



Appointment of a Pastoral Charge Supervisor

Pastoral Charge

Name of Pastoral Charge

Cluster

Pastoral Charge Supervisor

Name	Email	Phone

A Pastoral Charge Supervisor is appointed because the Pastoral Charge is:

- experiencing the temporary absence of regularly settled or appointed Ministry Personnel
- in a change in Pastoral Relations
- in a Candidate Supply Appointment
- in an Ethnic or Shared Ministry, Admittand or other reason:
- functioning as a Lay Led Community of Faith

The Pastoral Charge agrees to adhere to the policy and procedures as outlined, below. Any concerns may be directed to the Pastoral Relations Committee through the Regional Minister for Pastoral Relations and Community of Faith Support.

Date of Appointment

*Pastoral Relations Committee
Fundy St. Lawrence Dawning Waters
Regional Council*

Policy: Manual 2026, I. 2.5.2 Pastoral Charge Supervisor

- a) **Appointment:** If a community of faith that is a pastoral charge has no settled or appointed member of the order of ministry or designated lay minister who has been recognized by the region council, the regional council is responsible for appointing a member of the regional council to the pastoral charge as a pastoral charge supervisor. The regional council may also appoint a pastoral charge supervisor in any other situation where the regional council decides it is appropriate.
- b) **Responsibilities:** The pastoral charge supervisor is responsible for
 - i. supporting any ministry personnel serving the pastoral charge;
 - ii. general supervision of the work of the pastoral charge;
 - iii. ensuring that a chair is elected for the pastoral charge governing body, the trustees, and meetings of the congregation and pastoral charge;
 - iv. ensuring that the sacraments are administered and new members are received following the requirements of these bylaws;
 - v. if there are ministry personnel serving the pastoral charge, delegating responsibility for the functions of ministry in the pastoral charge to the ministry personnel as appropriate; and
 - vi. reporting to the regional council on the state of the pastoral charge.



Procedures: Fundy St. Lawrence Dawning Waters Regional Council

1. The Pastoral Relations Committee will identify the need for a Pastoral Charge Supervisor.
2. The Pastoral Relations Committee in consultation with the Regional Minister, will appoint a Pastoral Charge Supervisor from the list of those identified as potential Pastoral Charge Supervisors.
3. The Regional Minister will communicate the appointment of the Pastoral Charge Supervisor to both the Pastoral Charge and Pastoral Charge Supervisor using FSLDW PR2026-01.
4. The Pastoral Charge will notify the Pastoral Charge Supervisor of all meetings requiring the attendance of the Pastoral Charge Supervisor and coordinate scheduling of such meetings to facilitate their participation.
5. The Pastoral Charge Supervisor will attend:
 - a. all meetings of the governing body of the Pastoral Charge and Communities of Faith including the Session or its equivalent,
 - b. all meeting of the Trustees when any decision is being made,
 - c. all Congregational meetings that do not pertain to a process within the Pastoral Relations system (in such case the Pastoral Relations Liaison will act as Chair and serve as Regional Representative,
6. The Pastoral Charge Supervisor will support the Pastoral Charge in ensuring that pastoral care is provided and the sacraments are celebrated.
7. The Pastoral Charge Supervisor will report annually, or as requested, to the Pastoral Relations Committee on the state of the Pastoral Charge using FSLDW PR2026-02.
8. The Pastoral Charge, in recognition of the time and work that goes in to providing supervision, after three months of supervision, will offer a monthly honorarium to the Pastoral Charge Supervisor equivalent to the “daily rate” (\$261 for 2026) for each month of active supervision.
9. The Pastoral Charge will issue a T4A to any Pastoral Charge Supervisor who receives compensation from the Pastoral Charge of more than \$500 in a calendar year.
10. The Pastoral Charge will reimburse expenses related to the provision of supervision (mileage, meals, and accommodation) to the Pastoral Charge Supervisor monthly.
11. The Pastoral Charge Supervisor is not responsible for the provision of Sunday Worship services or the provision of pastoral care. Should a Pastoral Charge wish to engage a Pastoral Charge Supervisor in the leadership of Sunday Worship services or the provision of pastoral care, the daily rate will apply for each instance as negotiated.

2025-12-09: Proposed by FSLDW Pastoral Relations Committee

2026-03-26: Adopted by FSLDW Regional Council Executive