

Pastoral Relations Liaison Officer Practice and Policy (To take effect on January 1st 2020)

POLICY NAME: Pastoral Relations Liaison Officer	Date Approved: November 9, 2019
	Review date:
Purpose: The purpose is to outline the roles and responsibilities of a Pastoral Relations Liaison Officer and the compensation for such ministry. The Manual I.1.5	

Appointment

An East Central Ontario Regional Council liaison or another East Central Ontario Regional Council representative will, at minimum, touch base with a Community of Faith and a ministry personnel at the following times:

- i. for any discussion about the pastoral relationship;
- ii. any time support is needed to explore a living faith story, whether or not the community of faith is experiencing a change in pastoral relations;
- iii. when a change in pastoral relations has been requested;
- iv. when the community of faith begins writing their profile;
- v. when the community of faith is ready to post their profile;
- vi. when a search team is appointed;
- vii. when the governing body calls a meeting of the community of faith to hear the recommendation of the search team; and
- viii. at the covenanting service.

Pastoral Relations Liaison Officer is appointed to assist a Community of Faith through a Search process.

Responsibilities

An appointed Pastoral Relations Liaison Officer will:

- i. consult with the East Central Ontario Regional Council Pastoral Relations Minister and the governing council to determine scope and needs of the community of faith
- ii. provide support and guidance during pastoral relationship negotiations and change.
- iii. shall physically attend and provide a training session for Search Committees before interviews are initiated;
- iv. be present at the meeting called by the governing council to receive a recommendation from the Search Committee;
- v. to attend and represent the East Central Ontario Regional Council at a Service of covenanting
- vi. to attend when requested by the governing Council or Search Committee

Compensation for Pastoral Relations Liaison Officer Policy

The Pastoral Relations Liaison role is a dual volunteer/paid responsibility shared by the East Central Ontario Regional Council, Community of Faith.

Members of the East Central Ontario Regional Council, lay and ordered, volunteer to serve as trained liaisons sharing wisdom and guidance.

The East Central Ontario Regional Council is responsible for the costs of training and the expenses of volunteers to attend training events.

The East Central Ontario Regional Council will pay travel expenses to Liaisons to attend the Liaison Forums.

The Community of Faith will be responsible to pay for the Pastoral Relations Liaison Officer to attend required and requesting meetings including those identified as Responsibilities: iii, iv, v, and vi above.

The costs will be:

Hourly Rate

- i. \$75 dollars per diem will be paid for each of the five touch-point meetings (see Handbook: Pastoral Relations: East Central Ontario Regional Council Liaisons (January 2019) https://www.united-church.ca/sites/default/files/pastoral-relations_regional-council-liaisons.pdf);
- ii. The Community of Faith will reimburse the Pastoral Relations Liaison officer directly;
- iii. If the Pastoral Relations Liaison Officer is serving the Community of Faith in an appointment, these costs do not apply;
- iv. Note: there are income tax implications (issuance of a T-4A for remuneration over \$500 over a period in a given year).

Travel Expense

- i. travel expense paid at the General Council rate
- ii. travel expenses will be paid to the Pastoral Relations Liaisons by the Community of Faith.