

**Search Process:
Modified Process for Supply Appointment
to a Regular Call/Appointment
Antler River Watershed, Horseshoe Falls,
and Western Ontario Waterways Regional Councils**



Approved Fall 2023

Background:

The Human Resources Commission strongly recommends that all positions be posted on ChurchHub and a full search process is undertaken. This is the ideal way to prayerfully discern who is the best fit for the ministry position, to ensure fairness for all applicants, and to be open to the Spirit working to match ministry personnel with pastoral charges. Supply ministers are able to apply for permanent positions through ChurchHub.

However, the Human Resources Commission also notes that there are times when a search team feels the minister serving in short-term supply ministry is the ideal person to fill a permanent vacancy. This process outlines how this can happen without the need to undertake a full search through ChurchHub.

This modified process removes the need of a congregation to post the permanent position on ChurchHub and undertake a full search, within the criteria noted in this policy. If your search team is wanting to use this process, they must consult with the Human Resources Commission chair and Minister, Pastoral Relations.

This shortened process cannot be used in the following circumstances:

- If the supply position was filled without the position being posted on ChurchHub (i.e. someone was invited to fill the supply position)
- The position is for Supervised Ministry Education when a candidate is serving. These must be posted on ChurchHub and a full search must take place so that all candidates can apply.

Important Notes:

- Short-term supply must never be a way of ‘testing’ a minister to see if they are the right fit for a permanent position. Short-term supply meets the immediate needs of a community of faith.
- The minister serving in short-term is not guaranteed the first right of refusal for a permanent position. They are not to attend the congregational meeting wherein the recommendation of the search team is made. Your liaison will need to attend this meeting.
- The search team is the lead in the process.
- Ministry personnel serving in short-term supply appointments must support the search team and the community of faith in making their own decisions and therefore should not direct or encourage the community of faith in terms of which process to undertake.

Process:

1. A permanent position description is approved by the community of faith at a congregational meeting and submitted to the Human Resources Commission for review and approval.
2. The search team determines if:
 - a) The community of faith would benefit from the continued ministry of this individual serving in the short-term supply appointment.
or
 - b) The community of faith would benefit from a more comprehensive search process wherein the position is posted on ChurchHub and other applications are accepted.
3. If the search team discerns that they will undertake this modified process, the position description does not need to be posted on ChurchHub. However, all other steps of the search process must be followed. The liaison must be consulted at this point.
4. The supply minister is interviewed for the permanent position
 - Supply ministry and long-term ministry brings different needs and gifts. Base the interview on the permanent position description. For the same reason, it is strongly recommended that references are checked again as the person providing the reference was previously talking about short-term supply ministry.
 - The liaison should be consulted to outline the process and to prepare for the next steps.
 - It is recommended that the liaison be in attendance to help with questions around process.
5. The Search Team discerns if the supply minister is the right fit for the permanent position.
6. If it is determined that that the supply minister is the recommended applicant the search team negotiates the terms with the minister.
 - a. The process for calling a congregational meeting continues as outlined in the handbook: [Pastoral Relations: Guidelines for Search and Selection \(April 2020\) \(united-church.ca\)](https://www.united-church.ca/pastoral-relations-guidelines-for-search-and-selection-april-2020). At the congregational meeting the search team must name why they discerned that a full search was not required to help inform the community of faith, note that references were checked, and that an interview took place.