

A Covenant for Shared Ministry

Between

The International Pastoral Charge

of

Bienfait, Saskatchewan

North Portal, Saskatchewan

and Portal, North Dakota

and

St. Paul's United Church of Estevan, Saskatchewan

**1) Statement of Covenant**

We, the congregations of the above-mentioned Pastoral Points, with the approval of Twin Valleys Presbytery of the United Church of Canada and the Presbytery of Northern Plains of the United Presbyterian Church, USA, agree to cooperate as a Pastoral Charge in a shared ministry. For the purposes of this covenant, the name of this Pastoral Charge shall be the St. Paul's – International Pastoral Charge.

**2) Purpose**

The purpose of this covenant is to create a self-supporting pastoral charge with sufficient membership and resources to secure and maintain the services of ordained ministry. It is the hope that this cooperation will enable the participating congregations to be better served in all areas of ministry.

**3) Vision Statement**

(The following is the Vision used for the purpose of this Covenant.)

*Our vision is to be a welcoming, Christ-Centred community empowered by God's Spirit, growing in personal faith, ministry and service.*

**4) Statement of Mission**

(The following is the Statement of Mission used for the purpose of this Covenant.)

*To experience, celebrate, and share God's grace through worship, prayer, instruction, evangelism, fellowship, cooperation, and caring acts.*

**5) Relationship to Participating Denominations**

- a) The Pastoral Points covenant to support faithfully, with prayer, personal service and offerings, the work of the Church, through the participating denominations.
- b) The Pastoral Points will relate to denominations through their respective denominational members.
- c) The Pastoral Points welcome the visits of the representatives of the participating denominations.
- d) The Pastoral Points shall provide for the participation of its members in denominational functions.
- e) Lines of communications with the other Pastoral Points will be maintained by each Pastoral Point. Each shall annually evaluate its life and work and include a copy of its report to the annual meeting of the participating Pastoral Points.

## **6) Membership**

- a) The St. Paul's – International Pastoral Charge is comprised of the boards and individuals of the Trinity United Church of Bienfait, Saskatchewan, Knox United Church of North Portal, Saskatchewan, First Presbyterian Church of Portal, North Dakota and St. Paul's United Church of Estevan, Saskatchewan.
- b) The membership of each Pastoral Point is determined by the rules and regulations of each Pastoral Point.
- c) Each member is encouraged to adhere to the conditions of membership and communicant status of their denomination (i.e. conditions regarding baptism, confirmation, membership in good standing, etc.)

## **7) Pastoral Charge Committee (PCC)**

- a) Each Pastoral Point will appoint one (1) member to the PCC, excepting St. Paul's United Church, which will appoint two (2) members. The appointing will be done at the Annual General Meeting of each Pastoral Point. Members of the PCC shall be appointed for a three (3)-year term. Vacancies occurring ad interim shall be filled by the respective Pastoral Point. The minister(s) shall be ex officio members.
- b) The appointed member's place on the PCC shall at once be declared vacant if the member:
  - i) ceases to be a member of their Pastoral Point
  - ii) is absent from three (3) successive regular meetings of the PCC without reasonable cause
- c) Each member present shall be entitled to one (1) vote.
- d) The duties of the PCC shall include the following:
  - i) Develop long-range plans, set goals and priorities, and evaluate joint Pastoral Charge activities in the light of its mission and goals.
  - ii) Appoint a Ministry and Personnel Committee (MPC) to serve the shared ministry personnel. Members of the PCC are eligible to serve on the MPC.
  - iii) Serve as the Joint Needs Assessment Committee (JNAC) when such a committee is required.
  - iv) Appoint a treasurer.
  - v) Oversee the efficient and prompt administration of the funds of the PCC.
  - vi) Maintain supportive relationships with the minister(s) and any other professional leaders.
  - vii) Be examples individually and corporately of the style of life and ministry expected of all baptized persons.
  - viii) Promote a congregational climate of peace and goodwill and to use any difference and conflict that may arise to foster mutual understanding and growth in faith together.
  - ix) Work in partnership with agencies of the participating denominations as well as cooperation with each Pastoral Point.
  - x) Prepare an annual budget for approval by each Pastoral Point at their annual general meetings.
  - xi) Provide for annual audits of all the accounts of the PCC.

