

**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 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.

Andy Comar – Chair

Dale Hildebrand - notetaker

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

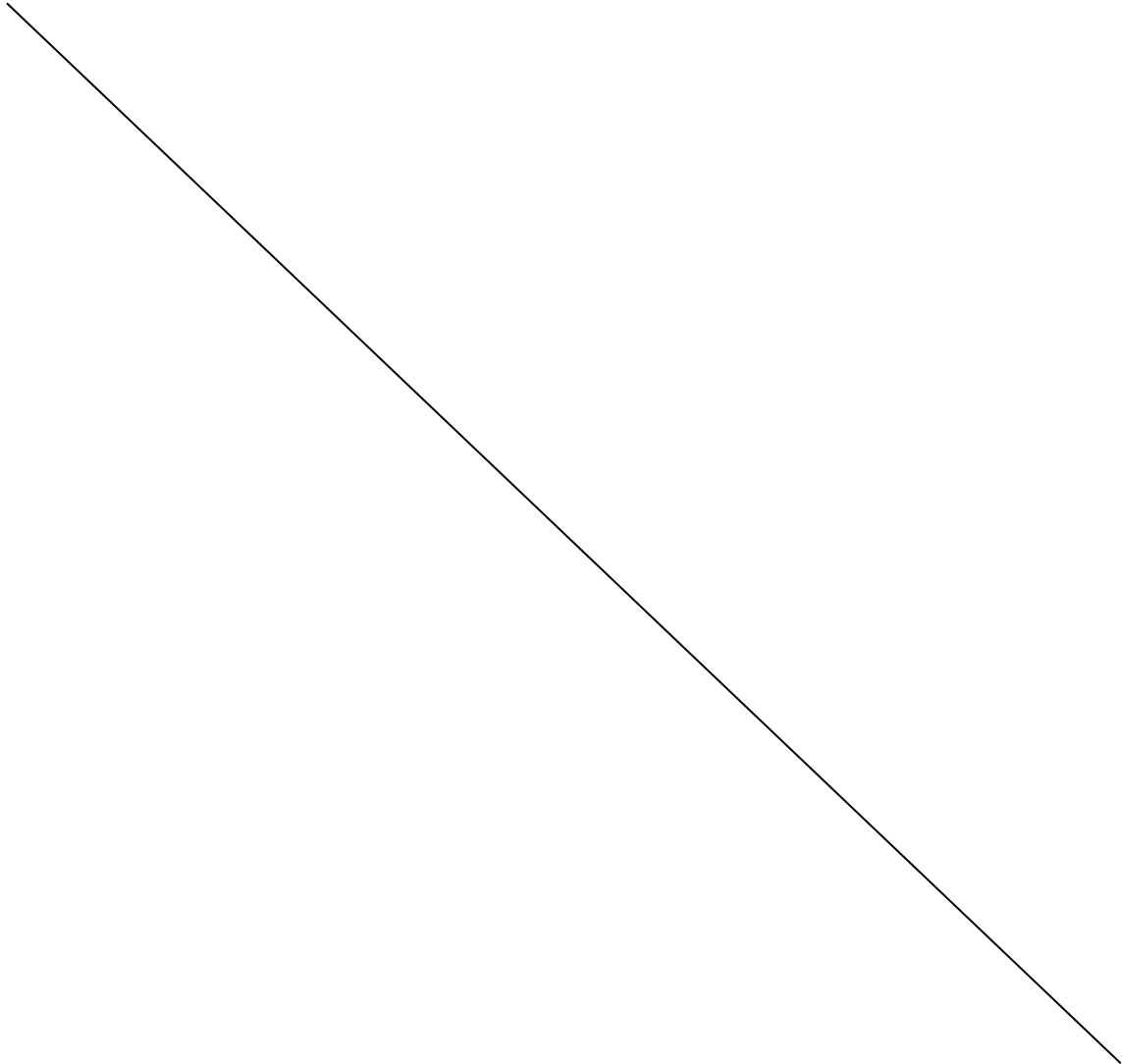
February 25, 2020

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)



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**Minutes of a meeting of the
Pastoral Relations Commission
Tuesday, August 27, 2019**

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, August 27, 2019 by conference call. The meeting began at 9:30 a.m.

Members Present

Todd McDonald (staff); Dan Benson (ordered); Donna Bowman-Woodall (ordered); Beth Moore (lay); Robin Pilkey (lay); Paul Stott (lay); Barbara Hendren (lay); James Ravenscroft (ordered)

Regrets: Andrew Comar (chair); William Haughton (ordered), Dale Hildebrand (staff);

Absent: Bright Yun (ordered),; Elizabeth Mackenzie (ordered)

Welcome, constituting the meeting and prayer

Paul Stott, acting chair, began the meeting with prayer.

Agenda

MOTION by Beth Moore/ Donna Bowman-Woodall
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 James Ravenscroft/ Robin Pilkey
that the minutes of the June 18, 2019 meeting of the commission be approved, with the following amendments:

- a. On page 3, call Jane Smith Zenwirt to St. Mark's United Church: Salary \$62,858 per annum, salary in addition to the minimum at 10% which equals \$6,286, for a total salary of \$69,144.
- b. On page 3, Don Parsons' appointment to Eglinton St. George's United Church. 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.

MOTION

CARRIED

Omnibus Motion

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

a) **Calls**

... concurs with the request of **Bradford Pastoral Charge (Scarborough)** and approves the change in terms of the existing call to **Eiko Hosaka**, ordained minister, beginning July 1, 2019, part time based on 30 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$69,476 (pro-rated \$52,107) per annum, basic telephone \$600 per annum, Continuing Education and Learning Amount \$1062 per annum and all other terms according to *The Manual* I.2., and that in accordance with *The Manual* I.1.9 this call does not require an act of covenant.

b) **Appointments**

... concurs with the request of **Filipino Christian Fellowship Mission (Toronto)** and reappoints **Joel Aquirre**, ordained supply (non-United) minister, beginning July 1, 2019 to June 30, 2020, part time based on 30 hours per week with the following terms for Category D and Cost of Living Group Assignment 5: Salary \$66,168 (pro-rated \$49,626) per annum, basic telephone \$600 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 reappointment does not require an act of covenant.

... concurs with the request of **Lansing Pastoral Charge (Toronto)** and appoints **Diane Bennett-Jones**, ordained supply minister, beginning September 3, 2019 to March 30, 2020, part time based on 20 hours per week with the following terms for Category E, Cost of Living Group Assignment 5: Salary \$67,823 (pro-rated \$33,912) per annum, salary in addition to the minimum at 5.001% which equals \$1696, for a total salary of \$35,608, basic telephone \$612 per annum, Continuing Education and Learning Amount \$1416 (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.

... concurs with the request of **East End United Regional Ministry Pastoral Charge (Toronto)** and reappoints **Jane Brushhey-Martin**, retired ordained supply minister, beginning July 1, 2019 to December 31, 2019, part time based on 10 hours per week with the following terms for Category C, Cost of Living Group Assignment 5: Salary \$64,513 (pro-rated \$16,129) per annum, basic telephone \$900 per annum, Continuing Education and Learning Amount \$1416 (prorated \$354) per annum, and all other terms according to *The Manual* I.2., and that in

accordance with *The Manual* I.1.9 this reappointment does not require an act of covenant.

... concurs with the request of **Virginia Pastoral Charge (Sutton)** and reappoints **Deborah Celsie**, student supply minister, beginning July 1, 2019 to June 30, 2020, part time based on 20 hours per week with the following terms for Candidate Step 2, 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 \$1416 (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 reappointment does not require an act of covenant.

... concurs with the request of **Toronto Chinese Pastoral Charge (Toronto)** and reappoints **Chin Hung Cheung**, retired ordained supply minister, beginning July 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, basic telephone \$600 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 reappointment does not require an act of covenant.

... concurs with the request of **St. James Pastoral Charge (Stroud)** and reappoints **Patricia James**, designated lay minister, beginning July 1, 2019 to June 30, 2022, part time based on 30 hours per week with the following terms for Category B, Cost of Living Group Assignment 4: Salary \$57,157 (pro-rated \$42,868) per annum, salary in addition to the minimum at 7.364% which equals \$3157, for a total salary of \$46,025, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1000 per annum, and all other terms according to *The Manual* I.2., and that in accordance with *The Manual* I.1.9 this reappointment does not require an act of covenant.

... concurs with the request of **Fairbank Pastoral Charge (Toronto)** approves the change in terms of the existing appointment of **Steven Loweth**, designated lay minister applicant, beginning September 1, 2019 to August 31, 2020, part time based on 30 hours per week with the following terms for Candidate Step 2, 3+ years, Cost of Living Group Assignment 5: Salary \$59,580 (pro-rated \$44,685) per annum, salary in addition to the minimum at 3.423% which equals \$1530, for a total salary of \$46,215, basic telephone \$600 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 reappointment does not require an act of covenant.

... concurs with the request of **Palgrave Pastoral Charge (Palgrave)** and appoints **Dyanne Marlok**, Candidate student supply minister, beginning September 1, 2019 to June 30, 2020, part time based on 20 hours per week with the following terms for Candidate Step 1, Cost of Living Group Assignment 5: Salary \$59,234 (pro-

rated \$24,681) per annum, basic telephone \$600 per annum, Continuing Education and Learning Amount \$1416 (prorated \$590) per annum, and all other terms according to *The Manual* I.2., and that in accordance with *The Manual* I.1.9 this reappointment does not require an act of covenant.

