**PROCESS FOR RECORD OF EMPLOYMENT (ROE)**

As an employer, there is a process to be followed and an official form to be completed. It can be done online. To get a good understanding of what is required, please refer to this link: <http://www.servicecanada.gc.ca/eng/employers/roe_guide.shtml> . It will assist you in preparing the Record of Employment (ROE).

**Block 16 is REASON FOR ISSUING THIS ROE**

In the Local Church Constitution, under By-Law 2.1.3, it uses the following in talking about a pastor completing ministry at a church:

**2.1.3 CONCLUSION OF MINISTRY AGREEMENT**:  The pastor may conclude their ministry agreement by giving a minimum of one (1) month written notice to the congregation or to the [leadership] by a letter addressed to the secretary of the [leadership] of the local church. The pastor must also immediately notify the District Superintendent of this conclusion of ministry agreement.

In the case of ministry and church, it is sometimes difficult to fully explain to a governmental agency the circumstances for why a pastor makes a decision to leave his/her place of ministry, particularly as it relates to the call of God upon one’s life to minister in a church setting. The context here is not typical. And so, in an effort to provide the opportunity for a minister to consider making an application for Employment Insurance (EI) which is available to all Canadians that participate in an employer/employee relationship, we try to provide a better context for describing in simple terms the reason for issuing an ROE.

As a District, we recommend that the church (as employer) indicate CODE K (OTHER) in Block 16 and simple state the EXPLANATION as follows: JOB COMPLETED. The rationale/context for this is by comparing the church setting to the process for building a house…there are many types of trades that participate in the construction. And when the work of one trade is completed, they move on…and another trade comes in. In the case of pastoral ministry, it could be compared to one type of trade – and now, perhaps it is time for another type/style/direction in pastoral ministry to a congregation that is needed. You wouldn’t have to include this explanation that we’ve provided on an ROE – we are just wanting to assist you in understanding what JOB COMPLETED means if you used that terminology on the ROE.

As an employer and the Board of the church, you must be able to defend the reason for CODE “K” & the EXPLANATION. Generally speaking, whenever an employer uses this CODE, an agent will contact the individual who has completed the ROE to provide a further explanation for the use of this CODE should the Pastor decide to make a claim for EI. However, there have been occasions when the application has been considered and approved by an EI agent without contact.

Ultimately, the church as employer and the board as the leadership will be the ones who determine what the ROE states. While this is our recommendation, we leave any final decision to the Church Board.

For further assistance, please contact:

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