

## Community of Faith Supervisors Practice and Policy (To take effect on January 1<sup>st</sup> 2020)

POLICY NAME: Community of Faith Supervisors	Date Approved: November 9, 2019
	Review date:
Purpose: The purpose is to outline the roles and responsibilities of a Community of Faith supervisor, of the Community of Faith and the compensation for such ministry. <b>The Manual I.2.5.2</b>	

### 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 East Central Ontario Regional Council, the East Central Ontario Regional Council is responsible for appointing a member of the East Central Ontario Regional Council to the pastoral charge as a pastoral charge supervisor. The East Central Ontario Regional Council may also appoint a pastoral charge supervisor in any other situation where the East Central Ontario Regional Council decides it is appropriate.

### 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 East Central Ontario Regional Council on the state of the pastoral charge.

### Compensation for Ministry Site Supervision Policy

#### Hourly Rate

The Community of Faith receiving supervision, or the equivalent, **will be responsible** to pay an hourly rate for the supervision. The costs will be:

- i. \$30 per hour, including travel time;
- ii. The supervised ministry site will pay the supervisor directly;
- iii. Note: there are income tax implications (issuance of a T-4A for remuneration over \$500 over a period in a given year).

#### Travel Expense

The Community of Faith receiving supervision, or the equivalent, **will be responsible** to pay Travel expenses. The costs will be:

- i. travel expense paid according to the General Council rate
- ii. all travel expenses will be paid to the supervisor by the Community of Faith being supervised.