... concurs with the request of **Leaside Pastoral Charge (Sutton)** and appoints **Warren McDougall**, retired ordained supply minister, beginning September 1, 2019 to December 31, 2019, part time based on 24 hours per week with the following terms for Category F, Cost of Living Group Assignment 5: Salary \$69,476 (pro-rated \$41,686) per annum, salary in addition to the minimum at 3.631% which equals \$1514, for a total salary of \$43,200, basic telephone \$600 per annum, Continuing Education and Learning Amount \$1415 (prorated \$849) per annum, and all other terms according to *The Manual* I.2., and that in accordance with *The Manual* I.1.9 this reappointment does not require an act of covenant.

... concurs with the request of **Coldwater-Eady Pastoral Charge (Coldwater)** and approves the change in terms of the existing appointment of **Kathleen Mowat**, retired ordained supply minister, beginning September 3, 2019 to December 3, 2019, part time based on 27.5 hours per week with the following terms for Category F, Cost of Living Group Assignment 3: Salary \$61,083 (pro-rated \$41,995) per annum, basic telephone \$720 per annum, Continuing Education and Learning Amount \$876 per annum, and all other terms according to *The Manual* I.2., and that in accordance with *The Manual* I.1.9 this reappointment does not require an act of covenant.

... concurs with the request of **Glebe Road Pastoral Charge (Toronto)** and reappoints **Cynthia O'Connell**, candidate for ordained minister, beginning July 1, 2019 to July 31, 2019, part time based on 24 hours per week with the following terms for Candidate Step 2, Cost of Living Group Assignment 5: Salary \$59,580 (pro-rated \$35,748) per annum, salary in addition to the minimum at 20% which equals \$7150, for a total salary of \$42,898, basic telephone \$720 per annum, Continuing Education and Learning Amount \$1416 per annum, and all other terms according to *The Manual* I.2., and that in accordance with *The Manual* I.1.9 this reappointment does not require an act of covenant.

... concurs with the request of **York Pines Pastoral Charge (Kettleby)** and appoints **Fran Ota**, retired ordained supply minister, beginning July 29, 2019 to December 9, 2019, 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 (prorated \$300) per annum, Continuing Education and Learning Amount \$850 (prorated \$354) 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 **King City Pastoral Charge (King City)** and reappoints **Bruce Roffey**, retired ordained supply minister, beginning July 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 reappointment does not require an act of covenant.

... concurs with the request of **Bolton Pastoral Charge (Bolton)** and reappoints **Eleanor Scarlett**, retired ordained supply minister, beginning July 1, 2019 to June 30, 2020, part time based on 30 hours per week with the following terms for Category F, Cost of Living Group Assignment 5: Salary \$69,476 (prorated \$52,107) per annum, basic telephone \$900 per annum, Continuing Education and Learning Amount \$1415 (prorated \$1062) per annum, and all other terms according to *The Manual* I.2., and that in accordance with *The Manual* I.1.9 this reappointment does not require an act of covenant.

... concurs with the request of **East End United Regional Ministry Pastoral Charge (Toronto)** and appoints **Deborah Schneider**, retired ordained supply minister, beginning September 3, 2019 to November 25, 2019, part time based on 30 hours per week with the following terms for Category F, Cost of Living Group Assignment 5: Salary \$69,476 (pro-rated \$52,107) per annum, salary in addition to the minimum at 34.544% which equals \$18,000, for a total salary of \$70,107, basic telephone \$900 per annum, Continuing Education and Learning Amount \$1415 (prorated \$1062) 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 **Downsview Pastoral Charge (Toronto)** and reappoints **Dong-Chun Seo**, retired ordained supply minister, beginning July 1, 2019 to December 31, 2019, 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 \$500 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 reappointment does not require an act of covenant.

... concurs with the request of **Humber Valley Pastoral Charge (Toronto)** and approves the change in terms of the existing appointment of **Richard Tamas**, ordained supply minister, beginning September 1, 2019 to June 30, 2020, full time based on 40 hours per week with the following terms for Category E, Cost of Living Group Assignment 5: Salary \$67,823 per annum, 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 reappointment does not require an act of covenant.

... concurs with the request of **Tamil United Church Mission (Toronto)** and reappoints **Kumar Thangarajah**, ordained supply minister (non-United), beginning July 1, 2019 to June 30, 2020, part time based on 30 hours per week with the following terms for Category F, Cost of Living Group Assignment 5: Salary \$69,476 (pro-rated \$52,107) per annum, basic telephone \$600 per annum, Continuing Education and Learning Amount \$1,062 per annum, and all other terms according to *The Manual* I.2., and that in accordance with *The Manual* I.1.9 this reappointment does not require an act of covenant.

c) License to Administer Sacraments

... concurs with the request of **East End United Regional Ministry Pastoral Charge (Toronto)** and grants sacramental privileges in accordance with *The Manual* I.2.4(a) and I.2.4.2, to **Michiko Bown-Kai**, candidate for ordained ministry, during their time of appointment at **East End United Regional Ministry Pastoral Charge**.

... concurs with the request of **Palgrave Pastoral Charge** and grants sacramental privileges in accordance with *The Manual* I.2.4(a) and I.2.4.2, to **Dyanne Marlok**, candidate for diaconal ministry, during her time of appointment at **Palgrave Pastoral Charge**.

MOTION

CARRIED

Report from staff

a) Liaisons

The following liaisons have been appointed by staff:

Greg Daly appointed as regional liaison to Humber Valley Pastoral Charge (Toronto) in their search for a called minister after completing an Intentional Interim Ministry. (07/01/2019)

Kathleen Taylor appointed as regional liaison to Countryside Pastoral Charge (Thornton) in their search for an appointed and then called minister. (07/05/2019)

Paul Cook appointed to Emmanuel Pastoral Charge (Brampton) in their search for a called minister after completing an Intentional Interim Ministry. (08/15/2019)

b) Pastoral Charge Supervisors

The following pastoral charge supervisors have been appointed by staff:

Amy Lee appointed as pastoral charge supervisor (PCS) to the Filipino Christian Fellowship (Toronto, Mission of the Regional Council), July 11, 2019. The previous Pastoral Charge Supervisor, Norm Greene, stepped down from the position of PCS and the mission needs a supervisor as the minister there, Rev. Joel Aguirre, is an admissions applicant.

Dick Moffat appointed as pastoral charge supervisor (PCS) to Countryside Pastoral Charge (Thornton), August 8, 2019 while the community of faith is without a ministry personnel.

c) Other appointees

John Joseph Mastendrea appointed as regional representative to St. Luke's Pastoral Charge (Toronto) board meeting on July 21, 2019. St. Luke's is currently without a called or appointed minister.

Kathleen Taylor appointed as regional representative to Countryside Pastoral Charge (Thornton) board meetings on July 10 and July 24, 2019. Countryside is currently without a called or appointed minister.

d) Licensed Lay Worship Leader (LLWL) Committee

Todd McDonald reported that the LLWL Committee will meet on Saturday, September 28, 2019. The meeting of the committee will be in the morning. At lunch time, the LLWLs of the Shining Waters Regional Council will join the Committee for lunch and informal "get-to-know" time.

Next Meeting

The Pastoral Relations Commission will next meet on Tuesday, September 24, 2019 at 9:30 a.m. by conference call.

End of meeting

The meeting of Pastoral Relations Commission ended at 9:43 a.m., and Donna Bowman-Woodall offered a closing prayer.

Paul Stott, acting chair

Todd McDonald – note taker

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

**Minutes of a meeting of the
Pastoral Relations Commission
Tuesday, September 24, 2019**

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, September 24, 2019 by conference call. The meeting began at 9:30 a.m.

Members Present

Dale Hildebrand (staff); Todd McDonald (staff); Andrew Comar (Chair); William Haughton (ordered); Donna Bowman-Woodall (ordered); Beth Moore (lay); Robin Pilkey (lay); Paul Stott (lay)

Regrets: Dan Benson (ordered); James Ravenscroft (ordered); Bright Yun (ordered); Barbara Hendren (lay); Elizabeth Mackenzie (ordered)

Welcome, constituting the meeting and prayer

Andy welcomed everyone and led the meeting with an opening reflection and prayer.

Agenda

MOTION by Paul Stott/Robin Pilkey that the agenda consisting of items that had been circulated to the commission in advance of this meeting be approved.

MOTION

CARRIED

Minutes

MOTION by Beth Moore/Donna Bowman-Woodall that the minutes of the August 28, 2019 meeting of the commission be approved.

