

**THE UNITED CHURCH OF CANADA
SHINING WATERS REGIONAL COUNCIL**

**Minutes of a meeting of the
Pastoral Relations Commission
Tuesday, February 26, 2019**

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, February 26, 2019 by conference call. The meeting began at 9:30 a.m.

Members Present

Andrew Comar (chair); Dale Hildebrand (staff); Bright Yun (ordered); William Haughton (ordered); Anne Hines (ordered); Beth Moore (lay); Robin Pilkey (lay); Paul Stott (lay)

Regrets: Todd McDonald (staff); Donna Bowman-Woodall (ordered)

Welcome, constituting the meeting and prayer

Chair, Andy Comar welcomed everyone and called the meeting to order. Andy opened with a gospel reading of the story of the transfiguration and with prayer.

Agenda

MOTION by Paul Stott/Anne Hines that the agenda consist of items that had been circulated to the commission in advance of this meeting be approved.

MOTION

CARRIED

Minutes

MOTION by Beth Moore/Anne Hines that the minutes of the January 29, 2019 meeting of the commission be approved.

MOTION

CARRIED

Omnibus Motion

The question was asked about whether the omnibus version that was sent out yesterday was any different from the previous one circulated. It is different. It was requested to please mark the second version as "revised."

MOTION by Robin Pilkey/Anne Hines that the Pastoral Relations Commission take the following actions:

a) **Appointments**

... concurs with the request of **Northlea Pastoral Charge** and reappoints **Ellen Redcliffe**, retired ordained supply minister, beginning January 1, 2019 to April 19, 2019, part time based on 20 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$61,868 (prorated \$34,738) per annum, basic telephone of \$1200 (prorated \$600) per annum, Continuing Education and Learning Amount \$1415 (prorated \$708) per annum and all other terms according to *The Manual* I.2., and that in accordance with *The Manual* I.1.9 this appointment does not require an act of covenant.

b) **Request for Change of Pastoral Relationship**

... in accordance with *The Manual* I.3.1.4(b) accepts the request for a change in pastoral relations of **Nina Fulford**, ordained minister at **Emsdale Pastoral Charge** effective June 30, 2019 and give thanks for her ministry.

... in accordance with *The Manual* I.3.1.4(b) accepts the request for a change in pastoral relations of **Diane Bennett Jones**, ordained minister at **Wexford Heights Pastoral Charge** effective June 30, 2019 and give thanks for her ministry.

c) **Voluntary Associate Ministry Position**

... concurs with the request of **St. Paul's Pastoral Charge (Midland)** and **Beverley Irwin**, to enter into a voluntary associate minister relationship, beginning January 2, 2019.

MOTION

CARRIED

Report from Staff

a) **Liaisons**

The following liaisons have been appointed by staff:

Donna Bowman Woodall

Appointed to Bracebridge Pastoral Charge to assist their search for a half time ministry position.

Also appointed to Emsdale Pastoral Charge as they search for a new minister.

Elizabeth Cunningham

Appointed to Lansing Pastoral Charge to assist their search for a full time minister.

Also appointed to Sharon Hope Pastoral Charge to assist in their search for a full time ministry position.

Mhairi Godley

Appointed to Metropolitan Pastoral Charge to assist their search for a full time minister.

William Haughton

Appointed to Trillium Pastoral Charge as they search for a new minister.

Dale Hildebrand

Appointed to Windermere Pastoral Charge to assist their search for an appointed minister to fill in for a sabbatical leave

Lynella Reid-James

Appointed to Kingsway-Lambton Pastoral Charge to assist their search for a full time minister.

b) **Pastoral Charge Supervisors**

The following pastoral charge supervisors have been appointed by staff:

Rick McKinley

Appointed to Mount Albert Pastoral Charge while they search for new full time ministry personnel.

Emma Pipes

Appointed to Palgrave Pastoral Charge while they search for new part time (20 hours) ministry personnel.

Licensed Lay Worship Leader Policy

This is a policy that had previously been reviewed by the Commission and is now coming back with changes based on the feedback from the last meeting.

Additional questions:

Under “Preparation and Licensing” point 2: Who approves the courses that the LLWLs are required to take? Paul Stott spoke about previous experiences with the Education & Students Committee. It has been different bodies that have designed the courses but essentially it was presbytery in the past that approved a course of study. The LLWL

committee will ensure that courses of study meet acceptable standards as outlined in the LLWL Handbook. Since the committee will oversee this, change “Pastoral Relations Committee” to “Licensed Lay Worship Leader Committee.”