- e) The PCC shall meet quarterly. Special meetings may be called by the minister(s), chairperson, or at the request of at least one-half (1/2) of its appointed members. Notice of each special meeting shall be given to all who are entitled to attend.
- f) The PCC shall submit a report at the Annual General Meeting of each Pastoral Point.
- g) A quorum for meeting of the PCC shall consist of a majority of the appointed members of the PCC.

**8) Officers**

- a) The minister(s) shall be ex officio member(s) of the PCC.
- b) At the first meeting of the PCC following the Annual General Meetings of the Pastoral Points, the PCC shall elect a chairperson, a vice-chairperson, and a recorder. A treasurer will be appointed at this time.
- c) In the event of the chairperson's inability to perform their duties, the vice chairperson shall act.
- d) The recorder shall keep accurate minutes of all meetings of the PCC in a volume provided by the PCC.
- e) The treasurer shall keep the books of account of the PCC. They shall oversee the collection of prescribed funds from each Pastoral Point and the disbursement of salaries and related expenses upon proper orders.
- f) The treasurer shall make written reports to the PCC at each regular meeting and Annual General Meeting of each Pastoral Point, together with a satisfactory audit.

**9) Ministry and Personnel Committee**

- a) The Committee shall meet and shall report to the PCC quarterly or more often as circumstances warrant.
- b) The Committee shall consist of not less than three (3) and not more than five (5) members. At least one (1) member shall be a member of a Pastoral Point of the former International Pastoral Charge. At least one (1) member shall be a member of St. Paul's United Church. Members of the staff of the Pastoral Charge, including members of the Order of Ministry, shall not be members of this committee.
- c) The Committee shall have the following duties:
  - i) Provide a consultative and supportive agency for the staff of the Pastoral Charge and for all members of the congregation(s);
  - ii) Review working conditions and remuneration for the staff of the Pastoral Charge and make appropriate recommendations to the PCC to assist in budget preparation;
  - iii) Oversee the relationship between and among different members of the staff of the Pastoral Charge with respect to their responsibilities and authority;
  - iv) Oversee the relationship of the staff of the Pastoral Charge to members of the Pastoral Charge and others;
  - v) Arrange pastoral service during the sickness or absence of the minister;

- vi) Consult with all members of the staff of the Pastoral Charge about their plans for continuing education and ensure that those eligible avail themselves of the provisions for continuing education and that money and time are made available;
- vii) Review and evaluate annually the effectiveness of the staff of the Pastoral Charge as those persons and positions relate to the mission of the Pastoral Charge as defined by the PCC;
- viii) Maintain close liaison with Presbytery Pastoral Relations Committee(s);
- ix) Review regularly the responsibilities of all staff of the Pastoral Charge and revise position descriptions when required or requested, and
- x) Receive from each Ministry Personnel settled in or called to the Pastoral Charge, a current police records check, at the expense of the Ministry Personnel, no later than the completion of each three-year period of the pastoral relationship.

#### **10) The Minister(s)**

- a) The minister(s) shall be in good standing in their denomination and adhere to its discipline. No term of office for the minister is stated, but may serve a number of years agreeable to them and the St. Paul's – International Pastoral Charge. The Ministry and Personnel committee will conduct a review of their ministry every three (3) years with a report submitted to the PCC.
- b) The minister(s), once installed, shall be ex officio a member(s) of all committees of each Pastoral Point, excepting any committee formed to seek a new minister or the Ministry and Personnel committee.
- c) As part of their responsibilities to the Pastoral Points the minister(s) shall be a full member(s) of the higher courts or levels of the church in the denomination of which they are a member, and shall be invited and may attend the higher courts or levels of the other denomination involved. Thus they shall keep members of the Pastoral Point informed of major developments and activities within their particular denominations, encouraging them to participate in these, where possible.
- d) When a minister desires to terminate their period of service, they shall submit their resignation to the appropriate denominational authority and the PCC for report to the Pastoral Points. Unless otherwise agreed, the resignation shall normally become effective three months after the date on which it is submitted.
- e) The minister(s) and/or members of any Pastoral Point shall bring any personnel concerns to the Ministry and Personnel committee. The Ministry and Personnel committee shall attempt to address concerns brought before them. Confidentiality of those bringing forward concerns shall be ensured.
- f) Where the relationship between the minister(s) and the Pastoral Points threatens the welfare of any Pastoral Point, the PCC shall inform the denomination of which the minister is a member and ask it to investigate and take appropriate action. The Pastoral Point and the minister each may appeal to the denomination of which the minister is a member for counsel and assistance concerning the relationship of minister and Pastoral Point.

