

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

**Minutes of a meeting of the  
Pastoral Relations Commission  
Tuesday, June 18, 2019**

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, June 18, 2019 at New Hope United Church. The meeting began at 10:00 a.m.

**Members Present**

Andrew Comar (chair); Dale Hildebrand (staff); Todd McDonald (staff); Bright Yun (ordered); William Haughton (ordered); Beth Moore (lay); Robin Pilkey (lay); Paul Stott (lay); Elizabeth Mackenzie (ordered); Barbara Hendren (lay); James Ravenscroft (ordered)

**Regrets:** Dan Benson (ordered); Donna Bowman-Woodall (ordered)

**Welcome, constituting the meeting and prayer**

The meeting began with a joint worship with the Communities of Faith Commission which was led by Christine Smaller.

**Introductions of commission members**

Andy Comar, chair, welcomed everyone to the meeting and people introduced themselves.

**Agenda and Minutes**

**MOTION by Beth Moore / Robin Pilkey  
that the minutes of the May 22, 2019 Pastoral Relations Commission be  
approved.**

**MOTION**

**CARRIED**

**MOTION by by Paul Stott / Bright Yun  
that the minutes of the May 28, 2019 Pastoral Relations Commission be  
approved.**

**MOTION**

**CARRIED**

## **Overview of Shining Waters Governance Structure**

Dale Hildebrand provided an overview of the governance structure of the Shining Waters Regional Council. It was noted that a third commission focused on social justice was approved at the Shining Waters Annual Meeting in May, but has not yet been populated.

## **Review of Pastoral Relations Commission (PRC) Mandate and Licensed Lay Worship Leader (LLWL) Committee**

A question was raised about how the LLWL Committee will report in to the PRC Commission on a regular basis. It will likely be a few times a year. Renewal licenses have been granted to 2021 by the previous presbyteries. The commission requested that the LLWL committee report back to us when we have our face to face meetings and at other times as appropriate.

Under the granting of sacramental privileges: candidate supply and ordained supply should be added, in line with the The Manual (2019). Dale will contact the Executive to have those added. What about diaconal supply? The mandate should line up with the Manual. This will be changed.

A question was raised about term of office and renewal: Does that take effect after the rotating terms as outlined by the Nominations Committee? Yes.

LLWL Committee:

Todd McDonald is the staff support for this committee and he provided an overview of the committee's mandate. A chair, Patricia James, has been elected, and the committee will meet in the fall. There will be a day set aside to meet where the committee will talk about interviewing, recognizing a LLWL at a liturgy, and so forth. In the afternoon, the LLWLs will all gather together. There are about 20 – 25 Licensed Lay Worship Leaders in Shining Waters region.

What about con-ed opportunities for LLWLs? This will need to be discussed.

All the LLWL policies are on The United Church of Canada web site:  
<https://www.united-church.ca/leadership/entering-ministry/licensed-lay-worship-leaders>

## **Omnibus Motion**

The process of how the omnibus motion is circulated was reviewed for new commission members. It goes out a week ahead of time, and then the day before the meeting with any revisions.

Todd reviewed the process for how appointments are done in the region.

It was requested that the name of the ministry personnel position be included in the omnibus, in the motion itself, for future meetings.

**MOTION by by Beth Moore / James Ravenscroft  
that the Pastoral Relations Commission take the following actions:**

a) **Calls**

... concurs with the request of **St. Mark's Pastoral Charge (Scarborough)** and approves the call to **Janet Smith Zenwirt**, ordained minister, beginning August 19, 2019, full time based on 40 hours per week with the following terms for Category B, 3 years and Cost of Living Group Assignment 5: Salary \$62,858 per annum, salary in addition to the minimum at 10% which equals \$6,286, for a total salary of \$69,144, basic telephone \$600 per annum, Continuing Education and Learning Amount \$1500 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 require an act of covenant.

