

**FORMS AND TEMPLATE MOTIONS**  
**FOR PRESBYTERY PASTORAL RELATIONS**

**for use within Toronto Conference Presbyteries**  
**Originally Published October, 2010**

(Revised October 27, 2011)

At its October 28, 2010 meeting, the Conference's settlement and pastoral relations committee approved for use the following document providing template motions for use within the pastoral relations systems of the Conference's Presbyteries. The document includes *Manual* references, the names of forms commonly used in pastoral relations work, and occasional commentary on when a motion would be required.

Thanks to Elaine Eve, administrative assistant, South West Presbytery for her work on these motions. The document has been strengthened by suggestions and clarifications from other volunteers and staff throughout the Conference.

Motions may need to be altered from time to time as church procedures change.

*If you notice errors in this document or have suggestions for improvements to future editions of this document, please inform Linda Gray at [lgray@united-church.ca](mailto:lgray@united-church.ca).*

**Index**

p. 2	Appointments
p. 4	Calls
p. 6	Change in Pastoral Relations
p. 8	Designated Lay Ministry
p. 9	Discontinued Service List
p. 10	General
p. 11	Interim Ministry
p. 12	Joint Needs Assessment
p. 14	Pastoral Charge Supervisor
p. 15	Presbytery Recognized Ministry
p. 15	Retained on the Roll
p. 16	Settlement
p. 18	Transfers
p. 18	Voluntary Associate Ministry

**APPOINTMENTS**

The following motion(s) would be used by Pastoral Relations in order to make an appointment to a pastoral charge for the following reasons:

- To fill vacancy
- Interim
- Supply

**(PR 433 AP) RECORD OF APPOINTMENT**

See *The Manual* Sections 041.1(d), 058(d), 058(e), 062, 315, 340-345, 350, 389(b) v., 389(b) xii

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_  
that the Pastoral Relations Commission of \_\_\_\_\_ Presbytery concurs with the request of \_\_\_\_\_ United Church or Pastoral Charge and appoint (insert name), (insert appointment categorization), from (insert date range), full-time (or part-time at \_\_\_\_\_ hours per week), with the following terms for category (A – F): Salary \_\_\_\_\_ per annum, housing allowance \_\_\_\_\_ per annum, basic telephone \_\_\_\_\_ per annum, Continuing Education and Learning Amount \_\_\_\_\_ per annum, and all other terms according to *The Manual* and,

that in accordance with *The Manual* section 058(d), 058(e) this appointment does / does not require an act of covenant.

**(PR 433 AP) RECORD OF APPOINTMENT THAT INCLUDES A TRANSFER  
(WITHIN TORONTO CONFERENCE)**

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_  
that the Pastoral Relations Commission of \_\_\_\_\_ Presbytery concurs with the request of \_\_\_\_\_ United Church or Pastoral Charge and appoint (insert name), (insert appointment categorization), from (insert date range), full-time (or part-time at \_\_\_\_\_ hours per week) with the following terms for category (A – F): Salary \_\_\_\_\_ per annum, housing allowance \_\_\_\_\_ per annum, basic telephone \_\_\_\_\_ per annum, Continuing Education and Learning Amount \_\_\_\_\_ per annum, and all other terms according to *The Manual* and,

that in accordance with *The Manual* section 058(d), 058(e) this appointment does / does not require an act of covenant and,

that \_\_\_\_\_ Presbytery request that (insert name) be transferred from \_\_\_\_\_ Presbytery, both within Toronto Conference, effective (insert date).

**(PR 433 AP) RECORD OF APPOINTMENT THAT INCLUDES A TRANSFER  
(OUT OF TORONTO CONFERENCE)**

MOTION by \_\_\_\_\_ / \_\_\_\_\_  
that the Pastoral Relations Commission of \_\_\_\_\_ Presbytery concurs with  
the request of \_\_\_\_\_ United Church or Pastoral Charge to appoint  
(insert name), (insert appointment categorization), from (insert date range), full-time (or part-  
time at \_\_\_\_\_ hours per week) with the following terms for category (A – F): Salary  
\_\_\_\_\_ per annum, housing allowance \_\_\_\_\_ per annum, basic telephone  
\_\_\_\_\_ per annum, Continuing Education and Learning Amount \_\_\_\_\_ per annum,  
and all other terms according to *The Manual* and,

that in accordance with *The Manual* section 058(d), 058(e) this appointment does / does not  
require an act of covenant.

that \_\_\_\_\_ Presbytery in Toronto Conference request that (insert  
name) be transferred from \_\_\_\_\_ Presbytery, in  
\_\_\_\_\_ Conference, effective (insert date).

