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# **APPOINTMENTS POLICY**

## **HUMAN RESOURCES COMMISSION**

### **ANTLER RIVER WATERSHED REGIONAL COUNCIL**

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

In the new guide for pastoral relations, *Pastoral Relations: Community of Faith*, a distinction is made between supply appointments and appointments (page 19). Supply appointments are requested when the community of faith requires ministry support while they work on their profile and search. Appointments, on the other hand, are longer-term pastoral relationship as a result of a search. The policy will help the Human Resources Commission differentiate between the two types of appointments and respond appropriately.

A covenanting service will be held for all appointments of six months or longer and for all calls.

#### **The Human Resources Commission will consider a request for the following appointments:**

- Designated Lay Minister: up to a 5 year appointment
- Interim Minister: up to a 3 year appointment (this does not fill a vacancy – it is a time-limited appointment, not an ongoing pastoral relationship)
- Re-engaged Pensioners (retired ministers): up to a 5 year appointment when filling a vacancy
- Admittand: minimum of 2 years, up to 3 years (needed for immigration)

#### **Candidate Supply**

##### **Designated Lay Ministers – Applicant (DLM-A)**

DLM-A are students who are required to be in an appointment (at least half time) in order to complete their educational program. A multi-year appointment (up to 3 years) could be requested for a DLM-A.

##### **Summer Distance Learning Candidate Supply**

The Atlantic School of Theology offers a distance learning MDiv. The first two years require a field placement which could be met by a candidate supply appointment. Years 3 & 4 require a SME (supervised ministry education) site. The recommendation is that these be part-time from .50 to .75. A multi-year appointment (up to 2 years for the field placement or 3 years for SME) can be requested.

The Candidacy Pathway program requires a candidate to fulfill a supervised ministry education (SME) component for two years. An appointment may be requested for up to 2 years. Candidate Supply for a candidate active in either the diaconal or MDiv. programme can be requested for up to 2 years.

In all the candidate supply cases, if studies are discontinued, unless there are extenuating circumstances, the pastoral relationship would likely end.

*In the case of students in a distance learning program who are withdrawn, suspended, or terminated from the academic program, the school must notify the candidate's Candidacy Board. In some circumstances, candidates who withdraw from the academic program while under appointment may be eligible to continue in their appointment at the discretion of the Candidacy Board and the regional council. (Candidacy Pathways: SME January 2019, p.18)*

In the case of unresolvable conflict in the pastoral relationship in an 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.

*If the SME is taking place within the context of a pastoral charge appointment, the regional council is consulted. Appropriate pastoral relations processes are followed to terminate the appointment. (Candidacy Pathways: SME January 2019, p. 18)*

The Candidacy Board may revoke the candidacy status of the appointee and then they would be no longer eligible to be in an appointment. The pastoral relationship would end with the appropriate notice of a change in 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 Human Resources Commission).

Supply appointments to cover maternity 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 called minister is uncertain, the appointment can be made with the proviso that 3 weeks' notice of the end of the appointment will apply.

### **Ending an Appointment that fills a vacancy at the end date or prior to the Record of Appointment end date.**

*The Manual* states that pastoral relationships may be ended by the minister with 90 days' notice or by a decision of the congregation with 90 days' notice from the acceptance of the Human Resources Commission of the region. There are specific processes which apply to the ending of pastoral relationships which must be followed in both cases.

This process does not apply to supply appointments or to Intentional Interim Ministry appointments.

**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 region. Therefore a covenanting service will be held for all calls and for appointments of at least six months.**