

Ottawa Presbytery – Pastoral Charge Supervisor

Ottawa Presbytery Pastoral Relations Ministry Team

Proposal: Compensating Pastoral Charge Supervisors

A Notice of Motion

Executive Summary

For some time, the Ottawa Presbytery has considered compensation for those who are Appointed as Pastoral Charge Supervisors. In 2013, the Presbytery approved compensation for travel to be paid by Charges under supervision. Some time ago, Quebec-Shebrooke and Seaway Valley Presbyteries introduced policy that ensured compensation for Pastoral Charge Supervisors in terms of hours worked, whether it be for providing Quorum at governance meetings or arranging Worship Supply (Visiting Ministers) or pastoral visiting for illness or bereavement. Recently, given the increase in the need for Pastoral Charge Supervisors to engage in a widening range of responsibilities, the Ottawa Presbytery Pastoral Relations Ministry Team seeks Presbytery approval to a Policy that *those appointed to provide Quorum at governance meetings or are appointed as Pastoral Charge Supervisors be compensated for time spent in meetings, providing service and travelling.*

The full proposal and draft procedures are found on the Presbytery Web site under Information/Pastoral Relations. Here is the link:

<http://www.uccanottawa.org/pastoral-relations.html>

The contents of the document *Proposal: Pastoral Charge Supervisor Compensation* provides the Manual (2016) version of Pastoral Supervisor responsibilities, background information on the historical application of compensation in Montreal and Ottawa Conference, motions to facilitate policy, and tracking and reimbursement forms to facilitate the recording of work and invoicing of Charges under Supervision.

Motion (David Stafford / Barbara Reynolds): It is the proposal of the Ottawa Presbytery Pastoral Relations Ministry Team that Pastoral Charge Supervisors and Appointees for Quorum receive compensation for time and travel from Pastoral Charges to which they are appointed.

David Stafford

Co-chair

Ottawa Presbytery Pastoral Relations Ministry Team

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The Manual 2016

I. 2.5.2 Pastoral Charge Supervisor

a. Appointment: *If a pastoral charge has no settled or appointed member of the order of ministry or designated lay minister who has been recognized by the appropriate court, the presbytery is responsible for appointing a member of presbytery to the pastoral charge as a “pastoral charge supervisor.”*

The presbytery may also appoint a pastoral charge supervisor in any other situation where the presbytery 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 presbytery on the state of the pastoral charge.

General Background

Ottawa Presbytery, through the Pastoral Relations Ministry Team working as a Commission, appoints individuals, both order of ministry and lay, to serve as *Pastoral Charge Supervisors* or as *Appointees for Quorum*. Ministry Personnel must be “members in good standing”, meaning they must have a current police records check, and have taken the mandatory racial justice training as well as the compulsory training on the UCC sexual abuse policy. Recently, Montreal & Ottawa Conference took over the responsibility for maintaining the register of members in good standing. Lay persons who are appointed as pastoral charge supervisors (or appointees) should also have a current police records check and mandatory training, although it is less clear who maintains the files and ensures compliance.

Usually, *pastoral charge supervisors* and *appointees* for quorum are appointed by motion of the Commission. However, several years ago, Ottawa Presbytery adopted a policy delegating authority to the Presbytery Minister and the Chair(s) of the Pastoral Relations Ministry Team. By custom, this provision is used when there is a short term need on an urgent basis such as attending one meeting of a Board or Council. This decision is usually ratified at the next PR meeting for the record.

In recent years when ministry personnel are serving as Sunday or weekend supply (Visiting Minister) on a longer-term basis, Ottawa Presbytery has also appointed the ministry personnel as the pastoral charge supervisor.

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Situations Requiring Pastoral Charge Supervisors

The Manual states that a pastoral charge supervisor is appointed “if the pastoral charge has no settled or appointed member of the order of ministry or designated lay minister...”. In practical terms, there are several situations where this might occur:

(a) Change in Pastoral Relations: Most frequently, this occurs when a pastoral charge is experiencing a change in pastoral relations and is without appointed supply ministry personnel. Smaller pastoral charges, especially those with part-time positions, often turn to pulpit supply during the transition period with the result that there is not a permanent ministry personnel presence in the pastoral charge.

(b) Student Supply: When a student is serving as student supply in a pastoral charge, there must be a pastoral charge supervisor to oversee what is happening within the congregation, including attendance at meetings of the governing body (Board or Council). This person is separate and distinct from the educational supervisor who meets with the student to discuss learnings from this work/ministry experience. The pastoral charge supervisor might also officiate at the sacraments unless the pastoral charge has submitted a request to the Conference for the student to be able to do so.