**REQUEST FOR LICENSE TO ADMINISTER SACRAMENTS FOR CANDIDATE  
SUPPLY**

When appointing Candidate Supply the following motion may be requested. See *The Manual*  
Section 353 (a)

MOTION by \_\_\_\_\_ / \_\_\_\_\_ that the Pastoral Relations  
Commission of \_\_\_\_\_ Presbytery concurs with the request of \_\_\_\_\_  
United Church or Pastoral Charge and requests Toronto Conference to grant sacramental  
privileges in accordance with Section 353(a) of *The Manual*, to (insert name), Candidate Supply,  
during his/her time of appointment at \_\_\_\_\_ United Church or Pastoral Charge and,

(this clause may be added if required)

that she/he be granted sacramental privileges within the jurisdiction of \_\_\_\_\_  
Presbytery during the time of appointment.

**(PR 436 MI) MANSE INFORMATION SUMMARY SHEET**

This form needs to be completed and submitted with form PR 433 AP: Record of Appointment if  
there is a manse involved.

No motion is required.

## CALLS

The following motion(s) would be used by Pastoral Relations when members of the Order of Ministry are called to a Pastoral Charge. A call can only be issued to the following members of the Order of Ministry:

- Ordained Minister
- Diaconal Minister

### (PR 435 PRC) PROVISIONAL RECORD OF CALL

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_  
that the Pastoral Relations Commission of \_\_\_\_\_ Presbytery concurs with the request of \_\_\_\_\_ United Church or Pastoral Charge and approve the call to (insert name), Ordained Minister / Diaconal Minister, beginning (insert start date), full time (or part time at \_\_\_\_\_ hours per week), with the following terms for Category (A –F): Salary \_\_\_\_\_ per annum, housing allowance \_\_\_\_\_ per annum, basic telephone \_\_\_\_\_ per annum, Continuing Education and Learning Amount \_\_\_\_\_ per annum and all other terms according to *The Manual*, and that the motion be effective pending Ordination / Commissioning to The United Church of Canada.

### (PR 435 RC) RECORD OF CALL

See *The Manual* Section 060

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_  
that the Pastoral Relations Commission of \_\_\_\_\_ Presbytery concurs with the request of \_\_\_\_\_ United Church or Pastoral Charge and approve the call to (insert name), Ordained Minister / Diaconal Minister, beginning (insert start date), full time (or part time at \_\_\_\_\_ hours per week), with the following terms for Category (A –F): Salary \_\_\_\_\_ per annum, housing allowance \_\_\_\_\_ per annum, basic telephone \_\_\_\_\_ per annum, Continuing Education and Learning Amount \_\_\_\_\_ per annum and all other terms according to *The Manual*.

\*\* Please note: For Candidates from other Conferences, a letter of good standing from the candidate's Presbytery before ordination or an ordination certificate should be provided after the candidate's ordination so that the provision is met.

**(PR 435 RC) RECORD OF CALL THAT INCLUDES A TRANSFER  
(WITHIN TORONTO CONFERENCE)**

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_  
that the Pastoral Relations Commission of \_\_\_\_\_ Presbytery concurs with  
the request of \_\_\_\_\_ United Church or Pastoral Charge and approve the  
call to (insert name), Ordained Minister / Diaconal Minister, beginning (insert start date),  
full-time (or part-time at \_\_\_\_\_ hours per week) with the following terms for Category (A –  
F): Salary \_\_\_\_\_ per annum, housing allowance \_\_\_\_\_ per annum, basic  
telephone \_\_\_\_\_ per annum, Continuing Education and Learning  
Amount \_\_\_\_\_ per annum and all other terms according to *The Manual and*,  
that \_\_\_\_\_ Presbytery request that (insert name) be transferred from  
\_\_\_\_\_ Presbytery, both within Toronto Conference, effective (insert  
call date).