MOTION

CARRIED

Omnibus Motion

MOTION by Paul Stott/Beth Moore that the Pastoral Relations Commission take the following actions:

a) Call

... concurs with the request of **Kimbourne Park Pastoral Charge (Toronto)** and approves the change in terms of the existing call to **Daniel Reed**, ordained minister, beginning September 1, 2019, full time based on 40 hours per week with the following terms for Category A and Cost of Living Group Assignment 5: Salary \$61,204 per annum, salary in addition to the minimum at 4.568% which equals \$2796, for a total salary of \$64,000, basic telephone \$804 per annum, Continuing Education and Learning Amount \$2350 per annum and all other terms according to *The Manual* I.2., and that in accordance with *The Manual* I.1.9 this call does not require an act of covenant.

b) Appointments

... concurs with the request of **Saint Luke's Pastoral Charge (Toronto)** and appoints **James Keenan**, interim ordained minister, beginning September 1, 2019 to August 31, 2021, 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 10% which equals \$6948, for a total salary of \$76,424, basic telephone \$600 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 **Evergreen Pastoral Charge (Rosseau, Ontario)** and reappoints **Doreen Mason**, designated lay minister, beginning July 1, 2019 to June 30, 2021, part time based on 30 hours per week with the following terms for Category C, Cost of Living Group Assignment 3: Salary \$54,813 (pro-rated \$41,124) per annum, salary in addition to the minimum at 4% which equals \$1696, for a total salary of \$57,006 (pro-rated \$42,820), basic telephone \$600 per annum, Continuing Education and Learning Amount \$1415 (pro-rated \$1061) 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 **College St. Pastoral Charge (Toronto)** and appoints **Christine Smaller**, ordained supply minister, beginning September 3, 2019 to June 30, 2020, part time based on 20 hours per week with the following terms for Category E, Cost of Living Group Assignment 5: Salary \$67,823 (pro-rated \$33,912) per annum, basic telephone \$600 per annum, Continuing Education and Learning Amount \$1420 (prorated \$710) 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 **Lemonville Pastoral Charge (Whitchurch-Stouffville)** and appoints **Nancy Umphrey**, candidate student minister, beginning October 1, 2019 to September 30, 2020, part time based on 20 hours per week with the following terms for Candidate Step 1, Cost of Living Group Assignment 5: Salary \$59,234 (pro-rated \$29,617) per annum, salary in addition to the minimum at 1.897% which equals \$1124 (pro-rated \$562), for a total salary of \$60,358 (pro-rated \$30,179), 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.

... concurs with the request of **Glebe Road Pastoral Charge (Toronto)** and appoints **Jean Ward**, retired ordained supply minister, beginning September 1, 2019 to August 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 \$700 per annum, Continuing Education and Learning Amount \$1420 (pro-rated \$710 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.

MOTION

CARRIED

At this point Donna Bowman-Woodall left the meeting as she has a conflict of interest for the last appointment of the agenda (see below).

**MOTION by Will Haughton/Robin Pilkey
that the Pastoral Relations Commission take the following action:**

... concurs with the request of **Emsdale Pastoral Charge (North of Huntsville)** approves the appointment of **David Woodall**, retired ordained supply minister, beginning September 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 2: Salary \$57,789 (pro-rated \$28,895) per annum, basic telephone \$720 per annum, Continuing Education and Learning Amount \$1416 (pro-rated \$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.

MOTION

CARRIED

Report from staff

- No liaisons, pastoral charge supervisors or other appointments were made during this period.
- Members of the Advisory Group on Health Joy and Excellence of Ministry Personnel: Diane Bennett-Jones, Patricia James, Calin Lau, Tom MacNeil, Elizabeth Mackenzie. First meeting is September 26.

- Licensed Lay Worship Leaders (LLWL) Committee and Licensed Lay Worship Leaders meet on Saturday, September 28. The Committee will meet to make decisions about interview format, meeting schedule and communication. Lunch and afternoon the Committee and the Region's LLWLs will meet to connect and support each other.

Question: How many LLWLs do we need? Could the committee look at what the need is in different parts of our region? Yes, they will do that.

- United Fresh Start (UFS): Dale and Todd have reached out to all new pastoral relationships in the Region and offered a free United Fresh start workshop. UFS facilitator Anne Shirley Sutherland will do the “Transition” workshop with the Rev. Bright Yun and Knox United Church, Agincourt.

Question about whether module can be used for appointments? Yes, it is up to Communities of Faith to decide how they want to use their free module.

- The question of whether retired Designated Lay Ministers can administer sacraments has been raised in national meetings of the Pastoral Relations Ministers. General Council Office has said that this is the prerogative of the Regional Councils. We will be bringing a simple policy on this to the October meeting. Please set aside 45 minutes for the October meeting, rather than the usual 10 or 15 minutes.

Next meeting

The Pastoral Relations Commission will next meet on October 22, 2019 at 10:00 a.m. for 45 minutes by Zoom video conference call. Please talk to Todd or Dale if you have not used Zoom before.

End of meeting

Todd McDonald closed the meeting with a prayer.

Andy Comar, Chair

Dale Hildebrand, note taker

**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.

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

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)

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

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

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

Members Present

Todd McDonald (staff); Andrew Comar (Chair); William Haughton (ordered); Robin Pilkey (lay); Paul Stott (lay); Barbara Hendren (lay); James Ravenscroft (ordered) Liz Mackenzie (ordered).

Regrets: Dale Hildebrand (staff), Donna Bowman-Woodall (ordered)

Absent: Bright Yun (ordered); Beth Moore (lay).

Welcome, constituting the meeting and prayer

Agenda

MOTION by Liz Mackenzie / 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 Barbara Hendren / James Ravenscroft that the minutes of the October 22, 2019 meeting of the commission be approved.

MOTION

CARRIED

Omnibus Motion

MOTION by Robin Pilkey / Liz Mackenzie that the Pastoral Relations Commission take the following actions:

a) **Appointments**

... concurs with the request of **Kingsway Lambton Pastoral Charge (Toronto)** and reappoints **David Winsor**, retired ordained supply minister, beginning July 1, 2019 to December 31, 2019, part time based on 10 hours per week with the following terms for Category F, Cost of Living Group Assignment 5: Salary \$69,476 (pro-rated \$17,369) per annum, salary in addition to the minimum at 23.012% which equals \$15,988 (pro-rated \$3997), for a total salary of \$85,464 (pro-rated \$21,366), basic telephone \$500 per annum, Continuing Education and Learning Amount \$2000 (pro-rated \$500) per annum, and all other terms according to *The Manual* I.2., and that in accordance with *The Manual* I.1.9 this reappointment does not require an act of covenant.

... concurs with the request of **Knox Pastoral Charge (Agincourt)** and re-appoints for **Linda Petrides**, retired ordained minister, beginning July 1, 2019 to June 30, 2020, part time based on 16 hours per week with the following terms for Category F, Cost of Living Group Assignment 5: Salary \$69,476 (pro-rated \$27,791) per annum, salary in addition to the minimum at 11.619% which equals \$8,073 (pro-rated \$3229), for a total salary of \$77,549 (pro-rated \$31,820), basic telephone \$600 per annum, Continuing Education and Learning Amount \$1440 (pro-rated \$576) per annum, and all other terms according to *The Manual* I.2., and that in accordance with *The Manual* I.1.9 this reappointment does not require an act of covenant.

... concurs with the request of **Meadowvale Korean Pastoral Charge (Toronto)** and reappoints **Sarah Yoon**, retired ordained minister, beginning July 1, 2019 to June 30, 2020, part time based on 7 hours per week with the following terms for Category F, Cost of Living Group Assignment 5: Salary \$69,476 (pro-rated \$12,159) per annum, salary in addition to the minimum at 4.597% which equals \$3,194 (pro-rated \$559), for a total salary of \$72,670 (pro-rated \$12,718), basic telephone \$600 per annum, Continuing Education and Learning Amount \$1415 (pro-rated \$248) 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 **Rosedale Pastoral Charge (Toronto)** and approves appointment for **Roberta Howey**, ordained minister, beginning January 1, 2020 to June 30, 2020, full time based on 40 hours per week with the following terms for Category A, Cost of Living Group Assignment 5: Salary \$62,367 per annum, salary in addition to the minimum at 12.238% which equals \$7633, for a total salary of \$70,000, 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 not require an act of covenant.

... concurs with the request of **York Pines Pastoral Charge (Kettleby)** and approves the change in terms of existing appointment for **Fran Ota**, retired ordained supply minister, beginning January 1, 2020 to April 25, 2020, part time based on 20 hours per week with the following terms for Category F, Cost of Living Group Assignment 5: Salary \$70,796 (pro-rated \$35,398) per annum, basic telephone \$720 (pro-rated \$240) per annum, Continuing Education and Learning Amount \$1420 (pro-rated \$710) per annum, and all other terms according to *The Manual* I.2., and that in accordance with *The Manual* I.1.9 this reappointment 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 Coral Prebble, ordained minister at St. James Pastoral Charge (Toronto) effective July 31, 2020 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 Paul Shepherd, ordained minister at Martin Grove Pastoral Charge (Toronto) effective January 31, 2020 and give thanks for his ministry.

... in accordance with The Manual I.3.1.4(b) accepts the request for a change in pastoral relations of Sarah Yoon, ordained minister at Meadowvale Korean Pastoral Charge (Toronto) effective November 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 Don Gibson, ordained minister at Runnymede Pastoral Charge (Toronto) effective April 30, 2020 and give thanks for his ministry.

d) License to Administer Sacraments

...concurs with the request of **Lemonville Pastoral Charge** and grants sacramental privileges in accordance with The Manual 1.2.4(a) and 1.2.4.2, to **Nancy Umphrey**, candidate, during her time of appointment at Lemonville Pastoral Charge.

