

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

**Minutes of a meeting of the
Pastoral Relations Commission
Tuesday, October 22, 2019**

The Pastoral Relations Commission of Shining Waters Regional Council met by video conference on Tuesday, October 22, 2019. The meeting began at 9:30 a.m.

Members Present

Dale Hildebrand (staff); Andrew Comar (Chair); William Haughton (ordered); Donna Bowman-Woodall (ordered); Beth Moore (lay); Paul Stott (lay); Elizabeth Mackenzie (ordered); Barbara Hendren (lay); James Ravenscroft (ordered)

Regrets: Dan Benson (ordered)

Absent: Robin Pilkey (lay); Bright Yun (ordered);

Welcome, constituting the meeting and prayer

Andy welcomed all to the meeting and led the commission in an opening reflection and prayer.

Agenda

MOTION by Will Haughton/Paul Stott 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 Paul Stott/Beth Moore that the minutes of the September 24, 2019 meeting of the commission be approved.

MOTION

CARRIED

Omnibus Motion

MOTION by Donna Bowman-Woodall/James Ravenscroft that the Pastoral Relations Commission take the following actions:

a) Calls

... concurs with the request of **Willowdale Emmanuel Pastoral Charge (Toronto)** and approves the call to **Yoon Ok Shin Kang**, diaconal minister, beginning February 1, 2020, full time based on 40 hours per week with the following terms for Category F, Cost of Living Group Assignment 5: Salary \$70,796 per annum, basic telephone \$600 per annum, Continuing Education and Learning Amount \$1442 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 **Mayfield Pastoral Charge (Mayfield)** and appoints **William Bruce**, ordained supply minister, beginning October 1, 2019 to June 30, 2020, full time based on 40 hours per week with the following terms for Category F, Cost of Living Group Assignment 5: Salary \$69,476 per annum, salary in addition to the minimum at 7.950% which equals \$5524, for a total salary of \$75,000, basic telephone \$1200 per annum, Continuing Education and Learning Amount \$1415 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 **Sharon-Hope Pastoral Charge (Sharon)** and appoints **Linda Butler**, ordained supply minister, beginning October 1, 2019 to June 30, 2020, part time based on 20 hours per week with the following terms for Category F, Cost of Living Group Assignment 5: Salary \$69,476 (pro-rated \$34,738) per annum, basic telephone \$720 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 require an act of covenant.

... concurs with the request of **Westway Pastoral Charge (Toronto)** and appoints **Philip Rodgers**, ordained supply minister, beginning September 30, 2019 to January 31, 2020, part time based on 25 hours per week with the following terms for Category F, Cost of Living Group Assignment 5: Salary \$69,476 (pro-rated \$43,423) per annum, basic telephone \$600 per annum, Continuing Education and Learning Amount \$1415 (prorated \$885) 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.

... concurs with the request of **Good Tree Korean United Church Mission (Toronto)** and re-appoints **Woong Youm**, ordained supply (non-United Church of Canada) beginning July 1, 2019 to December 31, 2019, part time based on 20 hours per week with the following terms for Category C, Cost of Living Group

Assignment 5: Salary \$64,513 (pro-rated \$32,257) per annum, basic telephone \$600 per annum, Continuing Education and Learning Amount \$1442 (pro-rated \$721) 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.

c) **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 **Jean Leckie**, ordained minister at **Heart Lake Pastoral Charge** effective February 29, 2020 and give thanks for her ministry.

MOTION

CARRIED

Report from staff

a) Liaisons

The following liaisons have been appointed by staff:

Amy Lee - Appointed to Heart Lake Pastoral Charge, Brampton, while they search for a new minister.

Islay Scott - Appointed to Palgrave Pastoral Charge and Bolton Pastoral Charge, while they have talks about a collaborative ministry agreement and search for a minister to serve both pastoral charges.

b) Pastoral Charge Supervisors

John Kim - Appointed to Ghana Calvary Methodist United Church, Toronto. This pastoral charge is currently being served by a candidate appointment (Eric Nyarko) and therefore requires a PCS.

c) **Other appointees:** No other appointments during this period

Other Business

**Licensed Lay Worship Leader (LLWL) Committee Report
(Committee Chair, Patricia James)**

Patricia James introduced herself. She is the chair of the LLWL Committee, and in an appointment as a DLM at St. James United.

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The committee consists of two LLWLs, two lay people, one ordained minister, and Patricia, DLM, with Todd McDonald's staff support. The committee has been working to set policies within the parameters set by the Manual and Shining Waters Regional Council.

The committee met on September 28, 2019 to get together and know each other, and begin drafting policies. The committee has an excellent set of skills and gifts and has worked very well thus far.

In the New Year, all of the region's LLWLs will be brought together to share resources and build community among the LLWLs.

The committee expects to begin interviewing in the New Year. There are 15 LLWLs in the region and four applicants who are ready to be interviewed. Of the 15 existing LLWLs, there are four who's licensing needs to be reviewed and renewed. The committee will prioritize those.