**PR 435 RC) RECORD OF CALL THAT INCLUDES A TRANSFER  
(FROM OUTSIDE TORONTO CONFERENCE)**

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_  
that the Pastoral Relations Commission of \_\_\_\_\_ Presbytery concurs with  
the request of \_\_\_\_\_ United Church or Pastoral Charge and approve the  
call to (insert name), Ordained Minister / Diaconal Minister, beginning (insert start date),  
full-time (or part-time at \_\_\_\_\_ hours per week) with the following terms for Category (A –  
F): Salary \_\_\_\_\_ per annum, housing allowance \_\_\_\_\_ per annum, basic  
telephone \_\_\_\_\_ per annum, Continuing Education and Learning  
Amount \_\_\_\_\_ per annum and all other terms according to *The Manual and*,  
that \_\_\_\_\_ Presbytery in Toronto Conference request that (insert  
name) be transferred from \_\_\_\_\_ Presbytery, in  
\_\_\_\_\_ Conference, effective (insert call start date).

**(PR 456 WC) WARRANT TO COVENANT**

This form is to be filled in when Presbytery is requesting a Warrant to Covenant for Ministry Personnel who have been called or settled in a Pastoral Charge. The form is then sent to the Secretary of the Toronto Conference Settlement Committee for signature.

No motion is required.

**Action:** The Presbytery Administrative Assistant will initiate this form.

**(PR 436 MI) MANSE INFORMATION SUMMARY SHEET**

This form needs to be completed and submitted with form PR 435 CPC: Record of Call if there is a manse involved.

No motion is required.

## CHANGE IN PASTORAL RELATIONS

### **When Ministry Personnel is requesting a change in pastoral relations**

See *The Manual* Section 357

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_  
that the Pastoral Relations Commission of \_\_\_\_\_ Presbytery accept with regret, the request of (insert name and mp type) at \_\_\_\_\_ United Church or Pastoral Charge for a change in pastoral relations effective (insert date) and give thanks for his/her ministry among us.

### **When Ministry Personnel is retiring**

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_  
that the Pastoral Relations Commission of \_\_\_\_\_ Presbytery accept with regret the request for an change in pastoral relations and retirement of (insert name and mp type) at \_\_\_\_\_ United Church or Pastoral Charge effective (insert date) and give thanks for his/her ministry among us.

*Along with the above motion the following motions could be included:*

that the Pastoral Relations Commission of \_\_\_\_\_ Presbytery establish a Joint Needs Assessment Committee at \_\_\_\_\_ United Church or Pastoral Charge, and,

that the Pastoral Relations Commission of \_\_\_\_\_ Presbytery appoint (insert names) (one lay member and one Ministry Personnel member) as the Presbytery representatives to the Joint Needs Assessment Committee.

*Along with this above motion there may come the following form that requires no Presbytery action.*

### **(PR 424 EA) RECORD OF MINISTRY PERSONNEL ELIGIBLE FOR AVAILABILITY LIST**

The Ministry Personnel completes the form and forwards it to the Presbytery office.

No motion is required.

*As well if the Ministry Personnel is not immediately going to another call or appointment s/he may need to be Retained on the Roll of Presbytery. In this case the following motion would need to be made.*

**(PR 442 RR) RETAINED ON THE ROLL**

See *The Manual* Section 314(d)

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_  
that the Pastoral Relations Commission of \_\_\_\_\_ Presbytery concurs  
with the request of (insert name) of the Order of Ministry to be Retained on the Roll of  
Presbytery for the Pastoral Year, (insert date range) for the reason of  
\_\_\_\_\_.

(The choice of reasons include:)

- Continuing education (a description of the educational program must be included)
- In search of a call/appointment (including Interim Ministers)
- Leave of absence
- Long-term disability
- Maternity/parental leave
- Other employment (a position description of other employment must be included)

**When Pastoral Charge is requesting the ending of the pastoral relationship without cause**

See *The Manual* Section 046.1 and 059(e)

The request from the Pastoral Charge will require a two step process by the Presbytery.

The first motion:

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_ that, having  
received the request of (insert name of pastoral charge) for the ending of the pastoral  
relationship with (insert name of ministry personnel) without cause under S.046.1 of The  
Manual (2010) effective (insert date chosen by the Pastoral Charge), the Pastoral  
Relations Commission of \_\_\_\_\_ Presbytery will ensure the  
fulfillment of the requirement of Section 059(e) of The Manual (2010).