MOTION

CARRIED

Report from staff

a) Liaisons

The following liaisons have been appointed by staff:

Gail Hamblin

Appointed to Home United Church as they begin a search for a new minister.

Won Hur

Appointed to Ghana Calvary Methodist United Church (Toronto) as they consider becoming a Supervised Ministry Education site and also begin to consider calling a minister.

Kathryn Moase

Appointed to St. James United Church (Toronto) as they begin a search for a new called minister.

Lynella Reid James

Appointed to Martin Grove United Church (Toronto) as they begin a search for first an appointed and then a called minister.

Amy Lee

Appointed to Meadowvale Korean United Church (Toronto) as they begin a search for an appointed minister

b) Pastoral Charge Supervisors

No appointment since last meeting

c) Other appointees: No other appointments during this period

d) Other reports: Health Joy and Excellence

- Advisory Group for Health Joy and Excellence: Dale Hildebrand and Todd McDonald met for a second time with the Advisory Group appointed to give direction to the programming work of health, joy and excellence for ministry personnel.

The Advisory Group worked with the following focus statement:

Regional Council create some clear space beyond the job of ministry and a space to have significant conversations and share experiences of ministry (gathering wisdom) with each other as ministry personnel.

A day away for ministers is being planned for the first week of March, 2020. Leadership will be provided by Emmanuel College professors, the focus yet to be determined. The purpose of the day is to give ministers an opportunity to be together from across the Regional Council, much like the mid-winter conversations that were held in the former Toronto Conference. More detail to come.

- Throughout November, December and January, Todd and Dale are meeting with ministry personnel throughout the Region Council, checking in, discussing subjects like Church Hub, and Health Joy and Excellence future directions.

Next meeting

The Pastoral Relations Commission will next meet on December 17, 2019 at 9:30 a.m. by Zoom video conference call.

End of meeting

Andy Comar closed the meeting with a prayer.

Andy Comar, Chair

Todd McDonald, note taker

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

**Minutes of a meeting of the
Pastoral Relations Commission
Tuesday, December 17, 2019**

The Pastoral Relations Commission of Shining Waters Regional Council met by video conference on Tuesday, December 17, 2019. The meeting began at 9:30 a.m.

Members Present

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

Regrets:

Absent: Robin Pilkey (lay); James Ravenscroft (ordered); Bright Yun (ordered).

Welcome, constituting the meeting and prayer

Agenda

MOTION by Paul Stott / Barbara Hendren
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 Liz Mackenzie / Paul Stott
that the minutes of the November 26, 2019 meeting of the commission be approved.

MOTION

CARRIED

Omnibus Motion

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

a) **Appointments**

... concurs with the request of **East End United Regional Ministry Pastoral Charge (Toronto)** and re-appoints **Margaret Jane Brushey-Martin**, retired supply minister, beginning January 1, 2020 to December 31 2020, part time based on 10 hours per week with the following terms for Category F, Cost of Living Group Assignment 5: Salary \$65,739 (pro-rated \$16,435) per annum, basic telephone \$900 per annum, Continuing Education and Learning Amount \$1442 (pro-rated \$361)per annum, and all other terms according to *The Manual* I.2., and that in accordance with *The Manual* I.1.9 this reappointment does not require an act of covenant.

... concurs with the request of **Trillium Pastoral Charge (Caledon)** and appoints **William Gardner**, candidate student minister, beginning January 1, 2020 to January 1, 2021, part time based on 20 hours per week with the following terms for Candidate Step 1, Cost of Living Group Assignment 5: Salary \$60,359 (pro-rated \$30,180) per annum, basic telephone \$720 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.

... concurs with the request of **Ghana Calvary Methodist Pastoral Charge (Toronto)** and re-appoints **Eric Nyarko**, candidate student minister, beginning December 1, 2019 to August 31, 2020, full time based on 40 hours per week with the following terms for Candidate Step 1, Cost of Living Group Assignment 5, with use of manse: Salary \$34,799 per annum, basic telephone \$600 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 re-appointment does require an act of covenant.

... concurs with the request of **Kingsway Lambton Pastoral Charge (Toronto)** and approves the change in terms of the reappointment of **David Winsor**, retired ordained supply minister, from January 1, 2020 to June 30, 2020, part time based on 10 hours per week with the following terms for Category F, Cost of Living Group Assignment 5: Salary \$70,796 (pro-rated \$17,699) per annum, salary in addition to the minimum at 23.012% which equals \$16,292 (pro-rated \$4,073), for a total salary of \$87,088 (pro-rated \$21,722), basic telephone \$500 per annum, Continuing Education and Learning Amount \$2000 (pro-rated \$500) per annum, and all other terms according to *The Manual* I.2., and that in accordance with *The Manual* I.1.9 this reappointment does not require an act of covenant.

... concurs with the request of **Bathurst Street Pastoral Charge (Toronto)** and approves the change in terms of the appointment for **Christine Smaller**, ordained minister, beginning September 1, 2019 to June 30, 2020, part time based on 20 hours per week with the following terms for Category D, Cost of Living Group Assignment 5: Salary \$66,168 (pro-rated \$33,084) per annum, basic telephone

\$600 per annum, Continuing Education and Learning Amount \$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.

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 Ross Leckie, ordained minister at Caledon East Pastoral Charge (Caledon) effective September 1, 2020 and give thanks for his ministry.

... in accordance with The Manual I.3.1.4(b) accepts the request for a change in pastoral relations of Christine Smaller, ordained minister at Bathurst Street Pastoral Charge (Toronto) effective February 25, 2020 and give thanks for her ministry.

MOTION

CARRIED

Report from staff

a) Liaisons

The following liaisons have been appointed by staff:

Lynella Reid-James appointed to Martin Grove Pastoral Charge (Toronto) in their search for an appointed minister, and then a called minister.

Jim Clubine appointed to Westway Pastoral Charge (Toronto) in their search for a called minister.

Diane Bennett-Jones appointed to St. Paul's Pastoral Charge (Toronto) in their search for an appointed minister to cover a sabbatical.

Todd McDonald noted that there are a number of our pastoral charges entering into collaboration agreements and some of our liaisons are facilitating those agreements. A question was raised about how these are different from a multi-point pastoral charge. Answer: they maintain their own governing bodies as individual pastoral charges but get much more through a collaborative agreement in areas such as worship and programming.

What happens if there is a conflict that needs to be resolved involving one or more of the pastoral charges? Answer: It hasn't happened yet but one presumes that the collaboration team would address this, drawing in the Pastoral Relations Minister if needed.

b) Pastoral Charge Supervisors

No appointment since last meeting

c) Other appointees: No other appointments during this period

Next meeting

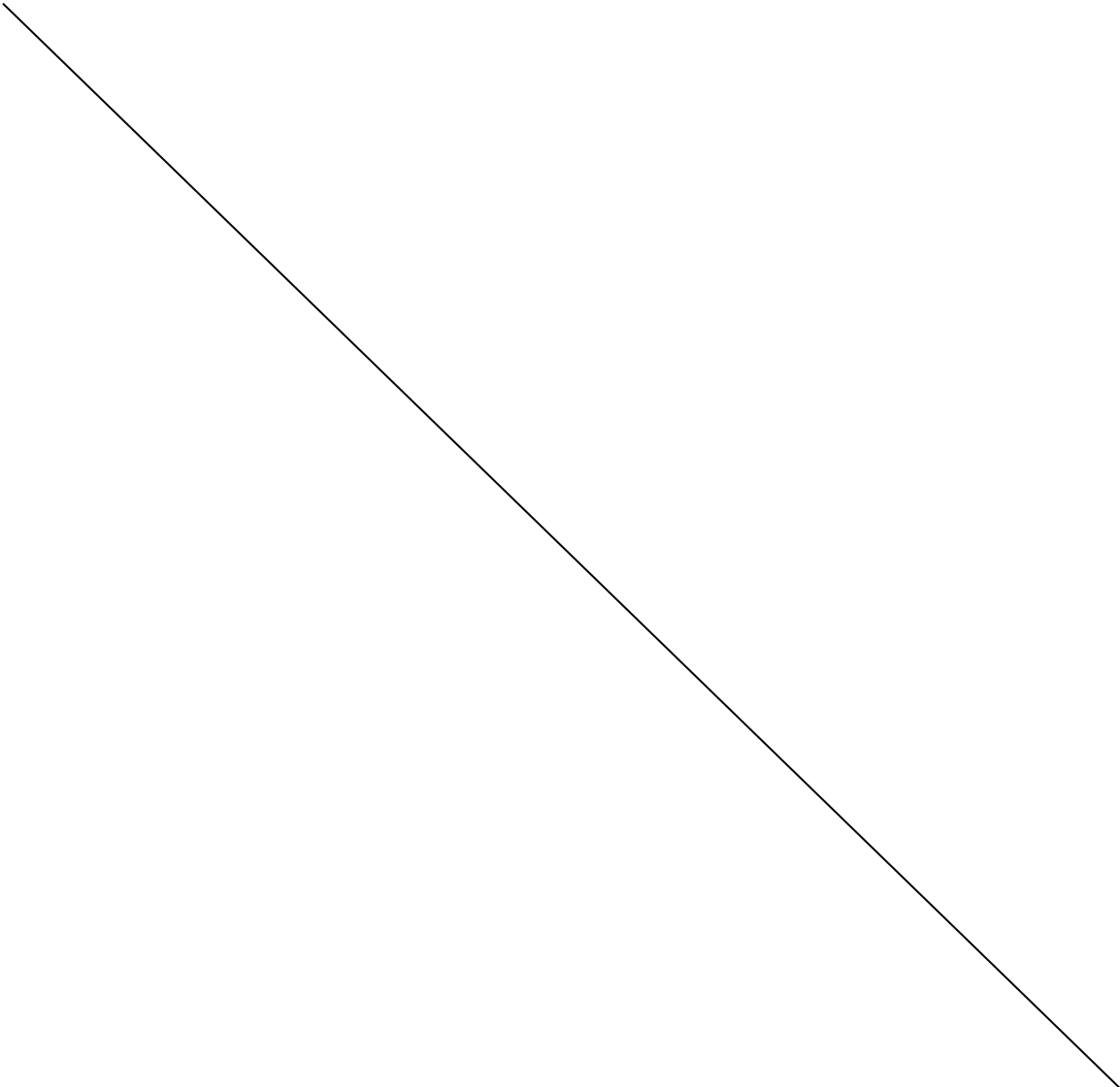
The Pastoral Relations Commission will next meet on January 28, 2020 at 9:30 a.m. by Zoom video conference call.