(c) 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 transfer into The United Church of Canada. Consequently, a pastoral charge supervisor is required to attend all governance meetings for Quorum, at least.

(d) Shared Ministries: Pastoral charges that are shared ministries with another denomination also require the presence of a pastoral charge supervisor at governance meetings.

(e) Temporary Absence of Ministry Personnel: From time to time, the called or appointed ministry personnel might be absent from a pastoral charge at the time of a regular governance meeting. Since such a meeting cannot be held without the presence of ministry personnel for Quorum, the Ottawa Presbytery is likely to appoint someone on a limited basis.

Responsibilities / Tasks

While *The Manual* (2016) outlines six different responsibilities, a number of these are broad in nature, such as “general supervision of the work of the pastoral charge”. In practical terms, the most frequent tasks for a pastoral charge supervisor are:

(a) Attendance at Governance (Council/Board) meetings: this is probably the most common task. In Ottawa Presbytery, pastoral charge supervisors are to provide oversight regarding the general functioning of the pastoral charge by being present at governance meetings that require a *presbytery appointee for the purpose of quorum*. (I 2.5.2 ii & iii)

(b) Helping the pastoral charge arrange for the sacramental life of the charge (I 2.5.2 iv) The pastoral charge supervisors are not necessarily the one presiding, but they provide names of those who are qualified and available.

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(c) **Report to Presbytery** (I 2.5.2 vi): In pastoral charges where there is an on-going relationship with a pastoral charge supervisor, the Ottawa Presbytery asks the supervisor for an annually status report, which is referred to the Pastoral Relations Ministry Team for discussion and action, if any.

From time to time there are pastoral charge supervisors where there are serving ministry personnel - for example, with an ethnic ministry or student supply. In these instances, there may be specific assignments regarding sections I 2.5.2 i and I 2.5.2 v.

Questions Relating to the Role of Pastoral Charges Supervisors

Other Responsibilities - Should the role of a pastoral charge supervisor be enlarged to include assisting a pastoral charge with pastoral care needs?

When a pastoral charge is experiencing a change in pastoral relations and has decided not to have appointed ministry personnel during the assessment and search process, there is often a question about how to handle funerals, weddings and/or pastoral care visiting. It has not been the practice in the Ottawa Presbytery that the pastoral charge supervisor has responsibility for these tasks. The supervisor may assist the pastoral charge in helping to find those who can provide these services and may choose to respond to a specific request but undertaking these services is not part of the task of being a supervisor.

More recently however, there have been requests from pastoral charges for assistance in finding someone to provide pastoral care, especially visiting. Before asking someone to serve as a pastoral charge supervisor, it is wise to discuss with the members of the congregation their expectations. Funerals or weddings might be handled on a fee for service basis, but it is more difficult to determine other types of pastoral care such as a hospital visiting or palliative care visiting.

Financial Considerations (time) - Should pastoral charge supervisors continue to serve in this capacity on a voluntary basis and without remuneration for their time?

In the past, Ottawa Presbytery has followed a practice whereby ministry personnel serve as pastoral charge supervisors on a volunteer basis. However, recently (2015/2016) the requirements have fallen on the shoulders of a few Ministry and competent Lay members of Presbytery and in some cases, have become extended, onerous or seen as a *cost saving mechanism*. In cases where ministry personnel lead worship, they would be reimbursed by the pastoral charge as a Visiting Minister (weekend or Sunday supply) paid with a fee plus travel. Similarly, if the pastoral charge supervisors conduct a wedding or funeral, they *may* also be reimbursed through a fee plus travel, depending on the policy of the subject church. However, in cases where Quorum is provided for governance meetings on a one time or continuing basis, or where pastoral care visiting is provided, or where there is no current appointed minister, it seems appropriate that reimbursement for time also be applied.

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Financial Considerations (travel) - Should pastoral charges reimburse the travel costs of pastoral charge supervisors?

In November 2013, the Pastoral Relations Ministry Team agreed that it would be fair and reasonable to expect the pastoral charge to cover travel costs for attendance at meetings at the General Council travel rate (currently, \$0.39/km).

Summary:

It would seem appropriate that Ottawa Presbytery act as its sister Presbyteries have done and advise Pastoral Charges in its bounds that reimbursement for time and travel become the norm and create a process to be followed.

PROPOSAL

Motion (David Stafford / Barbara Reynolds): It is the proposal of the Ottawa Presbytery Pastoral Relations Ministry Team that Pastoral Charge Supervisors and Appointees for Quorum receive compensation for time and travel from Charges to which they are appointed.