Then, having fulfilled the requirements of 059(e), the following motion would be made:

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_ that, having fulfilled  
the requirements of Section 059(e) of The Manual (2010), the Pastoral Relations  
Commission of \_\_\_\_\_ Presbytery accepts the request of (insert  
name of pastoral charge) for the ending of the pastoral relationship with (insert name of  
ministry personnel) without cause under S.046.1 of The Manual (2010) effective (insert  
date chosen by the Pastoral Charge).

**DESIGNATED LAY MINISTRY**

**REQUEST FOR LICENSE TO ADMINISTER SACRAMENTS FOR DLM**

See *The Manual* Section 343(c)ii and 353

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_ that the Pastoral Relations Commission of \_\_\_\_\_ Presbytery concurs with the request of \_\_\_\_\_ United Church or Pastoral Charge and requests Toronto Conference to grant sacramental privileges in accordance with Section 353 (a) of *The Manual*, to (insert name), Designated Lay Minister, during his/her time of appointment at \_\_\_\_\_ United Church or Pastoral Charge and,

(this clause may be added if required)

that she/he be granted sacramental privileges within the jurisdiction of \_\_\_\_\_ Presbytery during the time of appointment.

**REQUEST FOR LICENSE TO ADMINISTER SACRAMENTS FOR DLM (retired)**

See *The Manual* Section 343(c)iii and 353(c)

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_ that in accordance with Section 353(c) of *The Manual* the Pastoral Relations Commission of \_\_\_\_\_ Presbytery concurs with the request of \_\_\_\_\_, retired Designated Lay Minister, to be granted sacramental privileges within the jurisdiction of \_\_\_\_\_ Presbytery, and requests Toronto Conference to grant these privileges.

**PRESBYTERY MEMBERSHIP – DLM (not in an appointment)**

See *The Manual* Section 310(b)

*The Manual is silent on the Presbytery membership of a DLM who is between appointments. Presbyteries have the option of making the person a Presbytery member-at-large. The following motion would need to be passed at a Presbytery plenary meeting, or by the Presbytery's Executive.*

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_ that in accordance with Section 310(b)xiii, \_\_\_\_\_ be appointed as a member at large of \_\_\_\_\_ Presbytery.

**DISCONTINUED SERVICE LIST**

The following motion is to be used by the Presbytery when requesting that the name of a member of the Order of Ministry be placed on the Discontinued Service List (Disciplinary).

**(PR 445 DSL) DISCONTINUED SERVICE LIST (Disciplinary): FOR ORDER OF MINISTRY**

See *The Manual* Sections 314(d), 318, 363(g), 367

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_  
that in accordance with Section 035 of *The Manual*, the requirement of a ballot be waived.

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_  
that the Pastoral Relations Commission of \_\_\_\_\_ Presbytery recommends to Toronto Conference that the name of (insert name) be placed on the Discontinued Service List (Disciplinary).

**(PR 446 DSV) DISCONTINUED SERVICE LIST (Voluntary): ORDER OF MINISTRY**

See *The Manual* Sections 314(d), 318, 367.1, 369

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_  
that in accordance with Section 035 of *The Manual*, the requirement of a ballot be waived.

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_  
that having reviewed the request of (insert name) to be placed on the Discontinued Service List (Voluntary), the Pastoral Relations Commission of \_\_\_\_\_ Presbytery, recommends to Toronto Conference that the name of (insert name) be placed on the Discontinued Service List (Voluntary) .

**(PR 447 DLA) DISCONTINUED LAY MINISTRY APPOINTMENT LIST**

See *The Manual* Sections 363(f), 363(g), 368, 369

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_  
that in accordance with Section 035 of *The Manual*, the requirement of a ballot be waived.

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_  
that the Pastoral Relations Commission of \_\_\_\_\_ Presbytery place the name of (insert name) onto the Discontinued Lay Ministry Appointment List.

## **GENERAL**

### **(PR 401 IS) MINISTRY PERSONNEL INFORMATION SHEET**

No Presbytery action is required. This form is completed by Ministry Personnel and is then forwarded to the Presbytery Personnel Minister. This form can be attached to the PR 424 EA: Record of Ministry Personnel Eligible for Availability List and or PR 426 AS: Application for Settlement: Presbytery Accountable Ministry.

