

Welcoming a New Minister (2017)

This document has been prepared in order to provide tips/suggestions to Pastoral Charges (especially the governing body and Ministry & Personnel Committee) in advance of the arrival of a new minister. Though not a comprehensive list, we hope you will consider the suggestions that apply to your setting and your new minister. Feedback and further suggestions are invited, so please get in touch with the Saskatchewan Conference Pastoral Relations/Settlement Committee by using the contact information at the bottom of page 5.

Before the minister arrives:

- Notify your Presbytery Manse Committee that your manse needs to be inspected (this is to happen every time a new minister comes to you). Such inspections may include recommendations related to: painting interiors or exteriors, cleaning carpets, sprucing up the yard, servicing/replacing appliances and/or completing other repairs. Those tasks should be completed before the arrival of your new minister.
- provide the new minister a contact name and number for arrival information.
 - provide your minister with the church contact info (phone, email, etc.)
 - check if a salary advance or travel advance is needed (These cheques or money transfers would be made by your treasurer; repayment, if required, could come via payroll deduction or directly by the minister.)
 - regular mid-month salary advances may be pre-arranged. The treasurer pays the minister a set amount via cheque (say, mid-month), and that amount is deducted, by ADP [the United Church payroll-service provider] from the end-of-month net pay deposit. It's a common way of achieving twice-monthly pays with only one ADP service fee.
 - is the minister going to rent? If so, does the first month's rent need to be paid in advance? Check if an advance may be helpful for this too.
 - make sure that the minister and M&P committee each has the Ministry Person's most up-to-date position description.
 - Prepare to change bulletin/billboards, parking space ID, etc. to the name of new minister; arrange for a name tag, if applicable.
 - notify the local funeral homes (hospital chaplains in Saskatoon or Regina) that you have a new minister, and provide contact information.

PAYROLL

Much of the payroll data for input may be obtained prior to the minister's departure from the previous Pastoral Charge, so preparation for payroll input through ADP may be done in advance. Make sure your Treasurer or ADP Authorized Contact (often the same person) has a copy of the form your charge/presbytery/new minister signed, as this will assist in accurate payroll input. This form acts as a covenant document between your minister and your charge. The Record of Appointment (form PR 433 AP), Record of Call (PR 435 RC), or Covenant for Call, Settlement, or Appointment (PR 450) contain much (BUT NOT ALL) of the information needed to complete ADP's New/Change Employee sheet (e.g. Social Insurance Number), so an exchange of information will be needed between the Authorized Contact person and the new minister.

- Most Pastoral Charges acquire new staff only once in a while. ADP's assistance is valuable to the Treasurer from the moment you know a new minister is coming. To protect privacy, however, your Authorized Contact (not even the minister) is the only one who may speak with ADP about the pastoral charge account (unless written permission is given for an additional Authorized Contact). For assistance in filling out ADP forms, adding/changing Authorized Contact or other questions, contact the ADP Client Services (1-877-377-4784). Also refer to the UCC Financial Handbook For Congregations (2017) available for download from The United Church of Canada website - www.united-church.ca. This includes a section on paying staff and ministry personnel.
- If the minister's existing financial institution is a chartered bank, and the minister is already being paid through ADP, deposits may continue to be made to the existing account.
- Does the new minister from outside Saskatchewan have an existing account with a credit union; or wish to establish a credit union membership instead of one in a chartered bank? An in-person visit to a Saskatchewan Credit Union can provide him/her with the new account number and all other data needed by ADP to set up direct deposit locally. It takes about a half-hour. The minister gets the chequing account slip with no need to wait until cheques are printed in order to fax a voided one to ADP.

For a minister coming from outside Saskatchewan, please ensure that your new minister is aware of the following:

- The minister and any member of her/his family who has a driver's license will need to go to her/his current auto insurance provider and get a 'Driver's Abstract' on his/her Driver's License [not the car license]. Saskatchewan Government Insurance (SGI) requests it, and it will help place the car owner on the point system for premium deductions.
- to license her/his car in Saskatchewan, s/he will need to get the car inspected by an SGI certified mechanic within Saskatchewan. S/he may contact your local SGI insurer for an inspection form and information regarding certified mechanics.
The Driver's License 'photo ID' in Saskatchewan is issued through SGI and is the link to insurance on the minister's car. The photo ID is valid for five years, for which the driver may pay \$25 annually or one payment of \$100 to cover five years.
- Failure to provide police a valid license could result in a fine; worse, an expired license would mean no insurance coverage in the event of an accident!
- The minister may get information and forms to apply for Saskatchewan Health care on-line at: www.health.gov.sk.ca/ps_benefits_howto.html.
- The minister may get information regarding which doctors are taking new patients at www.health.gov.sk.ca.
- if your community does not have door-to-door mail delivery, provide the phone number of your post office so your minister may apply for a private box number prior to the move. Do this as soon as possible, as often there is a waiting list for available mail boxes.
- Your minister may wish to research SASKTEL services at (800) 727-5835 or at: www.SaskTel.com to determine the best package for long distance, internet or other services.

2. When the minister arrives:

PLAN HOW YOU WILL WELCOME YOUR NEW MINISTER and her/his family (if applicable), both "OFFICIALLY" AND "UNOFFICIALLY".

- make sure someone is available to be present when s/he arrives and give her/him the keys to the manse and church.
- offer help with unpacking.

- make sure the walk and driveway is shoveled or that the lawn has been recently mowed.
- put a few essential groceries in the fridge in case stores are closed when they arrive.
- arrange for someone to invite the minister (and family) out for supper or supply a meal.
- arrange for child care while parents unpack if it is needed.
- have on hand a list of local services like walk-in clinic, grocery store, hardware, library, dry cleaners, doctors, schools, etc.
- have a contact list for services in your community, such as: SaskTel, SaskPower [electric], SaskEnergy [heat], cable/satellite.
- make sure that there is a phone book in the manse or other housing.
- supply the minister with phone contacts for the chair of the board, M&P and manse committee contact, treasurer and church office secretary for needs that might arise on arrival weekend, etc.
- explain recycling/garbage procedures in your community.
- arrange for someone to show the minister around (café, Seniors' Centre).

3. In the church office:

- have an up-to-date list of families under pastoral care.
- if applicable, have a copy of the most recent church photo directory.
- make R.M. maps and city maps available (highlight Church families location on the R.M. map).
- have a list of who to contact when there is a funeral / wedding (organist, caretaker, UCW representative, etc.).
- list of church officers and Board/Council meeting times.
- list of contact names for local committees and church groups—Pastoral Care, Manse, Sunday School, UCW, Youth Group.
- list of priority visits—shut-ins, crisis situations, hospitals.
- make sure that basic working supplies are in place—paper, pens/pencils, paper clips, stapler, copy paper, etc.
- have a secretary in place and demonstrate any peculiarities to running/restocking the photocopier, etc.
- a calendar of regular monthly activities and where held.
- copies of the last 3 or 4 bulletins.
- the Registers for baptisms, funerals, weddings, and the Historic Roll.
- list of rental charges for weddings, and other bookings.

- copies of the current wedding, funeral, and baptismal policies
 - copies of the Annual Report, and Board meeting minutes.
 - chart of church/pastoral charge structure.
 - list of local and area-wide referral agencies—mental health, crisis centre, etc.
 - list of 'who is who' in the area: other ministers, M.P., MLA., mayor.
 - a current Presbytery Directory and minutes of recent meetings.
 - a current United Church Yearbook.
 - a current Conference Directory
- A copy of The Manual 2016.

4. Some other suggestions:

- SASKTEL can provide a Pastoral Charge Telephone Calling Card, should that be desired.
- set up an early 'meet & greet' time with the church office secretary; and, get the Official Board together early just to get acquainted.
- recognize that the Pastoral Charge may well be grieving over the loss of the previous minister; and, the new minister may be grieving the loss of the previous Pastoral Charge, theological college community, far-away friends/families.
- explain community traditions around coffee row, attendance at various functions.
- invite the minister to community events—don't assume that he/she knows that they are welcome - or even that these events are happening.
- arrange for orientation to hospitals, lodges, schools and other institutions.
- have an M&P committee meeting early to help sort things out.
- if there is a manse: plant a garden before the minister arrives.
- be prepared to negotiate and/or offer additional time off at Christmas, fifth Sundays off, mid-month salary advance, emergency discretionary fund, compensation to assist with yard/snow removal services at the manse
- invite the minister for "family" holidays like Thanksgiving, Christmas, Easter . . .

Saskatchewan Conference Pastoral Relations/Settlement Committee
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