End of meeting

Dale Hildebrand closed the meeting with a prayer.

Andy Comar, Chair

Dale Hildebrand, note taker



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

**Minutes of a meeting of the
Pastoral Relations Commission
Tuesday, January 28, 2020**

The Pastoral Relations Commission of Shining Waters Regional Council met by video conference on Tuesday, January 28, 2020. The meeting began at 9:30 a.m.

Members Present

Dale Hildebrand (staff) Todd McDonald (staff); Andrew Comar (Chair); Donna Bowman-Woodall (ordered); William Haughton (ordered); Barbara Hendren (lay); Beth Moore (lay); Paul Stott (lay); Robin Pilkey (lay); Bright Yun (ordered).

Regrets: Liz Mackenzie (ordered);

Absent: James Ravenscroft (ordered)

Welcome, constituting the meeting and prayer

Andy Comar, chair, welcomed everyone to the meeting, led an Epiphany reflection, and led the group in prayer.

Agenda

Three further items were added:

- a. Ordination request from Brian Stevens
- b. Date of June 2020 in person meeting
- c. Email from Kirsty Hunter

MOTION by Donna Bowman-Woodall/Beth Moore
that the agenda consist of items that had been circulated to the commission in advance of this meeting be approved, and the three items added above.

MOTION

CARRIED

Minutes

MOTION by Paul Stott / Barbara Hendren
that the minutes of the December 17, 2019 meeting of the commission be approved.

MOTION

CARRIED

Omnibus Motion

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

a) **Calls**

... concurs with the request of **Rosedale Pastoral Charge (Toronto)** and approves the call to **Kristin Philipson**, ordained minister, beginning February 1, 2020, full time based on 40 hours per week with the following terms for Category E, Cost of Living Group Assignment 5: Salary \$69,112 per annum, salary in addition to the minimum at 63.141% which equals \$43,638, for a total salary of \$112,750, basic telephone \$840 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 call does require an act of covenant.

... concurs with the request of **Sharon-Hope Pastoral Charge (Sharon)** and approves the call to **Sadekie Lyttle-Forbes**, ordained minister, beginning July 1, 2020, full time based on 40 hours per week with the following terms for Category E, Cost of Living Group Assignment 5: Salary \$69,112 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 call does require an act of covenant.

b) **Appointments**

... concurs with the request of **Coldwater-Eady Pastoral Charge (Coldwater)** and re-appoints **Kathleen Mowat**, ordained minister, beginning December 2, 2019 to June 30, 2020, part time based on 27.5 hours per week with the following terms for Category F, Cost of Living Group Assignment 3: Salary \$61,083 (pro-rated \$41,995) per annum, basic telephone \$720 per annum, Continuing Education and Learning Amount \$1442 (pro-rated \$991.37) per annum, and all other terms according to *The Manual* I.2., and that in accordance with *The Manual* I.1.9 this re-appointment does not require an act of covenant.

... concurs with the request of **Jane-Finch Community Ministry (Toronto)** and re-appoints **Barry Rieder**, designated lay minister, beginning January 1, 2020 to December 31, 2020, full time based on 40 hours per week with the following terms for Category F, Cost of Living Group Assignment 5: Salary \$69,317 per annum, salary in addition to the minimum at 22.556% which equals \$15,635, for a total salary of \$84,952, basic telephone \$960 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 not require an act of covenant.

... concurs with the request of **Onnuri Korean Pastoral Charge (Toronto)** and appoints **Thomas Tae Sung Shin**, admission minister, beginning January 1, 2019 to December 31, 2019, part time based on 19 hours per week with the following terms for Category D, Cost of Living Group Assignment 5: Salary \$66,168 (pro-rated \$31,430) per annum, salary in addition to the minimum at 1.100% which equals \$728 (pro-rated \$346), for a total salary of \$66,896 (pro-rated \$31,776), basic telephone \$600 per annum, Continuing Education and Learning Amount 1490 (pro-rated \$ \$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 **Parry Sound Rural Pastoral Charge (Parry Sound)** and appoints **Kevin Logie**, ordained minister, beginning February 1, 2020 to June 30, 2021, part time based on 10 hours per week with the following terms for Category F, Cost of Living Group Assignment 3: Salary \$62,244 (pro-rated \$15,561) per annum, basic telephone \$300 per annum, Continuing Education and Learning Amount \$1442 (pro-rated \$360.50) 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 **King City Pastoral Charge (King City)** and appoints **Kun Young (Andrew) Lee**, ordained minister, beginning January 13, 2020 to January 12, 2021, part time based on 16 hours per week with the following terms for Category E, Cost of Living Group Assignment 5: Salary \$69,112 (pro-rated \$27,644.80) per annum, basic telephone \$240 per annum, Continuing Education and Learning Amount \$1442 (pro-rated \$576.80) 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 **New Hope Pastoral Charge (Concorde)** and appoints **Kun Young (Andrew) Lee**, ordained minister, beginning January 14, 2020 to January 12, 2021, part time based on 8 hours per week with the following terms for Category E, Cost of Living Group Assignment 5: Salary \$69,112 (pro-rated \$13,822.40) per annum, basic telephone \$120 per annum, Continuing Education and Learning Amount \$1442 (pro-rated \$288.40) 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 **York Pines Pastoral Charge (Kettleby)** and appoints **Kun Young (Andrew) Lee**, ordained minister, beginning January 15, 2020 to January 12, 2021, part time based on 16 hours per week with the following terms for Category E, Cost of Living Group Assignment 5: Salary \$69,112 (pro-rated \$27,644.80) per annum, basic telephone \$240 per annum, Continuing Education and Learning Amount \$1442 (pro-rated \$576.80) 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.

c) **License to Administer Sacraments**

... concurs with the request of **Trillium Pastoral Charge (Mono Mills)** and grants sacramental privileges in accordance with The Manual I.2.4(a) and I.2.4.2, to **Richard Gardner**, candidate for ordained ministry, during his time of appointment at Trillium Pastoral Charge.

MOTION

CARRIED

Request for Change of Pastoral Relationship

Reconsider a Motion (The Manual, page 191)

Todd explained the circumstances at Heart Lake in which their search did not proceed as quickly as they anticipated. Therefore, Jean Leckie has agreed to postpone her retirement and stay in the call longer.

Question: Has Heart Lake requested this? Yes, they have.

Question: What is happening at Heart Lake that is preventing them from moving along in the process? Timeline was just too tight for them to hire a minister in time.

A concern was expressed that a continued call may allow the pastoral charge to drag their feet. Usually it is an appointment. Todd noted that Jean very much wants to retire.

MOTION by Will Haughton / Barbara Hendren
that Shining Waters Regional Council reconsider the motion approved by the Pastoral Relations Commission on October 22, 2019 "... in accordance with The Manual I.3.1.4(b) accepts the request for a change in pastoral relationship of Jean Leckie, ordained minister at Heart Lake Pastoral Charge effective February 29, 2020 and give thanks for her ministry."

MOTION

CARRIED

MOTION by Beth Moore / Robin Pilkey
in accordance with The Manual I.3.1.4(b) accepts the request for a change in pastoral relationship of Jean Leckie, ordained minister at Heart Lake Pastoral Charge effective February 29, 2020 and give thanks for her ministry.”

MOTION

DEFEATED

Report from staff

a) Liaisons

The following liaisons have been appointed by staff:

Marg Walker appointed to Rosedale Pastoral Charge (Toronto) in their search for a called minister. This is a continuation of her liaison appointment. They called a minister in January 2020, and are now searching for a second called minister. Marg has agreed to continue with them.

William Houghton appointed to Caledon East Pastoral Charge and Knox Caledon Village. Currently both communities of faith are in discussion to be a collaborative ministry with 1.5 ministry positions.

b) Pastoral Charge Supervisors

No pastoral charge supervisors were appointed during this time.

c) Other business:

Ordination request of Brian Stevens

Brian Stevens is a candidate for ministry to be ordained at the May 23 Celebration of Ministry Service at Thornhill United Church. He has requested that he be ordained separately at Hope United where he is currently in an appointment so that his mother can attend.