### **(PR 402 IS) MINISTRY PERSONNEL INFORMATION SHEET**

No Presbytery action is required. Ministry Personnel completes the form and forwards to the Presbytery Personnel Minister.

**INTERIM MINISTRY**

See *The Manual* Sections 001, 052(d), 053.1(e), 054.1, 340, 389 (b) viii, ix, x, xi

**REQUEST FOR CONFERENCE INTERVIEW**

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_ that the Pastoral Relations Commission of \_\_\_\_\_ Presbytery concurs with the request of (insert name) and does hereby confirm that the above named applicant is in good standing within the Presbytery and The United Church of Canada, and requests that the Interview Committee of Toronto Conference interview the applicant for suitability to serve as an Interim Minister, and make recommendation regarding designation as such to the Conference Executive.

**ESTABLISHING AN INTERIM MINISTER AT A PASTORAL CHARGE AND NAMING REPRESENTATIVES TO AN INTERIM MINISTRY TRANSITION TEAM**

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_ that the Pastoral Relations Commission of \_\_\_\_\_ Presbytery concurs with the request of \_\_\_\_\_ United Church or Pastoral Charge and declare that an Interim Ministry position be established for the congregation beginning (insert date), and

that the Pastoral Relations Commission of \_\_\_\_\_ Presbytery appoint (insert names) (either lay members or Ministry Personnel) as the Presbytery representatives to the Interim Ministry Transition Team.

**INTERIM MINISTRY PLANNING DOCUMENT**

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_ that in accordance with Section 389(b)viii the Pastoral Relations Commission of \_\_\_\_\_ Presbytery receive for information the report on Interim Ministry at \_\_\_\_\_ Pastoral Charge.

*Presbytery may choose to take other action based on the report, but that would be a separate motion.*

**JOINT NEEDS ASSESSMENT**

**(PR 403 JN) RECORD OF JOINT NEEDS ASSESSMENT REPORT**

See *The Manual* Sections 050, 050.1, 052, 053, 53.1, 058

**ACTION:** The Joint Needs Assessment Committee uses this form to summarize its report and recommendation. The JNAC completes the form and forwards to the Pastoral Charge Board/Council. Once the Board/Council has accepted the report it is forwarded to Presbytery where the following action is taken.

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_  
that the Pastoral Relations Commission of \_\_\_\_\_ Presbytery, receive the Joint Needs Assessment Report dated \_\_\_\_\_ from \_\_\_\_\_ United Church or Pastoral Charge and takes the following action \_\_\_\_\_.  
(one or more of the following actions can be taken)

- i) to adopt the recommendations (include the recommendations in the motion)
- ii) to amend the recommendations (include the amendments in the motion)
- iii) to make alternative recommendations (include the alternatives in the motion)
- iv) to refer the decision back for clarification; or
- v) to recommend that no action be taken by the Pastoral Charge.

**(PR 425 V) RECORD OF PASTORAL CHARGE VACANCY**

See *The Manual* Sections: 041.1, 051.1, 058(f), 059(g)

*\* When receiving both the PR 403 JN: Record of Joint Needs Assessment Report and PR 425 V: Record of Pastoral Charge Vacancy at the same time one motion can be made - see example below.*

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_  
that the Pastoral Relations Commission of \_\_\_\_\_ Presbytery receive and approve the Joint Needs Assessment report from \_\_\_\_\_ United Church or Pastoral Charge, and

**OPTION A**

that an Interim Minister (full-time / part-time) be appointed to \_\_\_\_\_ United Church or Pastoral Charge, effective (insert date).

**OPTION B**

that a Supply Minister (full-time / part-time) be appointed to \_\_\_\_\_ United Church or Pastoral Charge, effective (insert date).

**OPTION C**

that a Vacancy be declared for a (full-time / part-time) (position title) at \_\_\_\_\_ United Church or Pastoral Charge, effective (insert date), and  
that the Pastoral Relations Commission of \_\_\_\_\_ Presbytery establish a Joint Search Committee at \_\_\_\_\_ United Church or Pastoral Charge and appoint (insert names of a lay member rep. and a Ministry Personnel rep.) as the Presbytery representatives.

