



**NORTHERN SPIRIT
REGIONAL COUNCIL**
THE UNITED CHURCH OF CANADA



Minimum Phone/Communications Allowance

Northern Spirit Regional Council Pastoral Relations: 2025 Updated Policy

UNITED CHURCH OF CANADA POLICY

I.2.1.6 *The community of faith is responsible for providing the minister with a telephone. (Manual 2025)*

RATIONALE

There is an expectation that, within reason, the minister can be available to be contacted while they are not in the church office.

COMMON PRACTICES

- Provide a physical landline in the manse.
- Provide a physical cell phone.
- Provide the cost of landline.
- Provide the cost of a cell phone.

BEST PRACTICE

- With the decreased use of landlines, a cell phone is a preferred option.
- With the increased use of email, a basic data plan is a preferred option.
- The opportunity to leave messages is a preferred option.

NORTHERN SPIRIT REGIONAL COUNCIL POLICY

A minimum of \$75.00 per month / \$900 Annually (based on the cost of the phone line, voicemail, and long-distance charges) for basic telephone be the standard applied to calls and appointments in the Northern Spirit Regional Council.

Updated 2025: In situations, that are not Collaborative Ministry Agreements, where a minister is serving multiple communities of faith, those communities will reimburse the minister based on the percentage/hours the minister is called or appointed. For example, if a minister is called or appointed for a ¼ time position, the community of faith is responsible, at minimum, for ¼ of the total yearly cost of the telephone allowance.

This policy will become effective April 1, 2025, for all new calls/appointments within the Northern Spirit Regional Council.

** Basic telephone reimbursement is a taxable allowance and must be remitted monthly through the proper payroll process of ADP. If the telephone allowance is not processed through ADP it must be claimed by the minister on their yearly taxes.*

February 2025