The discussion noted that candidates for ministry are ordained to the whole church.

MOTION by Donna Bowman-Woodall / Bright Yun
that Brian Stevens request to be ordained separately at Hope Pastoral Charge not be granted.

MOTION

CARRIED

January 28, 2020 - 6

Meeting of June 16 – proposed change of date

This is the June in person meeting with the Communities of Faith Commission. Andy Comar, commission chair, has requested a change of date to June 2, 2020 to allow him to attend.

Paul Stott indicated he would not be able to attend the June 2 meeting. The change was approved.

It was requested to please send out the invitation quickly so people could get it into their calendars.

Email from Kirsty Hunter – Nominations

This has to do with the Nominations Committee of the Regional Council which searches for various Regional Council commission and committee members, which is short of members. A request was made for some members of the PRC to volunteer for the Nominations Committee. Please indicate to Andy or our staff if you are interested in this.

Next meeting

The next meeting of the Pastoral Relations Commission will be held by Zoom video conference on February 25, 2020 at 9:30 a.m.

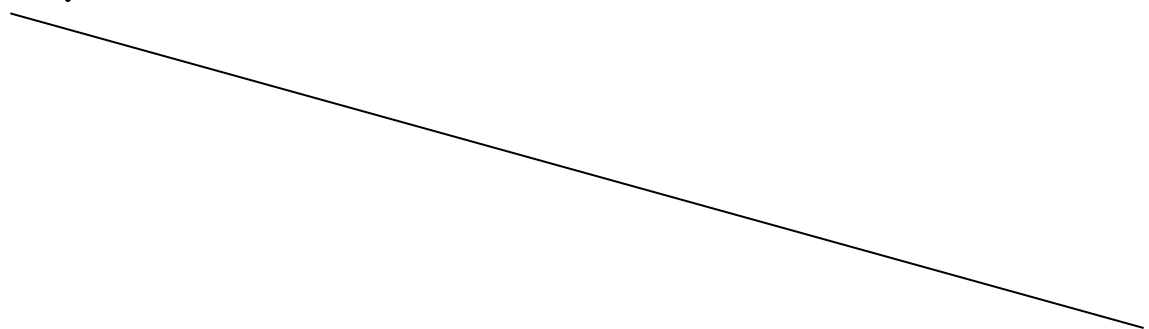
Donna Bowman-Woodall gave her regrets for the next meeting.

End of meeting

Paul Stott closed the meeting with a prayer.

Andy Comar, Chair

Dale Hildebrand, note taker



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

**Minutes of a meeting of the
Pastoral Relations Commission
Tuesday, February 25, 2020**

The Pastoral Relations Commission of Shining Waters Regional Council met by video conference on Tuesday, February 25, 2020. The meeting began at 9:30 a.m.

Members Present

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

Regrets: Donna Bowman-Woodall (ordered)

Absent: Bright Yun (ordered)

Welcome, constituting the meeting and prayer

Andy welcomed everyone to the meeting and read a prayer for Shrove Tuesday.

Agenda

MOTION by Barbara Hendren / Beth Moore
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 / Robin Pilkey
that the minutes of the January 28, 2020 meeting of the commission be approved.

MOTION

CARRIED

1 abstention

Omnibus Motion

MOTION by Liz Mackenzie / Robin Pilkey
that the Pastoral Relations Commission take the following actions:

a) **Calls**

... concurs with the request of **Lansing Pastoral Charge (Toronto)** and approves the call to **Diane Bennett-Jones**, ordained minister, beginning April 1, 2020, part time based on 30 hours per week with the following terms for Category E, Cost of Living Group Assignment 5: Salary \$69,112 per annum, salary in addition to the minimum at 5% which equals \$3455.60 (pro-rated \$2591.70), for a total salary of \$72,567.60 (pro-rated \$54,425.70), basic telephone \$612 per annum, Continuing Education and Learning Amount \$1442 (prorated \$1081) per annum, and all other terms according to *The Manual* I.2., and that in accordance with *The Manual* I.1.9 this call does require an act of covenant.

b) **Appointments**

... concurs with the request of **Fairlawn Pastoral Charge (Toronto)** and re-appoints **Douglas duCharme**, ordained intentional interim minister, beginning November 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 10.409% which equals \$7232, for a total salary of \$76,708, basic telephone \$100 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 re-appointment does not require an act of covenant.

... concurs with the request of **Malvern Emmanuel Pastoral Charge (Toronto)** and re-appoints **Kun Young (Andrew) Lee**, ordained minister, beginning May 1, 2019 to December 31, 2019, part time based on 20 hours per week with the following terms for Category E, Cost of Living Group Assignment 5: Salary \$69,112 (pro-rated \$22,607.68) per annum, basic telephone \$400 per annum, Continuing Education and Learning Amount \$1442 (pro-rated \$471) per annum, and all other terms according to *The Manual* I.2., and that in accordance with *The Manual* I.1.9 this re-appointment does not require an act of covenant.

... concurs with the request of **Islington Pastoral Charge (Toronto)** and re-appoints **Alana Martin**, candidate student supply, beginning July 1, 2019 to June 30, 2020, full time based on 40 hours per week with the following terms for Student Step 2, year 3, Cost of Living Group Assignment 5: Salary \$59,580 per annum, salary in addition to the minimum at 2.500% which equals \$1490, for a total salary of \$61,070, basic telephone \$720 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 re-appointment does not require an act of covenant.

... concurs with the request of **College Street Pastoral Charge (Toronto)** and re-appoints **Ricardo Silva**, ordained minister, beginning July 1, 2019 to June 30, 2020, full time based on 40 hours per week with the following terms for Category D, Cost of Living Group Assignment 5: Salary \$66168 per annum, basic telephone \$480 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 re-appointment does not require an act of covenant.

... concurs with the request of **Hope Pastoral Charge (Toronto)** and re-appoints **Brian Stevens**, candidate student supply, beginning July 1, 2019 to June 30, 2020, part time based on 20 hours per week with the following terms for Student Step 2, year 4, 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 \$1416 (pro-rated \$708) per annum, and all other terms according to *The Manual* I.2., and that in accordance with *The Manual* I.1.9 this re-appointment does not require an act of covenant.

c) **Voluntary Associate Ministry Position**

... concurs with the request of Islington Pastoral Charge (Toronto) and Mark Aitchison, to enter into a Voluntary Associate Minister relationship, beginning February 25, 2020.

... concurs with the request of Islington Pastoral Charge (Toronto) and Amy Crawford, to enter into a Voluntary Associate Minister relationship, beginning February 25, 2020.

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

...in accordance with The Manual I.3.1.4(b) accepts the request for a change in pastoral relationship of Warren Ball, ordained minister at St. Matthew's Pastoral Charge, Richmond Hill, effective May 31, 2020 and give thanks for his ministry.

...in accordance with The Manual I.3.1.4(b) accepts the request for a change in pastoral relationship of Linda Butler, ordained minister at Sharon-Hope Pastoral Charge effective May 11, 2020 and give thanks for her ministry.

...in accordance with The Manual I.3.1.4(b) accepts the request for a change in pastoral relationship of Sarah Miller, ordained minister at East End Regional Ministry effective April 19, 2020 and give thanks for her ministry.

MOTION

CARRIED

Report from staff

Todd McDonald spoke about the first Flourish (the name of our program for the joy, health and excellence of ministry personnel) event on March 5, 2020 where we had over 60 ministers participating. There is also a June event planned with Patty Evans, and in the fall two Mental Health First Aid courses. We are also in conversation with Peter Short about a four day residential course for June 2021.

a) Liaisons

The following liaisons have been appointed by staff:

Lynella Reid-James appointed to Birchcliff Bluffs Pastoral Charge (Toronto) in their moving of Rev. Greg Daly from appointment to call.

Betty Lou McNabb and Barbara Hendren appointed to Virginia Pastoral Charge (Sutton) for Profile and Search.

Marg Walker appointed to Hope Pastoral Charge (Toronto) for profile and calling Brian Stevens after his ordination (currently appointed).

Won Hur has been appointed to St. Matthews United Church (Richmond Hill), for Profile and Search.

b) Pastoral Charge Supervisors

The following pastoral charge supervisors have been appointed by staff:

Warren McDougall appointed to Royal York Road Pastoral Charge (Toronto) to cover the period of Rev. Hans van Nie's sabbatical May 1 – August 31, 2020.

Rev. Doug McLeod appointed as Pastoral Charge Supervisor to Ghana Calvary Methodist Pastoral Charge (Toronto). The Community of Faith requires a Pastoral Charge Supervisor because Eric Nyarko is a candidate on appointment there.

For June 2 PRC agenda:

a) A question was raised about housing in parts of the region, specifically whether the high cost of housing is preventing ministers from applying for positions and moving into the region. Are there some creative solutions we might think about to address this?

b) How can we help congregations to be honest as they do a profile and a search, about their sustainability. Todd noted that liaisons do a financial viability review with pastoral charges.

But it was noted that it is not just about finances but also demographic viability. We need to help congregations understand what a congregational life cycle is, and to be realistic about their future.