**(PR 436 MI) MANSE INFORMATION SUMMARY SHEET**

This form needs to be completed and submitted with form PR 425 V: Record of Pastoral Charge Vacancy if there is a manse involved. No motion is required.

**(MEPS 462 RC) PASTORAL CHARGE REQUEST FOR CATEGORIZATION**

See *The Manual* Sections 345, 363, 364, 368

This motion should be combined with PR 403 JN: Record of Joint Needs Assessment Report.

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_  
that the Pastoral Relations Commission of \_\_\_\_\_ Presbytery accept the  
Joint Needs Assessment report from \_\_\_\_\_ United Church or Pastoral  
Charge, and

that upon recommendation of \_\_\_\_\_ United Church or Pastoral Charge  
approve the categorization of the job description for a Congregational Designated Minister  
responsible for (insert details of position description).

**PASTORAL CHARGE SUPERVISOR**

**(PR 441 PS) REPORT OF THE PASTORAL CHARGE SUPERVISOR**

See *The Manual* Section 341

**PART A: PARTIES TO THE SUPERVISORY APPOINTMENT**

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_  
that the Pastoral Relations Commission of \_\_\_\_\_ Presbytery appoints  
(insert name) to supervise \_\_\_\_\_ United Church or Pastoral Charge  
being served by (insert name) as (Appointee categorization).

**PART C: ACKNOWLEDGEMENT BY THE PRESBYTERY PASTORAL  
RELATIONS COMMITTEE/COMMISSION**

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_  
that the Pastoral Relations Commission of \_\_\_\_\_ Presbytery has received  
and reviewed a copy of the report of the Pastoral Charge supervisor (insert name) at  
\_\_\_\_\_ United Church or Pastoral Charge.

**PART E: RECEIPT BY PRESBYTERY**

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_  
that the Pastoral Relations Commission of \_\_\_\_\_ Presbytery has received  
the completed Report of the Pastoral Charge Supervisor (PR 441 PS) form and will forward  
it to the Toronto Conference office.

**PRESBYTERY RECOGNIZED MINISTRY**

See *The Manual* Section 001

**RECOGNIZING A MINISTRY**

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_  
that the Pastoral Relations Commission of \_\_\_\_\_ Presbytery recognize  
\_\_\_\_\_ as a valid exercise of Christian ministry, in accordance  
with criteria developed from time to time by the appropriate General Council working unit.

**RETAINED ON THE ROLL**

**(PR 442 RR) RETAINED ON THE ROLL**

See *The Manual* Sections 310(a) vii, 314(d), 365

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_  
that the Pastoral Relations Commission of \_\_\_\_\_ Presbytery concurs  
with the request of (insert name) of the Order of Ministry to be Retained on the Roll of  
Presbytery for the Pastoral Year, (insert date range) for the reason of  
\_\_\_\_\_.

(The choice of reasons include: )

- Continuing education (a description of the educational program must be included)
- In search of a call/appointment (including Interim Ministers)
- Leave of absence
- Long-term disability
- Maternity/parental leave
- Other employment (a position description of other employment must be included)

**SETTLEMENT**

**(PRS 426 AS) APPLICATION FOR SETTLEMENT: ORDER OF MINISTRY**

**ACTION:** Ministry Personnel completes the form and forwards to the Presbytery.

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_  
that the Pastoral Relations Commission of \_\_\_\_\_ Presbytery approve  
the application for Settlement for (insert name), ordained minister / diaconal minister in  
good standing with The United Church of Canada.

**(PR 427 PAM: APPLICATION FOR SETTLEMENT: PRESBYTERY ACCOUNTABLE  
MINISTRY**

**ACTION:** The Joint Needs Assessment Committee or the Joint Search Committee and/or the  
Pastoral Charge complete Part A and forwards to the Presbytery.

The motion below is usually combined with forms PR 403 JN: Record of Joint Needs  
Assessment Report and PR 425 V: Record of Pastoral Charge Vacancy.