- g) The minister(s) shall have the right to time each year for continuing education. The number of weeks permitted and other conditions shall normally adhere to that of the denomination of where they are a member and specified in the Call.

### **11) Combined Pastoral Point Meeting**

- a) Combined Pastoral Point meetings may be called by the minister, the PCC, any Pastoral Point or at the written request of twenty (20) members. The call for this meeting shall specify the purpose for which it is to be held, and no other business shall be transacted there at.
- b) Notice of all combined Pastoral Point meetings shall be given at the services of worship the preceding two Sundays or by mail to all members at least ten days in advance of the date of the meeting.
- c) A minimum of two (2) voting members from each Pastoral Point shall constitute a quorum. Roberts or Burinot Rules of Order, latest edition, shall be the governing parliamentary laws of this joint congregation, except as otherwise provided for in the bylaws.

### **12) Committees**

- a) The PCC may appoint as many committees as the local and wider concerns of the St. Paul's – International Pastoral Charge shall require. Although appointed by and responsible to the PCC these committees shall be recognized as representative of the interest of, and performing essential service for, the St. Paul's – International Pastoral Charge as a whole.
- b) Ad hoc committees as may seem necessary may be appointed by the PCC from time to time.

### **13) Covenant**

- a) The Pastoral Points of St. Paul's – International Pastoral Charge shall, at their 2005 Annual General Meetings, or by whatever manner deemed appropriate in their denomination, adopt this covenant when approved by Twin Valleys Presbytery of the United Church of Canada and the Presbytery of Northern Plains of the United Presbyterian Church, USA.
- b) This covenant remains in effect at the will of the participating Pastoral Points.
- c) This covenant will remain in effect for all participating Pastoral Points for six (6) months beyond the date on which a participating Pastoral Points sends registered notice to the PCC indicating they no longer wish to be part of the covenant.

### **14) Amendments**

- a) Amendments to this covenant may be made at a combined Pastoral Charge meeting by a two-thirds vote of the members of those present and voting. Proposed amendments must be approved by the PCC and then submitted to voting members at least thirty (30) days before the meeting at which final action is to be taken. Following the adoption of an amendment, the recorder of the PCC shall forward a certified copy thereof to the higher levels of each participating denomination. The amendment shall go into effect only upon receipt of notice that

such amendment is approved by the higher levels of each of the participating denominations.

- b) Any one of the participating denominations in this shared ministry may propose changes to the covenant.

**15) Property**

- a) The properties of each Pastoral Point shall continue to be held by each Pastoral Point.

**16) Bylaws**

- a) Individual Pastoral Points may adopt bylaws that are not in conflict with this covenant.

**17) Formula for Calculation of Shared Ministry Costs**

	Former International Pastoral Charge		St. Paul’s United Church		Totals
	No.	%	No.	%	
Households (H)	IH	IH/TH	SH	SH/TH	TH (IH+SH)
Res Members (M)	IM	IM/TM	SM	SM/TM	TM (IM+SH)
Worship Services (W)	IW	IW/TW	SW	SW/TW	TW (IW+SW)
Givings (G)	IG	IG/TG	SG	SG/TG	SG (IG+SG)
		IAVG (above 4)		SAVG (above 4)	

- a) Legend
  - i) I represents the three (3) Pastoral Points of the former International Pastoral Charge
  - ii) S represents St. Paul’s United Church
  - iii) T represents “Total”
  - iv) AVG represents “Average”
- b) The calculated averages (IAVG and SAVG) are applied to the Ministerial expenses as budgeted for by the PCC to determine the funds expected from each Pastoral Point. The Treasurer of the former International Pastoral Charge will determine the manner in which their Pastoral Points will be apportioned.
- c) The figures used in the calculations shall be from the current XXXX report. The figures used for First Presbyterian Church shall be those figures provided by the treasurer of the former International Pastoral Charge.
- d) Shared Ministry costs are understood to include the salaries and related expenses of the Order of Ministry and well as any portion of salary and expenses of other staff that are deemed to support the shared ministry.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Presbytery of Northern Plains

\_\_\_\_\_  
Twin Valleys Presbytery

\_\_\_\_\_  
Trinity United Church

\_\_\_\_\_  
Knox United Church

\_\_\_\_\_  
First Presbyterian Church

\_\_\_\_\_  
St. Paul's United Church