

# Charge Supervisor

As Pastoral Charge supervisor, it is NOT your duty to conduct ministry on the pastoral charge, but to ensure that the mission and work of the pastoral charge is being done.

The role of the supervisor is three-fold:

- 1) to supervise the work of the pastoral charge;
- 2) to support and supervise the person serving in the ministry personnel position on the charge,
- 3) to be accountable to the Presbytery through the Pastoral Relations Committee

It is the supervisor's responsibility to ensure that processes honoring United Church polity and policy are in place so that:

1. regular worship, including the sacraments, proceed according to United Church policy and tradition;
2. the Official Board (or its equivalent) arrange that routine administrative duties are handled including all communications (mail, telephone, e-mail) by someone named to be responsible for this;
3. adequate pastoral care is being provided through regular visitation, crisis care and bereavement care;
4. adequate Christian education programs continue including preparation for baptism, confirmation, and marriage;

5. Presbytery is represented (through the presence of the Pastoral Charge Supervisor) at all meetings of the Session, Official Board, Church Board, Church Council, or Congregation. The meeting must have "Quorum" as defined for the particular group by the MANUAL;

6. a report is prepared (either at the conclusion of the period of supervision or at least annually). The report is to be forwarded to the Pastoral Relations Committee of Presbytery to whom the supervisor is accountable;

7. bills for expenses are to be submitted to the Chair, Presbytery Pastoral Relations. Legitimate expenses are:

- mileage (to be paid at the Presbytery rate) and
- long-distance telephone charges.

It is inappropriate for supervisors to expect or to accept an honorarium for supervision of the pastoral charge.

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## Helpful Resources

1. 2010 Manual: Sections referring to Pastoral Charge Supervisor in addition to section 341
2. Definition of Charge Supervisor: Manual section 001
  1. "Pastoral Charge Supervisor" means a member of the Presbytery appointed by the Presbytery to provide supervision and support, both to a Pastoral Charge that is without a settled or appointed member of the Order

of Ministry or an appointed Designated Lay Minister who has been recognized by a Presbytery, and to the person appointed to serve the Pastoral Charge.

### 3. The Pastoral Charge Supervisor

1. Is required for quorum (Manual Section 123) at meetings of
  1. Session (Manual Section 142), or Board (Manual Section 201.1) or Official Board (Manual Section 182.1) or Council (Manual Section 218.1) which are the courts of the local congregation
2. Has the right to call meetings of any of the above and/or of the congregation (Manual section 111).
3. Is eligible to be elected to chair any of the foregoing and / or any meetings of the congregation (Manual Section 185).
4. Is "Ex Officio" (Definition Manual Section 001) on all committees and boards except for the M&P committee and the Joint Needs and Joint Search committees of the pastoral charge.

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### Procedures

1. Make contact with the Pastoral Charge's Secretary and Chairperson.
2. Ensure that the worship and pastoral care committees (or the session, or the board) have arrangements for supply ministry in place and identify appropriate dates for the meeting(s) of the board(s)/ session(s)
3. Your role is one of support and encouragement. You are intended to be the link to presbytery for the charge and the supply. You are free to contact the

Pastoral Relations committee or Pastoral Support minister with any questions you may have, or that the pastoral charge may raise.

4. Be as helpful as you can in tracking down resources for the pastoral charge: Supply list is available through the PC&O committee of presbytery and is currently (2010) maintained by Colin Snyder of the Varna-Goshen Pastoral Charge. You are not expected to know the answers, but are expected to help find answers so local people can carry on the work of being the body of Christ they are called to be.
5. Note that page 2 of the Pastoral Charge Supervisor report form requires you to make a written report to the Presbytery. That report is best submitted shortly after the annual meetings of the congregations (February or March of each calendar year) and is based on your observations under section 341 of the Manual. Should you wonder about reporting, please consult with Pastoral Relations Committee or Pastoral Support Minister. If what is happening at the meetings seem of concern to you, consult with Pastoral Relations or Support Minister.
6. If it is possible for you to do so, attending some of the worship and social functions of the pastoral charge can be very helpful in shaping your role as Pastoral Charge Supervisor.
7. Have Questions or Wondering about your role or action? Contact the Pastoral Relations committee or the Pastoral Support Minister.
8. Presbytery website also has information: <http://www.h-ppresbytery.ca/>
9. Report Form available from: <http://www.united-church.ca/files/forms/pr441.pdf>