Under the same heading, point 7: It says that the Pastoral Relations Commission recognizes the LLWL at a service, but in the other policy on the LLWL committee, it says that the committee ensures the service happens. So who does it? The committee ensures that it happens, but the Commission, which is invested with authority by the Regional Council, is the body that is represented at a service. In practice, this would mean that the Commission would appoint someone to represent them at the recognition service.

Under “Ongoing Support and Guidance”, point 2: It says that the LLWL is to seek the approval of the “region” before exceeding the maximum Sundays allowed. This is too vague. Change “region” to “a Pastoral Relations Minister, who will report any exceptions to the Pastoral Relations Commission.”

MOTION by Robin Pilkey/Paul Stott that the Licensed Lay Worship Leader Policy be approved as revised.

MOTION

CARRIED

Licensed Lay Worship Leader Committee Policy

This is the policy framework that provides the mandate, accountability and responsibilities of a committee that would handle much of the LLWL work for the Pastoral Relations Commission.

Feedback:

Suggested to add under Responsibility section under item 6: “at the initial time of licensing” to make it clear that they don’t need to be recognized again when they are re-licensed.

A question was raised about how re-licensing happens. Paul Stott explained how that was done previously in presbytery. It was based on reports from congregations and the content of the re-licensing interview. There are no criteria in the national LLWL Handbook other than to say that the license may be renewed.

MOTION by Beth Moore/Anne Hines that the Licensed Lay Worship Leader Committee policy be approved as revised.

MOTION

CARRIED

Congregational Designated Minister Policy

Feedback on the draft:

It was suggested that the policy more properly be called the “Congregational Designated Ministry policy” since the Commission is not approving individual CDMs but rather the policy framework that governs their approval.

Under the “Why is this policy important” section, it was suggested that instead of “this is a determination of whether the position is lay or ministry personnel” it be changed to “whether the position is more appropriate to be classified as suitable for a layperson or for a ministry personnel.”

Under “Procedure”, change “reviewed by the Regional Council” to “reviewed by the Pastoral Relations Ministers” to reflect specifically who the review is actually done by.

Under “Procedure”, change last sentence to read, “The categorization will be communicated to the community of faith, and reported to the Pastoral Relations Commission as part of the staff report in the omnibus motion, for information only.”

MOTION by Will Haughton/Bright Yun that the Congregational Designated Ministry policy be approved as revised.

MOTION

CARRIED

Signatories for Pastoral Relations Commission Paperwork

In order to ensure that Pastoral Relations paperwork is not delayed unduly, it is suggested that the Commission pass a motion that extends signing authority to the Pastoral Relations Ministers in cases where the chairperson is not available or when paperwork needs to be expedited.

MOTION by Paul Stott/Beth Moore that the Pastoral Relations Ministers of Shining Waters Regional Council be given signing authority for Pastoral Relations Commission paperwork.

MOTION

CARRIED

Next Meeting

The Pastoral Relations Commission will next meet on Tuesday, March 26, 2019 at 9:30 a.m. by conference call.

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Meeting schedule to the fall:

March 12, 2019	forms due to Pastoral Reln admin assistant
March 26, 2019	Omnibus motion conference call meeting 9:30 a.m.
April 16, 2019	forms due to Pastoral Reln admin assistant
April 30, 2019	Omnibus motion conference call meeting 9:30 a.m.
May 14, 2019	forms due to Pastoral Reln admin assistant
May 28, 2019	Omnibus motion conference call meeting 9:30 a.m.
June 4, 2019	forms due to Pastoral Reln admin assistant
June 18, 2019	Pastorals Relations Commission meeting 9:30 a.m. to 3:00 p.m. at New Hope United Church, 9100 Jane St, Concord, ON. Omnibus motion and policy decisions. Lunch provided
August 13, 2019	forms due to Pastoral Reln admin assistant
August 27, 2019	Omnibus motion conference call meeting 9:30 a.m.
September 10, 2019	forms due to Pastoral Reln admin assistant
September 24, 2019	Omnibus motion conference call meeting 9:30 a.m.

End of meeting

The meeting of Pastoral Relations Commission ended at 10:20 a.m., and Bright Yun offered a closing prayer.

Andy Comar, chair

Dale Hildebrand – note taker