... concurs with the request of **Thornhill Pastoral Charge (Thornhill)** and approves the call to **Tamara Leigh Olson**, ordained minister, beginning August 6 2019, full time based on 40 hours per week with the following terms for Category F, 14 plus years and Cost of Living Group Assignment 5: Salary \$69,476 per annum, salary in addition to the minimum at 2.769% which equals \$1924, for a total salary of \$71,400, basic telephone \$900 per annum, Continuing Education and Learning Amount \$2500 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 require an act of covenant.

b) **Appointments**

... concurs with the request of **Eglinton St. George's Pastoral Charge (Toronto)** and reappoints **Don Parsons**, ordained minister, beginning July 1, 2019 to June 30, 2020, part time based on 15 hours per week with the following terms for Category F, 14 plus years, Cost of Living Group Assignment 5: Salary \$69,476 (pro-rated \$26,054) per annum, salary in addition to the minimum at 20% which equals \$5,211, for a total salary of \$31,265, basic telephone \$1200 per annum, Continuing Education and Learning Amount \$1500 (pro-rated \$563) 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 require an act of covenant.

... concurs with the request of **Ghana Calvary Methodist United Church Pastoral Charge (Toronto)** and appoints **Eric Nyarko**, designated lay minister applicant, beginning June 1, 2019 to November 30, 2019, part time based on 20 hours per week with the following terms for Candidate Step 1, with manse, Cost of

Living Group Assignment 5: Salary \$34,799 (pro-rated \$17,400) per annum, basic telephone \$400 per annum, Continuing Education and Learning Amount \$1416 (prorated \$708) per annum, and that **Eric Nyarko** also be granted sacramental privileges, with 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.

... concurs with the request of **Fairbank Pastoral Charge (Toronto)** and appoints **Steven Loweth**, designated lay minister applicant, beginning July 1, 2019 to August 31, 2019, part time based on 20 hours per week with the following terms for Candidate Step 2, 3 years, Cost of Living Group Assignment 5: Salary \$59,580 (pro-rated \$29,790) per annum, basic telephone \$600 per annum, Continuing Education and Learning Amount \$2000 (pro-rated \$1000) per annum, and that **Steven Loweth** also be granted sacramental privileges, with 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.

c) **Voluntary Associate Minister Position**

...concurs with the request of **East End United Ministry Pastoral Charge (Toronto)** and **Debra Schneider**, to enter in to a voluntary associate minister relationship, beginning May 21, 2019.

**MOTION**

**CARRIED**

A question was asked about ministry personnel salaries and the variation that has been observed. There is a wide spectrum in areas that are quite similar (e.g., within Toronto area). There is no guidance except a negotiating guideline for ministers. Are they sent this handbook? No, not at this time. There should be more direct support for ministers. There are historical differences in terms of race and gender in how the negotiations are carried out.

What about for team situations? The Pastoral Relations Ministers will give liaisons special guidance in those situations.

**Report from staff**

**a) Liaisons**

The following liaisons have been appointed by staff:

Mhairi Godley appointed as regional liaison to East End Pastoral Charge (Toronto). East End has requested a short term appointment while Sarah Miller is on sabbatical. (06/05/2019)

Noted that in the minutes, Barbara Hendren should be moved up from the Pastoral Charge Supervisor category to the liaison category.

## **b) Pastoral Charge Supervisors**

The following pastoral charge supervisors have been appointed by staff:

Jean Leckie appointed as pastoral charge supervisor (PCS) to Mayfield Pastoral Charge as of July 1, 2019. Mayfield Pastoral Charge requested a PCS because Lloyd Paul's pastoral relationship ends June 30, 2019. (06/07/2019)

Marlene Amonsén appointed as pastoral charge supervisor (PCS) to Coldwater Eady Pastoral Charge as of July 1, 2019. Coldwater Eady requested a PCS because Bright Yun's pastoral relationship ends June 30, 2019. (06/07/2019)

Barb Hendren, appointed pastoral relations liaison to Mayfield United Church, to help search for a new minister. Lloyd Paul leaves the pastoral relations June 30, 2019. (06/12/2019)

