



Pastoral Relations Commission: Pastoral Charge Supervisor Handbook

Canadian Shield Regional Council

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The Manual, 2021; Bylaws I. Pastoral Relations

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.

General Background:

Canadian Shield Regional Council Governance Structure

The Pastoral Relations Commission has the authority to name Pastoral Charge Supervisors who are members of the Regional Council to Communities of Faith that require supervision. The Pastoral Relations Commission has the authority to remove Pastoral Charge Supervisors from Communities of Faith.

The Pastoral Relations Commission has the authority to create, review, and implement policies related to pastoral charge supervision including: remuneration of Pastoral Charge Supervisors; travel reimbursement rate; and use of technology to meet requirements of quorum for Community of Faith meetings.

Situations Requiring Pastoral Charge Supervisors:

The Manual states that a pastoral charge supervisor is appointed, “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.” This might occur in the following situations:

- a. Change in Pastoral Relations: Most commonly, this occurs when a change in pastoral relations has left a pastoral charge without a called or appointed minister.
- b. Leave: When ministry personnel are on leave (parental, medical, compassionate, sabbatical) a pastoral charge supervisor is appointed for this period of time.
- c. Student/Candidate: When a student is serving as the supply minister in a pastoral charge, a pastoral charge supervisor is required to oversee the work of the congregation. This person is separate from an educational supervisor or mentor who has been appointed to fulfill the requirements of a supervised ministry education site.
- d. Candidate for Admission: When a minister is in the process of admission to The United Church of Canada from another denomination, a pastoral charge supervisor is required to oversee the work of the congregation. This person is separate from an educational supervisor or mentor who has been appointed to fulfill the requirements for admission.
- e. Ethnic Ministry: Pastoral charges that fall under the category of ethnic ministries are able to have ministry personnel who are ordained in another denomination and these persons are not required to seek admission into The United Church of Canada. However, a pastoral charge supervisor is required to be in attendance at all meetings of the governing body, for example official board, session or council.
- f. Ecumenical Shared Ministries: Pastoral charges that share a ministry with another denomination also require the presence of a pastoral charge supervisor at all meetings of the governing body, for example official board, session or council.

Responsibilities/Tasks:

The six areas of responsibility outlined in The Manual are broad in nature. Carrying out these responsibilities may involve a variety of tasks. A co-operative relationship and good system of communication between the appointed supervisor and the pastoral charge will help facilitate this work. (Note: see Appendix Checklist)

Role

The pastoral charge supervisor:

- oversees the work and ministry of the pastoral charge.
- is automatically a trustee (G.3.3.3cc), must be granted access to trustee records upon request. (G.3.4.3.c.iv) and may assume the role of Chair of the Trustees if they wish to do so (G.3.5.c)

Meetings

The pastoral charge supervisor:

- has the authority to call congregational meetings (B.5.3.1.d), trustee meetings (G.3.6.1.c), and meetings of the governing body (B.7.7.2.iv). They must do so

in situations when it is required by The Manual and may do so at their own initiative at any time. The meeting must meet the requirement of properly informing the congregation with necessary notice times (B.5.4.2)

- must be present at meetings of the governing body (Official Board, Session, Council etc.) to have quorum. Without their presence no motions can be passed.
 - It is important for the community of faith to work with the pastoral charge supervisor to find a suitable date and time for meetings.
 - While it is preferable to have in person meetings, there may be issues that are in place (eg distance, weather, ...) which make meetings by telephone or computer connection advisable
 - It is the decision of the pastoral charge supervisor in discussion with the governing body how they would like to join the meeting.
 - The agenda and supporting documents will be sent to the Pastoral Charge Supervisor in a reasonable time before the meeting.
- is eligible to serve as chair of the governing body (B.7.6.1.b.iv) and trustees (G.3.5c) and is required to ensure a chair has been elected for the pastoral charge governing body, the trustees, and meetings of the congregation and pastoral charge
- NOTE: It is not a requirement of The Manual (2021) that a pastoral charge supervisor attend a congregational or annual meeting. Though not required, it is strongly advisable. The pastoral charge supervisor should receive a copy of the agenda and annual report prior to the meeting to determine all is in good order.

Sacraments & Membership

The pastoral charge supervisor:

- works with the Communities of Faith to ensure that communion and baptism will be made available. While the pastoral charge supervisor may not be the one who is presiding, or making the arrangements, they will provide names of persons for the congregation to contact
- works with the community of faith and the Pastoral Relations Commission to ensure that a Sacraments Elder is chosen by the community of faith and trained by the Pastoral Relations Commission if the community of faith does not have access to someone who is able to perform the sacraments and who are not likely to be calling a ministry personnel any time in the foreseeable future.
- ensures individuals seeking to become full members of the congregation are received according to The Manual (B.3.3)

Pastoral Care

The pastoral charge supervisor:

- can assist the pastoral charge in ensuring pastoral care, weddings and funerals can take place by providing a list of names of persons who may be available on a contract or on call basis, encouraging the congregation to organize a lay visitors team or reach out to a neighbouring congregation to form a ministry sharing agreement. While this is not specifically part of a pastoral charge supervisor's responsibilities, it is an area of concern for many congregations, and assistance in meeting this need is necessary.