Todd noted that we can have this discussion on June 2 with the Community of Faith Commission who will be meeting jointly with us for part of the meeting.

Next meeting

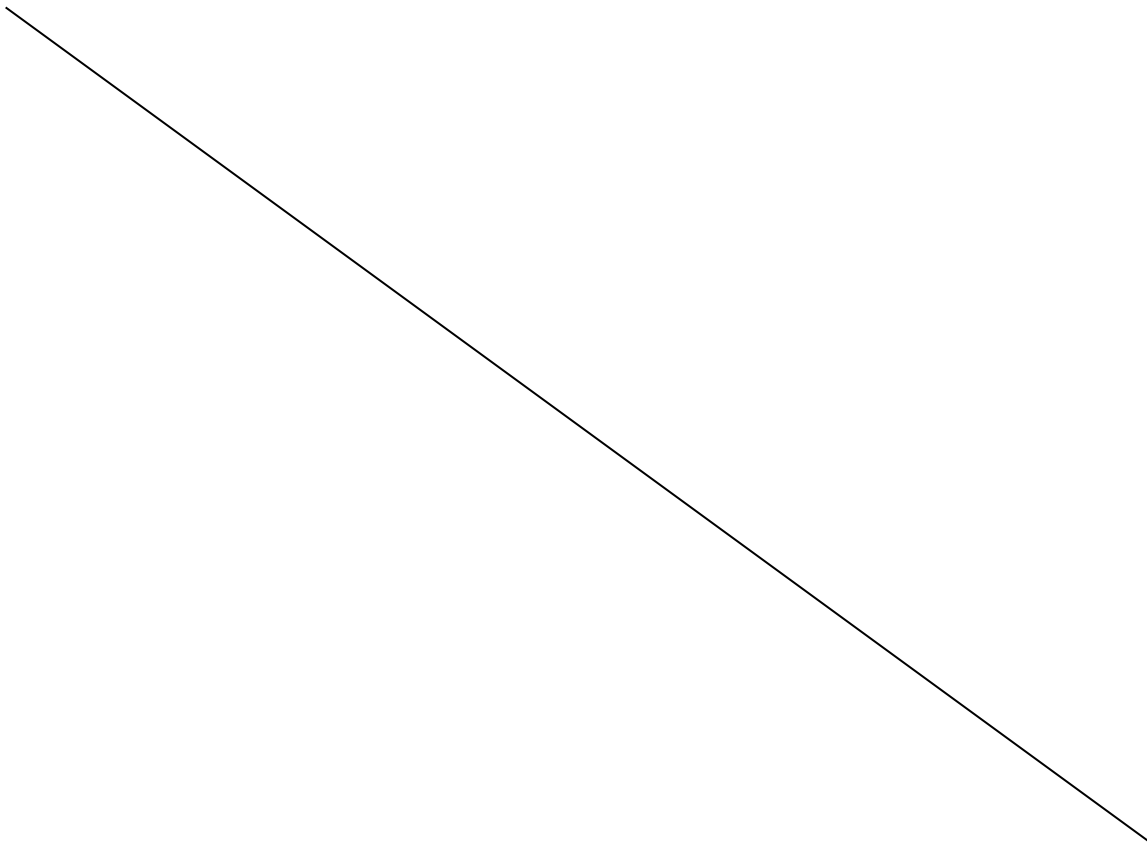
The next meeting of the Pastoral Relations Commission will be held on March 31, 2020 at 9:30 a.m. by Zoom video conference.

End of meeting

James Ravenscroft closed the meeting with a prayer.

Andy Comar, Chair

Dale Hildebrand, note taker



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

**Minutes of a meeting of the
Pastoral Relations Commission
Tuesday, March 31, 2020**

The Pastoral Relations Commission of Shining Waters Regional Council met by video conference on Tuesday, March 31, 2020. The meeting began at 9:30 a.m.

Members Present

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

Regrets: Robin Pilkey (lay);

Absent: Bright Yun (ordered);

Welcome, constituting the meeting and prayer

Andy Comar welcomed all to the call in these unusual and challenging times of pandemic and led in a prayer.

Agenda

MOTION by Paul Stott/Barbara Hendren
that the agenda, consisting of items that had been circulated to the commission in advance of this meeting, be approved.

MOTION

CARRIED

Minutes

MOTION by Beth Moore/Liz Mackenzie
that the minutes of the February 25, 2020 meeting of the commission be approved (noting correction to Liz Mackenzie's last name spelling).

MOTION

CARRIED

Omnibus Motion

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

a) **Calls**

... concurs with the request of **Birchcliff Bluffs Pastoral Charge (Toronto)** to change the conditions of their existing relationship and approves the call to **Gregory Daly**, ordained minister, beginning July 1, 2020, part time based on 30 hours per week with the following terms for Category A, Cost of Living Group Assignment 5: Salary \$62,367 (pro-rated \$46,775.25) per annum, salary in addition to the minimum at 0.133% which equals \$83.16 (pro-rated \$62.37), for a total salary of \$62,450.16 (pro-rated \$46837.62), 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 call does not require an act of covenant.

... concurs with the request of **Mayfield Pastoral Charge (Caledon)** and approves the provisional call to **Lisa Naumann**, candidate for ordained ministry beginning May 24, 2020, full time based on 40 hours per week with the following terms for Category A, Cost of Living Group Assignment 5: Salary \$62,367 per annum, salary in addition to the minimum at 6.5% which equals \$4,053.85, for a total salary of \$66,420.85, basic telephone \$1200 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 call does require an act of covenant.

(Todd explained that due to COVID-19, we may not be able to proceed with our Celebration of Ministry service on May 23. Office of Vocation has decided that provisional calls and appointments can go ahead as if they had been ordained/admitted/ commissioned.)

b) **Appointments**

... concurs with the request of **Countryside Pastoral Charge (Thornton)** and appoints **Sung-Ran Kim**, short term supply ordained minister, beginning March 22, 2020 to September 22, 2020, part time based on 20 hours per week with the following terms for Category D, Cost of Living Group Assignment 4: Salary \$59,504 (pro-rated \$29,752) per annum, basic telephone \$500 per annum, Continuing Education and Learning Amount \$1442 (prorated \$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.

... concurs with the request of **East End Regional Ministry Pastoral Charge (Toronto)** and re-appoints **Debra Schneider**, short term supply ordained minister, beginning April 20, 2020 to September 8, 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, salary in addition to the minimum at 33.9% which equals \$24,000, for a total salary of \$94,796, basic telephone \$900 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 not require an act of covenant.

... concurs with the request of **Martin Grove Pastoral Charge (Toronto)** and appoints **Tae Sung Thomas Shin**, short term supply ordained minister, beginning March 9, 2020 to September 8, 2020, part time based on 30 hours per week with the following terms for Category D, Cost of Living Group Assignment 5: Salary \$67,425 (pro-rated \$50,568.75) per annum, basic telephone \$600 per annum, Continuing Education and Learning Amount \$1442 (prorated \$1081.50) 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 **Northlea Pastoral Charge (Toronto)** and re-appoints **Lee-Ann Ahlstrom**, candidate student minister, beginning July 1, 2020 to June 30, 2023, part time based on 32 hours per week with the following terms for Candidate, Step 2, Cost of Living Group Assignment 5: Salary \$60,712 (pro-rated \$48,569.60) per annum, salary in addition to the minimum at 14.17 % which equals \$8602.89 (pro-rated \$6884), for a total salary of \$69,314.89 (pro-rated \$55,453.60), basic telephone \$600 per annum, Continuing Education and Learning Amount \$3000 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 **Runnymede Pastoral Charge (Toronto)** and re-appoints **John Ambrose**, retired short term supply minister, beginning May 1, 2020 to September 30, 2020, part time based on 28 hours per week with the following terms for Category F, Cost of Living Group Assignment 5: Salary \$70,796 (pro-rated \$49557.20) per annum, salary in addition to the minimum at 18.65 % which equals \$13,203 (pro-rated \$9242.80), for a total salary of \$83999.45 (pro-rated \$58,800), basic telephone \$500 per annum, Continuing Education and Learning Amount \$1442 (prorated \$1009.40) 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 **Westway Pastoral Charge (Toronto)** and re-appoints **Carolyn Miller**, short term supply ordained minister, beginning March 30, 2020 to August 31, 2020, part time based on 25 hours per week with the following terms for Category F, Cost of Living Group Assignment 5: Salary \$70796 (pro-rated \$44247.5) per annum, basic telephone \$300 per annum, Continuing Education and Learning Amount \$1442 (prorated \$901.25) 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) **Recommendations from Licensed Lay Worship Leader Committee**

... concurs with the recommendation of the Licensed Lay Worship Leader (LLWL) Committee that Paul Stott be exempt from the approved Licensed Lay Worship Leaders preparatory course having achieved equivalent education.

...concurs with the recommendation of the LLWL Committee that Lydia Pederson be exempt from the approved Licensed Lay Worship Leaders preparatory course having achieved equivalent education.

MOTION

CARRIED

Paul Stott abstained from the vote.

Report from staff

a) Liaisons

Staff noted that they met with the liaisons last week to discuss their role in the midst of this pandemic, and how to continue their work. However, for the most part, searches are slowing down due to the pandemic.