Patricia James appointed as pastoral charge supervisor (PCS) to Bradford Pastoral Charge as of July 1, 2019. Bradford Pastoral Charge requested a PCS because Jim Keenan's pastoral relationship ends June 30, 2019. (06/11/2019)

Debbie Johnson, appointed pastoral charge supervisor for Home United Church who currently does not have a ministry personnel. (06/12/2019)

Angus MacLennan appointed as pastoral charge supervisor (PCS) to Sharon Hope Pastoral Charge as of July 1, 2019. Sharon Hope Pastoral Charge requested a PCS because Leslie Sedore's pastoral relationship ends June 30, 2019. (06/09/2019)

Doreen Mason appointed as pastoral charge supervisor (PCS) to Emsdale Pastoral Charge as of July 1, 2019. Emsdale Pastoral Charge requested a PCS because Nina Fulford's pastoral relationship ends June 30, 2019. (06/11/2019)

Rick Mckinley appointed as pastoral charge supervisor (PCS) to Mount Albert Pastoral Charge as of July 1, 2019. Mount Albert Pastoral Charge requested a PCS because Tim Dayfoot's's pastoral relationship ends June 30, 2019. (06/09/2019)

## **c) Liaison Training Update**

Todd McDonald reported on the liaison training that took place on June 12 to 14, 2019. There were 26 liaisons trained for Shining Waters region who will be accompanying Communities of Faith in their searches for appointed or called ministers.

A question was asked about interim ministry for congregations—will liaisons be appointed for those situations? Yes, but this will be under the Communities of Faith Commission

## **Joy, Health and Excellence for Ministry Personnel**

### a) origin (association of ministry) and budget

Dale provided the history of this particular area and mandate. It arose out of a GC 42 motion calling for an exploration of an Association of Ministers.

Shining Waters has budgeted \$20,000 for this area in 2020.

### b) process on May 24

Todd described the process that took place on May 24. There was only an hour. People worked in pairs and then there was a wall of flipchart paper where ministers listed the things that they wished could happen for their joy, health and excellence.

Andy was at this event, and he shared some of his own personal reflections on this gathering.

c) Advisory group recommendation – what are parameters for advisory group? There perhaps should be more diversity on this advisory group. Staff were asked to add a couple of people for purposes of diversity.

How does this connect with our mandate? It is squarely in our mandate. It was formerly a presbytery responsibility but it is now a regional responsibility.

How does the commission wish to use this advisory group? Does the commission want a proposal in October?

We don't want to constrain the advisory group at this time. Should they have the authority to plan a program that would be carried out by staff? PRC would like the group to come back to the October meeting with some ideas.

What is the mandate of the advisory group? The people who signed up were volunteering because they think this is important work, but they did not interpret it as a committee. It is more of a sounding board/task group rather than a formal committee.

What is happening in other regions? B.C. region has been doing LeaderShift for some time. For most regions, this is new work.

On the question of negotiating salaries for ministers, the handbook is more mechanism than content. So if we do focus on this, it should look more at content/skills. Liaisons support the search teams, not the minister, so there won't be negotiating support from the liaisons. It would be good to connect ministers to mentors in this area.

Could staff produce a report on comparable salaries? This information is actually in the Yearbook.

Partnerships with other organizations, like Emmanuel College, on carrying this out will also be important.

Technology issues might also be another area to provide education on for ministers.

**MOTION by Liz Mackenzie / Paul Stott  
that a Joy, Health, and Excellence advisory group to staff be formed that reflects the diversity of our ministers in Shining Waters region, and that this group provide advice for the formation of a program in the area of Joy Health and Excellence, which will be reflected in a future staff report to this commission.**

**MOTION**

**CARRIED**

### **Celebrating Candidates**

Dale Hildebrand explained some of the background around the celebration of candidates. The question arose regarding the intersection of the Office of Vocation and the Regional Council around candidates. We want to make sure that candidates feel connected to the regional council. How will the commission celebrate candidacy in our region? In the local congregation? At our Annual Meeting?