The committee's next meeting will be in November to look at procedures and tools for interviewing.

Questions:

In the northern part of the region, there are almost no LLWLs—who is responsible for filling that gap? Answer: the Pastoral Relations Commission.

Will there be a continuing education event mandatory for LLWLs in SWRC? E.g., in Saskatchewan, it was a mandatory requirement every two years. Answer: It has been discussed and the Committee will revisit this in the New Year.

a) Request for change in terms of reference

MOTION by Barbara Hendren/James Ravenscroft that the quorum policy for the Licensed Lay Worship Leader Committee be changed from "The quorum will be 50% plus one, or at least three persons **with at least one ordered minister** and one lay member" to "The quorum will be 50% plus one, or at least three persons **with at least one ministry personnel** and one lay member".

MOTION

CARRIED

b) Recognizing LLWLs

Todd introduced the motion. We want to celebrate LLWLs as a region. The vision is for an expanded Celebration of Ministry service.

Is "recognize" a confusing word? Confusing with DLMs "recognition"? Agreed that we should change the word to "celebrate" to avoid any confusion.

What will this mean for existing LLWLs? They are being licensed for the first time in Shining Waters Regional Council. Todd indicated that the direction we have been given is that all the presbyteries were asked to license their LLWLs until 2021. We do not therefore need to relicense these people. But whether they need to be “celebrated” will be something that the LLWL committee will discuss.

MOTION by Beth Moore/Donna Bowman-Woodall that this Commission recommends to the Executive Committee that Shining Waters Regional Council celebrate newly Licensed Lay Worship Leaders who have been approved by the Pastoral Relations Commission at the region’s annual Celebration of Ministry service.

MOTION

CARRIED

Paul Stott abstained due to an interest.

Designated Lay Ministers (DLM)

We will receive notice from the Office of Vocation of those DLMs who are ready for recognizing.

MOTION by Paul Stott/Liz Mackenzie that this Commission recommends to the Executive Committee that Shining Waters Regional Council recognize new Designated Lay Ministers who have been approved by the Office of Vocation at the region’s annual Celebration of Ministry service.

MOTION

CARRIED

Requirements for granting licenses to administer sacraments for a former designated lay minister

(See appendix A for approved policy)

Todd McDonald explained the background to the policy for granting retired DLMs or DLMs without an appointment to request a sacramental license. Sometimes these DLMs serve as pulpit supply in our Communities of Faith and would like to be able to administer sacraments.

DLMs who are on the accredited ministry personnel list with the Office of Vocation covers off all of the eligibility requirements (required trainings, police check). So all we have to do is check with the Office of Vocation.

Under number 3, it was suggested to change it to: “The license to administer sacraments is applicable only within Shining Waters Regional Council and ends when the former

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DLM is no longer a full member of a United Church community of faith within Shining Waters Regional Council.”

The Manual reference in the draft policy was corrected.

Is it a license for a community of faith specifically or generally within the Regional Council? It is within the region generally that this policy applies.

MOVED by Liz Mackenzie/Donna Bowman-Woodall that the Requirements for Granting Licenses to Administer Sacraments for a Former Designated Lay Minister policy be adopted as amended.

MOTION

CARRIED

Closing prayer

Dale Hildebrand closed the meeting in prayer.

Next meeting

The next meeting will be a regular short meeting to consider the omnibus: November 26, 2019 at 9:30 a.m.

Andy Comar, Chair

Dale Hildebrand, note taker

Appendix A

PASTORAL RELATIONS COMMISSION: REQUIREMENTS FOR GRANTING LICENCES TO ADMINISTER SACRAMENTS FOR A FORMER DESIGNATED LAY MINISTER

The purpose of this policy is to outline the requirements whereby a layperson who is a former Designated Lay Minister can request and be granted sacramental licensing.

Date approved by the Pastoral Relations Commission:	Review date by the Pastoral Relations Commission:
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Why is this policy important?

When a Designated Lay Minister retires or is without a pastoral relationship, they are considered a lay member of a local community of faith. They are no longer considered ministry personnel unless they are in a pastoral relationship. This policy recognizes the ministry of a former Designated Lay Minister and provides an opportunity for the former DLM to request and be granted sacramental licensing (The Manual I.2.4.1b)

Requirements:

1. The former DLM must request that their name be placed on the Credited Ministry Personnel list with the Office of Vocation.
2. The former DLM must be a full member of a United Church community of faith within Shining Waters Regional Council. (The Manual I.2.4.4 c)
3. The license to administer sacraments is applicable only within Shining Waters Regional Council and ends when the former DLM is no longer a full member of a United Church community of faith within Shining Waters Regional Council.
4. The Pastoral Relations Commission will review the request by a former DLM and decide on whether to grant the applicant a license to administer sacraments (The Manual I.2.4.1)