

Canadian Shield Regional Council Pastoral Relations Commission

Pulpit Supply Policy and Best Practices

This was prepared and approved by the Canadian Shield Regional Council Pastoral Relations Commission (Oct. 23, 2019 and revised Feb. 1, 2022). The purpose of the policy and best practice statement is to guide communities of faith in considering options for pulpit supply.

Accountability and Support

The Regional Council is responsible for keeping and sharing with the Regional Council, a list of individuals who are trained and ‘endorsed’ as accountable to the Regional Council to provide pulpit supply services for communities of faith. This includes those who have been licensed as Licensed Lay Worship Leaders (LLWL) and retired Ordained, Commissioned, and Designated Lay Ministers who are in good standing in compliance with United Church requirements for mandatory trainings and police record checks and are endorsed as available for pulpit supply.

Exploring Issues of Liability

When the Regional Council provides names of those appropriate for pulpit supply, it is ensuring the community of faith that appropriate “Duty of Care” has been exercised in the oversight of these persons. In the United Church, the community of faith reserves authority over its worship life and can invite whoever they choose to lead in worship or preach, but when people are invited outside of those for whom the Regional Council has exercised its “Duty of Care”, the accountability for that “Duty of Care” rests with the community of faith.

Are there rules about who a community of faith can ask to offer worship leadership?

There is a tension between two overlapping areas of responsibility: one says the community of faith has responsibility for making decisions about worship; the other indicates that the community of faith is responsible to comply with both denominational and regional council policies.

Principles around Pulpit Supply

- Pulpit supply is not intended to be an ongoing approach to sustaining ministry. Lay-led congregations should not rely upon a *single LLWL, retired order of ministry or DLM or clergy from other denominations* for leadership;
- Ideally, Licensed Lay Worship Leaders should not preside more than 2 Sundays per month, at any particular preaching point;
- It is acknowledged that there may be circumstances where availability of LLWLs and other pulpit supply options are limited and it may not be possible to have a wider variety of persons providing leadership. In these circumstances the community of faith is directed to in communication with the Pastoral Relations Commission and to request direction and support;
- Worship resources (printed, video, technology links) and other support to communities of faith are available through the Support to Communities of Faith Commission;
- Using pulpit supply from within the community of faith itself is an option. There are NO regulations that prohibit or limit respected and capable lay people from being invited by the community of faith to offer occasional worship leadership;

- Retired Ministers who are in compliance with United Church requirements can be used as frequently as desired. However, if the same Retired Minister is relied on regularly, it would be appropriate that they be appointed as “Retired Supply”;
- LLWLs who experience a call to fuller engagement in ministry beyond occasional Sunday worship are encouraged to explore paid accountable ministry.

Pulpit Supply Unaccountable to United Church Structures

Those who are not directly accountable to the United Church as pulpit supply (such as ministers ordained in a different denomination, guest speakers for community partner organizations or Retired United Church ministers NOT in compliance with United Church requirements) can still be appropriately invited on an “occasional basis.” For pulpit supply purposes, “Occasional Basis” means simply *not more than 4 times a year*.

The Canadian Shield Regional Pulpit Supply List will include retired United Church ministers who are in compliance with United Church requirements (like aforementioned mandatory trainings or police record checks).

CRA Requirements for a T4A

Communities of Faith paying more than \$500 in a year to anyone whose services they engage for worship leadership are required by law to file a T4A with CRA and providing that to the person no later than February 28 of each year. Please note that it is not appropriate that your pulpit supply employees need ask you for their T4A. It must be supplied as an expression of CRA compliance.

Oversight of the Regional Council

Oversight is exercised through the pastoral charge supervisors who are named by the Regional Council to ensure that communities of faith live their mission within the ethos of The United Church of Canada. Communities of faith which disregard the direction of the pastoral charge supervisor in regards to compliance with this policy, may be subject to review and discipline by the Regional Council.

~ Adopted by the Canadian Shield Regional Council Pastoral Relations Commission

Remuneration for Pulpit Supply – Ordered Ministry Personnel

As of January 1, 2023, there will be a \$232 daily rate with \$0.55/km for mileage as the minimum pulpit supply remuneration for ordered ministry personnel (according to the 2023 Minimum Salaries & Reimbursement for Ministry Personnel, the UCC).

LLWL Remuneration Policy

Set by the Pastoral Relations Commission on September 29, 2021:

Motion 2021-09-29-05 Joy Bott/ Elaine Lush moved that the Pastoral Relations Commission on behalf of Canadian Shield Regional Council approve that the minimum paid to LLWLs for pulpit supply be increased from \$150.00 to \$175.00 effective immediately and that every January the amount would be increased by the cost-of-living increase offered to ministry personnel in the annual Minimum Salaries & Reimbursements for Ministry Personnel Manual provided by the United of Canada and updated every September. Carried

The 2023 LLWL daily rate is \$183.31 with \$0.55/km