And what about the circles of accompaniment at the Candidacy Board—will they be involved?

There was support for the idea of introducing candidates at the Regional Annual Meeting. Could they be brought together at the Annual Meeting as well? That would be good as it exposes them to the Celebration of Ministry service. They may not be studying within our regional boundaries, but they could still be brought in to the Annual Meeting, even by Zoom video conferencing if necessary.

There was a question about whether an annual meeting will take place? The celebration of ministry service will and we connect it to that.

### **Retirees in the Region**

Dale provided some background. There is a Pensioner's Network going that originated in the former Toronto Southeast Presbytery. Could this be something that the cluster and network staff support? Could other clusters of retirees be mentored and supported, using the model that is already ongoing? It was decided to discuss this further with the Communities of Faith Commission after lunch.

The celebration of the retirees is done at the Annual Meeting and this will continue.

## **Meeting schedule to June 2020**

## **APPENDIX A**

Do we need an in person meeting in October? There doesn't appear to be a need for that at this point. If we have policy issues to discuss, we can add that to the shorter conference call meetings that we have and give members notice that the meeting will be longer.

The option of connecting by Zoom video-conference was discussed and members agreed that this would be welcome.

Outlook invites will be used for those who want to integrate the schedule with their Outlook calendars. It will still come as an email invitation for those who don't use the calendar in Outlook.

### **Next Meeting**

The next meeting of the Pastoral Relations Commission will be held on Tuesday, August 27, 2019 at 9:30 a.m. by conference call. There was currently only five commission members available but staff would check with Donna Bowman-Woodall and Dan Benson, who were absent at this meeting, as to their availability. Andy Comar will be on vacation, so Paul Stott volunteered to chair the next meeting.

### **Pastoral Relations Policy**

Policies/Best Practices around documents being carried into Regional Council from former Toronto Conference

1. Team ministry orientation
2. Ending Pastoral Relationships Well
3. Retirement Guidelines for Ministry Personnel

There was not sufficient time to discuss these policies. Dale noted that they are carried over from Toronto Conference and are really for information only, although the commission could decide in the future to change these policies/best practice guidelines.

### **LUNCH**

The Pastoral Relations Commission broke for lunch at 12:30 p.m. and then reconvened for a joint session with the Communities of Faith Commission at 1:15 p.m.

### **Understanding Each Other's Work**

Christine Smaller spoke about the Communities of Faith Commission (CFC) mandate – support and oversight of everything that is not ministry personnel.

Andy Comar spoke about the Pastoral Relations Commission mandate which covers appointments, calls, liaisons, retirees, and LLWLs.

### **Areas of Overlap**

Intentional Interim Ministry (IIM) areas. How is it flagged that a community of faith (CoF) needs IIM? It could be requested by the pastoral charge. CFC could also direct it.

PRC liaisons help CoF's create their profile.

The breakdown of a pastoral relationship could be a situation where both commissions might need to be involved. CFC might establish a listening team—preference is go that route rather jumping to a review of congregation.

Staff would need to support the minister when a relationship breaks down or is ended by the Regional Council.

In terms of reviews, CFC has authority over CoFs, but the PRC does not have authority to order reviews of ministry personnel—that is the responsibility of Office of Vocation (OV).

Issue of reappointments: CFC will discuss at their next meeting. We are talking about situations where a CoF is at the end of their life, or in financial trouble, and reappointment is a way to keep going for the time being.

It was noted that at the form checker level, the reviewer of the appointment/call form might raise some flags that could result in some queries for the liaison and the staff about the viability of the congregation, or about what is going on in the pastoral charge.

The form doesn't have a place to indicate when the appointment first took place. Perhaps that could be added.

The CFC wants to hear about concerns in a CoF, but are not looking to add to their agenda. They want to be proactive in terms of health, joy and excellence of CoFs.

Liaisons who see the financial viability form can raise issues of viability.

