.5.2 (a).

## **Frequently Asked Questions?**

### ***Where did this policy come from? Why do we have it?***

It has always been the polity and practice of The United Church of Canada that Pastoral Charges require supervision when they are without called or appointed ministry personnel.

At General Council 43 representatives from across our Church voted on and carried proposal BC 06: Ministry Support and Supervision (attached for information). One of the aspects of this proposal was to develop a remuneration schedule for supervisors recognizing that in our current context as a denomination there is an increase in the need for Pastoral Charge Supervisors and acknowledging the costs of supervision. Another aspect this proposal identifies is a consideration of the varied dynamics impacting Supervision such as when a PCS is not in full time ministry. This policy addresses these aspects of the Ministry Support and Supervision proposal. Other elements of the proposal continue to be developed by the National Church.

### ***Why after four months do Pastoral Charges have to start remunerating for Supervision?***

In the normal life of a Community of Faith there can be periods of time up to four months where they are without ministry personnel. Sabbatical combined with holidays, study leave, restorative care leave, and the time required to conduct a search for new ministry personnel are all examples that occur regularly. While a PCS must be appointed during these events, they are short-term and a normal part of being involved with the wider Church. Because every community experience these events, time-limited Pastoral Charge Supervision is considered normal for ministry personnel and laity serving the wider Church and does not place an unfair burden on their time. When Supervision is longer-term (beyond four months), remuneration is to compensate for this longer-term ongoing nature of the work and the time that individuals spend away from their congregations.

***For Further Information Please Contact your Regional Minister: Pastoral Relations and Communities of Faith Support***