

**Form SK008**

**THE UNITED CHURCH OF CANADA—SASKATCHEWAN CONFERENCE  
INFORMATION REQUIRED FROM PASTORAL CHARGES SEEKING SETTLEMENT**

**PART ONE: PASTORAL CHARGE INFORMATION**

Name of Pastoral Charge \_\_\_\_\_

Presbytery \_\_\_\_\_

Pastoral charge mailing address \_\_\_\_\_

\_\_\_\_\_

Pastoral Charge Email \_\_\_\_\_

Pastoral Charge Phone \_\_\_\_\_ Pastoral Charge Fax \_\_\_\_\_

**PART TWO: CONTACT INFORMATION FOR THE SETTLEMENT COMMITTEE**

Pastoral Charge contact people who will be available during the Settlement meeting

Name                      Phone Number(s)                      E-mail Address                      Fax Number

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PART THREE: INFORMATION FOR THE SETTLEMENT COMMITTEE**

**Salary:** minimum up to Category \_\_\_\_\_

**Housing:** Fair Rental Value \_\_\_\_\_ Date determined \_\_\_\_\_

Manse available: yes \_\_\_\_\_ no \_\_\_\_\_

Any manse utilities paid by pastoral charge (please specify) \_\_\_\_\_

(NOTE: Such payments must be included in Fair Rental Value.)

Is a housing allowance available should the minister not wish to live in the

manse? yes \_\_\_\_\_ no \_\_\_\_\_

If there is no manse, what is the amount of the housing allowance? \_\_\_\_\_

\*\* Please note that the housing allowance must be the Fair Rental Value of equivalent housing in the community. If the FRV is less than 20% of salary for either manse or housing allowance, a taxable top-up to 20% must be paid to the minister.

**Continuing Education:** minimum of \$1300 per year (for 2013)

**Home Telephone:** Basic Rent \_\_\_\_\_/month (includes GST/PST)

Other technology costs or subsidies provided (optional):

- Cell Phone: no \_\_\_\_\_ yes \_\_\_\_ Amount \_\_\_\_\_/month
- Internet: no \_\_\_\_\_ yes \_\_\_\_\_ Amount \_\_\_\_\_/month
- Long distance package: no \_\_\_\_ yes \_\_\_\_\_ Amount \_\_\_\_\_/month
- Other (please specify): \_\_\_\_\_  
Amount \_\_\_\_\_/month

**Travel:** to be paid at the current General Council rate

**Additional Optional Terms:** (e.g. "Fifth Sundays" off) Please Specify

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**Attachment:** Please attach a narrative statement of not more than two pages describing your community and pastoral charge. Include location, community resources and attractions, information about the congregations, a summary of the ministry hopes and needs. This information will be shared with all ordinands and commissionands transferred to Saskatchewan Conference, PRIOR to Settlement.

Pastoral Charges and Ministry Personnel are encouraged to make use of the "Financial Handbook for Congregations" (search this handbook title at [www.united-church.ca](http://www.united-church.ca)), especially sections 4.8 and 4.9 as they relate to salary, housing, telephone and other compensation.

#### **PART FOUR: ROUTING**

1. Pastoral charge JSC completes the form, keeps a copy and sends original with attachment to the Presbytery Pastoral Relations Convenor
2. The Presbytery Pastoral Relations Convenor keeps a copy and forwards copies, with attachment to each of:
  - a. The Secretary of the Pastoral Relations/Settlement Committee
  - b. The Convenor of the Pastoral Relations /Settlement Committee

<b>Deadline for the above (2: b) is March 28, 2013</b>
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