What about the practice of oversight visits? Will this be continuing? CFC is working on a policy of self-assessments by CoFs. CFC is going to have to triage CoFs: a) those that are in need b) those that have a lot of potential to be innovative thriving ministry but need some support from the region.

In terms of self-assessments of congregation and assessment of minister, if those two are not in sync, it is difficult to evaluate the ministry. Could we give CoFs and ministers some tools to make these two processes the best they can be?

## **When a Pastoral Relationship Ends**

Jody Maltby has compiled a checklist for when a congregation closes.

How do we know when a congregation is closing so that support could be given to that congregation? It hasn't been our practice to issue a public invitation to closing services. We would want to liaise with the CoF if we were to do that.

How does a pastoral relationship end?

The minister can end it. OV could end a pastoral relationship rising from a review. Congregation could end it.

What about exit interviews? They were done in the past by presbytery Pastoral Relation Committees, but they are not in the mandate of either the PRC or CFC. Do we want to continue them?

What support can we offer a CoF at the time of an ending of a pastoral relationship? Is there something that the minister leaving can do? It would depend on what the nature of the pastoral relationship is at the end. We could do some education with the CoF, but might also guide them.

A video resource would be great for CoFs. What about doing exit interviews by Zoom? The exit interview should be done for both the minister and the CoF—that can feed into the next steps for the CoF in terms of profile, etc.

## **Migrant/ethno-cultural Communities of Faith**

Cindy Randall referred to some of the experience of South West Presbytery, where many of these CoFs were located. There are issues around governance, interaction, pastoral relations processes, that have taken considerable time of staff and volunteers.

Issues:

- Difficulty in finding ministers to lead these congregations – language and cultural issues
- Different approaches in how conflict was handled. Minister often assumed a very authoritative role. Standing from another country was recognized but not in the UCC.
- Different roles for lay people – they often don't have the opportunity to speak, and this allowed issues to fester.

What about indigenous CoFs? They are still meeting to discern their relationship with the region. A meeting is taking place in August of indigenous CoFs from across the country.

There is a lack of connection with the wider church in general with ethno-cultural churches. How do we provide opportunities to connect?

The staff team has also been talking about support to these CoFs. A meeting is taking place in the summer to talk about this.

In the former South West Presbytery, there was an intercultural committee, and it is continuing to meet. It is a cluster.

The Equity Committee has some responsibility for our “inter-cultural commitments.”

### **Health, Joy, and Excellence of Ministers and CoFs**

The PRC has done some work on this. An advisory group has been set up to help develop some programming in this area.

CFC has talked about support for lay leadership in times of transition, but we really don't put much time in the UCC to resources for lay leadership development. How can we do that? There has been some discussion around retreats, workshops, events for congregations that are fun, etc. CFC will continue to work on this.

It was noted how many people came to the regional Annual Meeting, but not a greater involvement by ministry personnel.

A question about United Fresh Start was raised: this is a program with many modules for training in CoFs. Four of them are related to starting up a new pastoral relationship. Fresh Start hasn't been promoted widely, and we want to work on that. The first module is free, then same rate as pulpit supply for subsequent modules. There are trained facilitators in place. Liaisons are aware of it to promote with CoFs. This is a national program.

### **Closing, Blessing and Farewell**

Andy Comar thanked everyone for coming and for the opportunity to meet as two commissions. We are still working on new beginnings and this is evolving work. Appreciation was expressed for the food and hospitality offered at the meeting by New Hope United.

There being no further business, the meeting was adjourned at 3 p.m. Andy Comar closed the meeting with a reflection from Joyce Rupp.

**APPENDIX A – PRC MEETING SCHEDULE 2019 / 2020**

All meetings at 9:30 a.m. unless otherwise noted

September 24, 2019

October 29, 2019

November 26, 2019

December 17, 2019

January 28, 2020

February 25, 2020

March 31, 2020

April 28, 2020

May 12, 2020 (\*moved up from normal last Tuesday of month to accommodate ordination candidates)

June 16, 2020 (in person all day meeting)

