

**Prairie to Pine Regional Council**  
**Policy for Admission, Commissioning, Ordination, or Recognition**

**PREAMBLE**

As per section H.4.8 of *The Manual (2024)*, the regional council commissions, ordains, or recognizes at a celebration of ministries service based on:

- a) receipt of the confirmation of readiness of the candidate from the Office of Vocation; and
- b) confirmation that a covenantal relationship is in place with a community of faith or offer of employment to a paid accountable/recognized ministry, as determined by the regional council.

Similarly, as per section H.6.4 of *The Manual (2024)*, the regional council admits the minister to the order of ministry of the United Church and receives the minister at a celebration of ministries service based on:

- a) receipt of the confirmation of readiness of the minister for admission from the Office of Vocation; and
- b) confirmation that a covenantal relationship is in place with a community of faith or offer of employment to a paid accountable/recognized ministry, as determined by the regional council.

In Prairie to Pine Regional Council, one must be in a covenantal relationship or have entered into an agreement to enter a covenantal relationship that is a minimum of 14 hours/ week. Requests for exemption for extraordinary circumstances may be sent to the Pastoral Relations Commission for consideration.

A covenantal relationship could be:

- A call (calls are without time limit); or
- An offer of employment from a recognized ministry; or
- An appointment of six months or longer than six months including:
  - o Medical leaves that are known to be longer than six months;
  - o Maternity and parental leave coverage longer than six months.

This policy does not include short-term supply appointments such as:

- o Providing coverage for a community of faith working through the search process; or
- o Covering for a medical leave that is less than six months (or no return date known), a sabbatical leave, or other leave of absence.

“Provisional” means the call or appointment is pending admission, commissioning, ordination, or recognition at the Celebration of Ministry service. **The start date is the first of the month following the Celebration of Ministry Service.** Marking a Record of Call or Appointment as “provisional” also ensures that the proper salary category is automatically filled in the document on ChurchHub. Note that an offer of employment for a recognized ministry is equal to a provisional call or appointment for the purposes of this policy.

## **Steps for Provisional Calls or Appointments:**

### **Candidates for Commissioning, Ordination, or Recognition, or Admission Minister**

#### **Candidates continuing with their current pastoral relationship:**

- 1) You are assessed as ready for Commissioning, Ordination, or Recognition by the Candidacy Board (Candidates) or the Admission Board (Admission Minister).
- 2) Negotiation occurs with the governing body to continue in current pastoral relationship. If there are changes to the job description in terms of number of hours, a revised position description is required, as well as any supporting documentation (financial viability review, year-end statement, and annual report).
- 3) The community of faith approves the provisional call or appointment.
- 4) A new Record of Call or Appointment marked as “provisional” must be completed on ChurchHub. The start date will be the date of the celebration of ministry service.
- 5) The Pastoral Relations Commission approves the provisional call or appointment.
- 6) This call or appointment must meet the requirement for a covenantal relationship as outlined above.

**\*Note: The current appointment ends on the end of the month in which the celebration of ministry service is held even if it originally had a date after the celebration of ministry service or unless otherwise negotiated.**

#### **Candidates moving into a new pastoral relationship**

- 1) You are assessed as ready for Ordination, Commissioning, or Recognition by the Candidacy Board (Candidates) or Admission by the Admission Board (Admission Minister).
- 2) You enter the search process.
- 3) The community of faith approves a provisional call or appointment.
- 4) The Pastoral Relations Commission approves the provisional call or appointment.
- 5) This appointment must meet the requirement for a covenantal relationship as outlined above.
- 6) The start date of the provisional call or appointment must be within six months of the Celebration of Ministry Service.

### **Designated Lay Ministers and Lay people retired from Designated Lay Ministry seeking to enter Ordered Ministry**

#### **For Designated Lay Ministers currently in an appointment seeking commissioning or ordination:**

- 1) You must have been granted a testamur by the Credentialing Committee of the Board of Vocation to move to the next steps.
- 2) The community of faith approves a provisional call or appointment.
- 3) A new Record of Call or Appointment marked as “provisional” must be completed on ChurchHub. The start date will be the date of the celebration of ministry service. If there

are changes to the job description in terms of number of hours, a revised position description is required, as well as any supporting documentation (financial viability review, year-end statement, and minutes).

- 4) The Pastoral Relations Commission approves the provisional call or appointment.
- 5) This call or appointment must meet the requirement for a covenantal relationship as outlined above.

**For lay people retired from Designated Lay Ministry seeking Commissioning or Ordination:**

- 1) You must have been granted a testamur by the Credentialing Committee of the Board of Vocation to move to the next steps.
- 2) You enter the search process by making yourself available for an appointment as a re-engaged pensioner.
- 3) The search process unfolds concluding with a meeting of the community of faith to approve the provisional appointment. Re-engaged pensioners are eligible for an appointment for up to **three years** at a time.
- 4) The Pastoral Relations Commission approves the provisional appointment.
- 5) This appointment must meet the requirement for a covenantal relationship as outlined above.

*PROCESS NOTE: Based on recommendations of a working group of Pastoral Relations Ministers seeking consistency of policy across the UCC, based on policy approved by Living Skies Regional Council. Approved by the Pastoral Relations Commission of Prairie to Pine Regional Council on March 12, 2024 and approved by the Executive on April 02, 2024 to take effect immediately.*