Other Ministry Personnel

The pastoral charge supervisor:

- will support any ministry personnel who are serving in the pastoral charge
- delegate responsibility for the functions of ministry in the pastoral charge to the ministry personnel as appropriate

Reporting

The pastoral charge supervisor:

- Will report to the regional council Pastoral Relations Commission at the end of their term as supervisor, or after every twelve months if their appointment is ongoing before March 31. (The annual congregational self-assessment form may be a useful resource for evaluating the state of the pastoral charge)
- Will consult with the Pastoral Relations Commission and the Support to Communities of Faith Commission if they have any concerns regarding the state of the pastoral charge. Any concerns related to ministry personnel may be brought to the Pastoral Relations Minister.
- Will ensure that the Community of Faith complete their annual report to the Support to Communities of Faith Commission (reviewing and updating Living Faith Story, Profiles)
- **Will be reviewed by the Commission Connections Team and recommendations will be sent to both Commissions**
 - **The Chairs of the Pastoral Relations Commission and the Support to Communities of Faith Commission will respond with appreciation to the Pastoral Charge Supervisors and the Communities of Faith and share any recommendations**

Education

- **As soon as possible for the new Pastoral Charge Supervisors**
- **Update every 3 years after initial education**
- **Who? – experienced supervisors**

Financial Considerations:

Refer to: Canadian Shield Regional Council Governance Structure 6.1.4 Remuneration Policy:

APPENDIX A Checklist for Role of Pastoral Charge Supervisors

Some tasks of the Supervisor take place at specific times of the year. Others are more ongoing. Some tasks must be completed by the Supervisor. The Supervisor ensures that others complete other tasks.

Meetings

The Pastoral Charge Supervisor:

- ☐ attends all meetings of the Governing Body **for quorum**.
- and the Governing Body decide upon the dates and times of meetings.
- ☐ decides how they will meet with the Governing Body, in person, by phone, by Zoom, ...
- ☐ receives ahead of time, the agenda and supporting documents for the meeting
- ☐ ensures that a chairperson is chosen by the governing body
- ☐ may Chair meetings of the Governing Body or the Trustees Committee

Annual Meeting

The Pastoral Charge Supervisor:

- ☐ does not need to attend the Annual Meeting (although it is recommended that they do so)
- ☐ receives the agenda and all documentation for the meeting
- ☐ ensures that the Annual Meeting Report is posted to the ChurchHub
- ☐ ensures that the Governing Body has all of the information they need to compile the Annual Report

The Pastoral Charge Supervisor will ensure that the Governing Body:

- ☐ Prepares a Budget annually
- ☐ Completes the Statistical Forms on ChurchHub
- ☐ Completes the Financial Statement for the Annual Meeting
- ☐ Names the Trustees at the Annual Meeting
- ☐ Reviews annually the Community of Faith Self-assessment
- ☐ Reviews annually the Community of Faith Covenant with the Canadian Shield Region
- ☐ Trains new members on how the Governing Body works
- ☐ Has a list of names of those available for providing Sacraments, Pulpit Supply, Weddings and Funerals

The Pastoral Charge Supervisor:

- ☐ Completes the Pastoral Charge Supervisor's Report annually, **no later than March 31**
- ☐ Keeps track of Pulpit Supply
- ☐ Keeps track of Sacraments
- ☐ Invoices the Community of Faith for travel
- ☐ Ensures good communication between the liaison, the Search Team and the governing body if the Community of Faith is working toward a Search process. The Pastoral Charge Supervisor is not required at meetings called by the Search Committee or the Liaison
- ☐ Ensures that the Community of Faith knows about and considers having a Sacraments Elder

- ☐ Consults with the Pastoral Relations Commission and the Support to Communities of Faith Commission if they have any concerns regarding the state of the pastoral charge
- ☐ Brings any concerns related to ministry personnel ~~may be brought~~ to the Pastoral Relations Minister.

APPENDIX B Annual Pastoral Charge Supervisor Report

The Pastoral charge Supervisor will complete this report online by March 31 for the preceeding year.

Annual PC Supervisor Report for the year 20__

Date Submitted: _____

Name of Pastoral Charge Supervisor:

Email:

Name of Pastoral Charge (ie Trinity Pastoral Charge – North Bay)

Details of Pastoral Charge

Communities of Faith in this Pastoral Charge

Number of Governing Body and Congregational Meetings Attended by the Supervisor

Were Sacraments administered by a Sacraments Elder? If so, who?

Number of Communion Services in the year:

Number of Baptisms in the year:

What is the state of the Pastoral Charge? Please comment on each of the headings:

Highlights of the past year:

Emerging opportunities for growth:

Strengths and Weaknesses:

Concerns

Do you have any recommendations for the Region in ways it can help?

Signature