

Procedure for Revising the Terms of a Call

Reviewed and approved by Synod Council, September, 2015

Procedure

If a congregation perceives they face local conditions which challenge sustaining a fulltime rostered ministry, the Bishop's office is to be advised by the council chair or by the rostered leader.

The Congregational Council and Rostered Minister with assistance of the Bishop's office will work together to design a process for the congregation to identify resources, barriers and needs for the congregation's mission and ministry. Resources and information are available through the Bishop's office.

Revising a call from full time to part time is a process including the following steps:

1. Subject to maintaining the appropriate level of confidentiality, engage and encourage parishioners to participate in the review process. Ensure the process is transparent with timely and well-publicized notices about the review including rationale, process steps, meeting dates and the importance of full participation.
2. Investigate statutory and common law requirements for severance in consultation with the Bishop or designate.
3. Explore all viable options such as congregational stewardship emphasis, shared ministry with another congregation or institution, relocation to a more affordable facility, etc.
4. Write a report of the review and a proposed action plan including all options that were considered in order to maintain a purposeful ministry. Send your report to the Bishop's office for review and counsel.
5. As a result of the completed ministry review, a Congregational Council presents a full report with all options considered and a recommended action plan to the congregation for consideration and feedback.
6. The Congregational Council responds to the feedback given by the congregation. Should the Congregational Council, after hearing the congregation, decide to reduce the Rostered Minister's working hours, it will:
 - a) Make a recommendation to change the term of call from full-time to part time. Recommendation should consist of a revised job description, an adjusted compensation package, and reasonable advance notice to the Rostered Minister of the change.
 - b) Send a copy of the recommendation to change the term of call as outlined in 6.a) to the Bishop's office for review and counsel.
 - c) Send the revised job description, the adjusted compensation package and proposed reasonable advance notice of the change to the Rostered Minister for review and comment and, preferably, consent (after consultation with the Bishop's office).
 - d) Present revised job description and adjusted compensation package to the congregation prior to the congregational meeting.
 - e) Call a Special Congregational meeting to vote on the recommendation. The motion requires a 2/3 majority to pass.
7. If the motion passes and the congregation decides to move to a part time call, reasonable notice has to be given to the Rostered Minister, which should be at least 6 months prior to the last day of fulltime employment.