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_  
that the Pastoral Relations Commission of \_\_\_\_\_ Presbytery approve the  
Joint Needs Assessment Report from \_\_\_\_\_ United Church or Pastoral  
Charge, and

that the Pastoral Relations Commission of \_\_\_\_\_ Presbytery declare a  
Vacancy for a (full-time / part-time) Order of Ministry position at \_\_\_\_\_  
United Church or Pastoral Charge, effective (insert date), and

that the Pastoral Relations Commission of \_\_\_\_\_ Presbytery request  
Toronto Conference to settle an Order of Ministry person at \_\_\_\_\_ United  
Church or Pastoral Charge effective (insert date).

**(PR 428 PRM: APPLICATION FOR SETTLEMENT: PRESBYTERY RECOGNIZED  
MINISTRY**

Presbytery Recognized Ministries must use this form to request settlement.

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_  
that the Pastoral Relations Commission of \_\_\_\_\_ Presbytery approves the  
request that the ministry position at \_\_\_\_\_ (name of Presbytery Recognized  
Ministry) be filled through the settlement process, and that any search process be suspended  
until Settlement Committee action.

**(PR 434 RS: RECORD OF SETTLEMENT)**

The following motion is received for information as the decision has already been made by the Toronto Conference Settlement and Pastoral Relations Committee.

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_  
that the Pastoral Relations Commission of \_\_\_\_\_ Presbytery receive for information the terms of settlement for (insert name), Ordained Minister at \_\_\_\_\_ United Church or Pastoral Charge beginning (insert date), full time / part time at (insert hours) per week with the following term for category (A – F): Salary \_\_\_\_\_ per annum, housing allowance \_\_\_\_\_ per annum, basic telephone \_\_\_\_\_ per annum, Continuing Education and Learning Amount \_\_\_\_\_ per annum and all others terms according to *The Manual*.

**A possible addition to that motion may include;**

that the Pastoral Relations Commission of \_\_\_\_\_ Presbytery receive for information the fact that (insert name) has been transferred from \_\_\_\_\_ Presbytery in \_\_\_\_\_ Conference to \_\_\_\_\_ Presbytery in Toronto Conference.

**(PR 436 MI) MANSE INFORMATION SUMMARY SHEET**

This form needs to be completed and submitted with form PR 434 SPC: Record of Settlement if there is a manse involved.

No motion is required.

**(PR 456 WC) WARRANT TO COVENANT**

This form is to be filled in when requesting a Warrant to Covenant for Ministry Personnel who has been called or settled in a Pastoral Charge. The form is then sent to Secretary of the Toronto Conference Settlement Committee for signature.

No motion is required.

## TRANSFERS

### (PR 451 TR) RECORD OF TRANSFER

Example of the motion for a transfer within Toronto Conference

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_  
that the Pastoral Relations Commission of \_\_\_\_\_ Presbytery transfer  
(insert name and mp type) at \_\_\_\_\_ United Church or Pastoral Charge from  
\_\_\_\_\_ Presbytery to \_\_\_\_\_ Presbytery both  
within Toronto Conference effective (insert date).

Example of the motion for a transfer outside Toronto Conference

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_ that the Pastoral Relations  
Commission of \_\_\_\_\_ Presbytery transfer (insert name and mp type)  
at \_\_\_\_\_ United Church or Pastoral Charge from \_\_\_\_\_  
Presbytery in Toronto Conference to \_\_\_\_\_ Presbytery in  
\_\_\_\_\_ Conference effective (insert date).

### VOLUNTARY ASSOCIATE MINISTER (VAM)

**MOTION** by \_\_\_\_\_ / \_\_\_\_\_ that the Pastoral Relations  
Commission of \_\_\_\_\_ Presbytery appoint  
\_\_\_\_\_  
(insert name and mp type), as a Voluntary Associate Minister  
to \_\_\_\_\_ United Church or Pastoral Charge with the areas of responsibility  
as follows: \_\_\_\_\_ (pick from list ticked on form: Pastoral Care, Weddings,  
Coverage for incumbent, Christian education, Funerals, Other {specify}).

*Occasionally a VAM will be appointed to a Pastoral Charge in a different Presbytery while still wishing to remain a VAM in their current Presbytery. Section 317 prohibits membership in more than one Presbytery. A minister appointed in a different Presbytery would have his/her membership transferred to that Presbytery and would be subject to the oversight of that Presbytery. The Presbytery where the person is a VAM needs to discuss whether it has any concerns about this arrangement, and needs to be clear that oversight of the minister resides with the Presbytery of which s/he is a member.*