

## Antler River Watershed Regional Council

### Preparing to Search for Ministry Personnel: Steps to Follow

This is a brief outline of the steps which must be completed before the actual search begins.

**First Step:** The pastoral charge(s) decides whether to search for a supply minister (6 month appointment renewable twice) or move directly to searching for a “permanent” minister

**If the decision is to search for a supply minister, the pastoral charge(s) follows these steps:**

1. Each community of faith completes/updates the Financial Viability Worksheet
  - A copy of the worksheet is available on the regional council website under Congregational Support Toolkit 2
  - **MUST** complete the last page which asks for the number of hours and category (A-F) of ministry personnel for the position.
  - If there is more than one community of faith, please indicate the total number of hours for the position as well.
2. The governing body of each community of faith approves the Financial Viability Worksheet and sends a copy to the Minister, Congregational Support for review and approval by the Covenant Commission. The Covenant Commission will notify you and the Minister, Pastoral Relations that your community(ies) of faith is ready to create a position for a Supply Minister.

***The search process now continues with the support of the Human Resources Commission and Minister for Pastoral Relations.***

3. The Human Resources Commission will appoint a liaison to support the search process.
4. The governing body, or its designate, drafts a position description based on the number of hours indicated on the Financial Viability Worksheet. A position description template is available from the Minister, Pastoral Relations
5. The governing body of each community of faith approves the position description.
6. Once approved by the governing body, a copy of the position description is sent to the Minister, Pastoral Relations for approval by the Human Resources Commission.
7. The governing body/bodies selects a search team and arranges training by consulting with the Minister, Pastoral Relations
8. The Search Team posts the Financial Viability Worksheet and position description on ChurchHub, which will be activated by the Minister, Pastoral Relations.
9. The Search Team proceeds with the search process.

**When the decision is to search for a permanent minister, the congregation follows these steps:**

1. The governing body of each community of faith completes/updates all Community of Faith Profile worksheets (Cover Page, Financial Viability, Demographics, Manse (if you do not have one please submit with N/A), Real Property, Living Faith Story)
  - A handbook and worksheets are available on the regional council website under Congregational Support Toolkit 2
  - If this is a multi-point pastoral charge, each congregation completes the profile. Include any additional financial information for the pastoral charge.
  - **You MUST complete the last page of the financial viability worksheet which asks for the number of hours and category (A-F) of ministry personnel for the position;**
  - If this is a multi-point pastoral charge or collaborative ministry, please indicate the hours each congregation can afford and the total hours for the position.
2. The governing body reviews the completed Community of Faith Profile and is encouraged to send a draft to the Minister, Congregational Support for review.
3. The governing body, or its designate, drafts a position description using the information in the community of faith profile as a reference to identify the responsibilities of the ministry position and necessary gifts and skills.
  - The Minister, Pastoral Relations provides a position description template and appoints a liaison to work with the congregation, if one has not already been appointed.
4. The governing body reviews the completed position description and is encouraged to send a draft to the Minister, Pastoral Relations for review.
5. The governing body(ies) call a congregational meeting to approve the community of faith profile and position description.
6. The governing body sends the approved community of faith profile and position description to the Minister, Congregational Support and the Minister, Pastoral Relations for approval by the respective commissions. Once approved you will be notified.

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7. The governing body/bodies selects a search team and arranges training by consulting with the Minister, Pastoral Relations
8. The Search Team posts the Community of Faith Profile and Position Description on ChurchHub, which will be activated by the Minister, Pastoral Relations.
9. The Search Team proceeds with the search process.