**SECTION FIVE– CONCLUSION**

**PART A – LETTER OF UNDERSTANDING & PAYROLL**

Once a candidate has been chosen, the PLTF chairperson will advise the Board chair, who in turn will negotiate the terms of the Letter of Understanding contract (see template from website: <https://www.fmcic.ca/chapter-8-forms/>).

**IMPORTANT INFORMATION ABOUT PAYROLL**

As soon as the Letter of Understanding is signed, your treasurer needs to contact Mrs. Roseline Isaac at the Ministry Centre in Mississauga, Ontario by email at [roseline.isaac@fmcic.ca](mailto:isaacr@fmc-canada.org) or by telephone at 905-848-2600 ext 210 to receive the current forms to ensure your pastor is set up on payroll and all appropriate benefits as quickly as possible.

**PART B – COMMUNICATION WITH DENOMINATION AND CONGREGATION**

***Recommendation to the Bishop:***

Once there is agreement between the board and the candidate on all important matters, and the Letter of Understanding is signed by all parties, the PLTF chair sends the recommendation of appointment to the Bishop, using the format below.

***The Pastoral Leadership Task Force of \_Name\_ Free Methodist Church, City, Province recommends to the Ministerial Education Guidance and Placement Committee that Candidate's Name be appointed to Church name as Lead Pastor effective start date .***

This request can be sent by email to Bishop Cliff Fletcher at [cliff.fletcher@fmcic.ca](mailto:cliff.fletcher@fmcic.ca) and copied to the Credentialing Coordinator at [susan.deplanche@fmcic.ca](mailto:susan.deplanche@fmcic.ca) or sent in by fax to 905-848-2603. Once Bishop Cliff receives the recommendation, he will take it to the Ministerial Education, Guidance and Placement (MEGaP) committee for a vote. If the MEGaP committee votes in favour of the appointment, Bishop Cliff will send a letter to the PLTF Chairperson or Delegate to be read to the congregation announcing the appointment. If an appointment request is received by Bishop Cliff by noon on a Wednesday then it is highly likely the letter to the congregation can be read the following Sunday.

***THE PLTF CHAIR OR DELEGATE MUST WAIT FOR THIS LETTER BEFORE ANNOUNCING THE APPOINTMENT TO THE CONGREGATION***.

***Until that letter is read, the appointment is not considered official.*** Before posting any announcement on any social media, on the church website or in the bulletin, the letter from the Bishop needs to be read to the congregation.

Once the appointment letter is read by the PLTF chairperson or the delegate, the PLTF can disband, with the thanks of the whole congregation.