The following liaisons have been appointed by staff:

Gail Hamblin appointed to Trinity Pastoral Charge (Malton) for Profile and Search.

Dale Hildebrand appointed to Cummer Avenue Pastoral Charge (Toronto) for short-term appointment search (sabbatical coverage).

Dale Hildebrand appointed to Bradford United Church (Bradford) for a change in hours and job description of called minister Eiko Hosaka.

b) Pastoral Charge Supervisors

No Pastoral Charge Supervisors had been appointed during this period.

Next meeting

The next meeting of the Pastoral Relations Commission will be held by Zoom video conference on Tuesday April 28, 2020 at 9:30 a.m.

End of meeting

Todd McDonald closed the meeting with a prayer.

Andy Comar, Chair

Dale Hildebrand, note taker

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

**Minutes of a meeting of the
Pastoral Relations Commission
Tuesday, April 28, 2020**

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, April 28, 2020 by video conference. The meeting began at 9:30 a.m.

Members Present

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

Regrets:

Welcome, constituting the meeting and prayer

Chair, Andy Comar, welcomed everyone, led in prayer, and called the meeting to order.

Agenda

MOTION by Paul Stott/ Donna Bowman-Woodall
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/James Ravenscroft
that the minutes of the March 31, 2020 meeting of the commission be approved.

MOTION

CARRIED

Omnibus Motion

MOTION by Liz Mackenzie/Barbara Hendren
that the Pastoral Relations Commission take the following actions:

a) **Calls**

... concurs with the request of **Mount Albert Pastoral Charge (Mount Albert)** and approves the call to **Warren Ball**, ordained minister, beginning June 1, 2020, full time based on 40 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$70,796 per annum, salary in addition to the minimum at 2.26% which equals \$1,600, for a total salary of \$72,396, basic telephone \$720 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) **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 **Brenda Duckworth**, ordained minister at **Wasauksing-Shawanaga Pastoral Charge (Parry Sound)** effective August 10, 2020 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 **Christine Smaller**, ordained minister at **College Street Pastoral Charge (Toronto)** effective April 14, 2020 and give thanks for her ministry.

MOTION

CARRIED

(end of omnibus motion)

Reconsider a Motion (The Manual, page 191)

There has been a request that Shining Waters Regional Council reconsider the motion approved by the Pastoral Relations Commission on February 25, 2020 in accordance with *The Manual* I.3.1.4(b) to accept the request for a change in pastoral relationship of Linda Butler, ordained minister at Sharon-Hope Pastoral Charge effective May 11, 2020 and give thanks for her ministry.

Linda Butler has requested that she stay in her current appointment until June 30, 2020 – the original end date - due to COVID-19, in order to provide ongoing ministry during this difficult time.

MOTION by Liz Mackenzie/Will Haughton
that the Pastoral Relations Commission, in accordance with The Manual I.3.1.4(b), accepts the request for a change in pastoral relationship of Linda Butler, ordained minister at Sharon-Hope Pastoral Charge effective May 11, 2020 and give thanks for her ministry.

MOTION

DEFEATED

Donna Bowman-Woodall excused herself from the meeting for the next item as she has a conflict of interest.

MOTION by Beth Moore/Barbara Hendren
that the Pastoral Relations Commission take the following action:

... in accordance with *The Manual* I.3.1.4(b) accepts the request for a change in pastoral relations of **Donna Bowman-Woodall**, ordained minister at **Lake of Bays Pastoral Charge (Dwight)** effective August 31, 2020 and give thanks for her ministry.

MOTION

CARRIED

Donna Bowman-Woodall rejoined the meeting.

Report from staff

a) Liaisons

No liaisons have been appointed by staff since the last meeting.

b) Pastoral Charge Supervisors

The following Pastoral Charge Supervisors have been appointed by staff:

Kevin Logie appointed as Pastoral Charge Supervisor to Shawanaga Pastoral Charge, Shwanaga First Nation, while minister is on short-term disability leave.

Rev. Joel Aguirre appointed as Pastoral Charge Supervisor to Filipino Christian Fellowship (mission of the Regional Council, Toronto) effective May 24, 2020.

Brian Stevens appointed as Pastoral Charge Supervisor to Hope Pastoral Charge (Toronto), effective May 24, 2020.

Steven Loweth appointed as Pastoral Charge Supervisor to Fairbanks Pastoral Charge (Toronto) effective May 24, 2020.

Lisa Naumann appointed as Pastoral Charge Supervisor to Mayfield Pastoral Charge (Brampton) effective May 24, 2020.

* Note: Joel Aguirre, Brian Stevens, Steven Loweth, and Lisa Naumann would all have been celebrated at the now postponed Shining Waters Regional Council Celebration of Ministry Service on May 23. As these services have been postponed across Canada, the Office of Vocation has directed that those who would have been celebrated have their salaries adjusted as if they had been celebrated on May 23. However, they will technically remain candidates/Admission ministers until the liturgical act can take place.

This brought up the question of Pastoral Charge Supervisors and whether they are still needed. This was discussed with other Regional Councils, Office of Vocation, and UCC legal counsel. The answer is that while a Pastoral Charge Supervisor is not necessary since these candidates have all been accepted by the Office of Vocation as ready for ministry, we cannot forgo Pastoral Charge Supervisors as long as these candidates are not formally made ministers of the UCC. However, we do have the option of appointing the candidates themselves as Pastoral Charge Supervisors. This is what we have done as a Regional Council.

GS 49 Temporary Amendment of Bylaws Re: Pastoral Relations

Todd McDonald gave the background for this agenda item. During the pandemic, some communities of faith may have difficulty in holding congregational meetings, lacking the electronic means and ability to do so. Therefore, the General Council Executive has approved a temporary amendment to our bylaws whereby in urgent situations, and with conditions, a governing body can make decisions that would normally require a congregational meeting.

Dale Hildebrand explained that the implementation of pastoral relations policy is the responsibility of the Regional Councils. PRC Chairperson Andy Comar and staff identified some areas of concern around implementation whereby clarification and interpretation is needed.

MOTION by James Ravenscroft/Donna Bowman-Woodall
that the Pastoral Relations Commission approve the following implementation points for the **GS 49 TEMPORARY AMENDMENT OF BYLAWS RE: PASTORAL RELATIONS**:

1. Regarding the prelude to the bylaw: “The Executive of the General Council approve a temporary amendment to pastoral relations policies in *The Manual* to enable the governing body or equivalent of a community of faith to make urgent decisions on behalf of the community of faith with respect to initiating a call or appointment, revising the terms of a call or appointment, or ending of a call or appointment in circumstances where it is not practicable to follow those policies outlined in *The Manual*...

“Initiating a call or appointment” will be interpreted to include the approval by the governing body:

- a) of a Community of Faith ChurchHub profile, including the position description(s)
- b) of the appointment of a search committee

2. Regarding point “ii”: “the governing body will consult with the community of faith in advance of making a pastoral relations decision to the extent reasonable and practicable in the circumstances to the satisfaction of the regional council;”

The consultation will include the following:

- a) The governing body of a Community of Faith will appoint three people to solicit and review input from the Community of Faith.
- b) The consultation will consist of an invitation to the Community of Faith to provide input by email on the pastoral relations decision being made by the governing body. For those members/adherents of the Community of Faith who are unable to provide input by email due to accessibility issues, the governing body will provide access to conference call consultations in groups of up to eight persons. (Communities of faith can use the Shining Waters Regional Council conference call system by contacting Rachael Howes – rhowes@united-church.ca)
- c) Where a change to the pastoral relationship has been requested, Ministry Personnel will be provided with the "meaningful consultation" results from the congregation and will also have the right to attend the governing body meeting and address it per Manual regulations.

3. Regarding point “iv”: “when the governing body of a community of faith requests a change of pastoral relations, the regional council will ask the ministry personnel affected if they support the request. If the ministry personnel do not support the request, the requirement that the minister is given 90 days’ notice or salary and benefits in lieu of notice as provided in section I.3.1.6 will continue to apply, save for the following circumstances, where notice may be abridged or waived by the regional council upon recommendation of the governing body of the community of faith:

if the change to the terms and conditions of the call or appointment is the temporary layoff of the ministry personnel relating to the COVID-19 pandemic, and the governing body of the community of faith has:

- a) declared its intention on behalf of the community of faith to recall the affected minister upon cessation of the COVID-19 pandemic; and**
- b) demonstrated to the satisfaction of regional council that it has exhausted all funding sources;”**

- a) Where the ending of the pastoral relationship is the temporary layoff of the ministry personnel relating to the COVID-19 pandemic, the period of the temporary layoff (Declared Emergency Leave) will be a maximum of 90 days, after which the decision must be reaffirmed by the governing body and the Regional Council Pastoral Relations Commission.

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b) The Pastoral Relations Commission will ask the Communities of Faith Commission to determine whether a Community of Faith has exhausted all funding resources.

c) Where the Regional Council is asked by a Community of Faith to waive the 90 days notice, the date of the change to the pastoral relationship will be the date that the Pastoral Relations Commission meets to make a decision on the request to end the pastoral relationship for temporary layoff (Declared Emergency Leave).

MOTION

CARRIED

It was clarified that this policy is not retroactive, and will be communicated appropriately by staff to our Communities of Faith and Ministry Personnel.

Next meeting

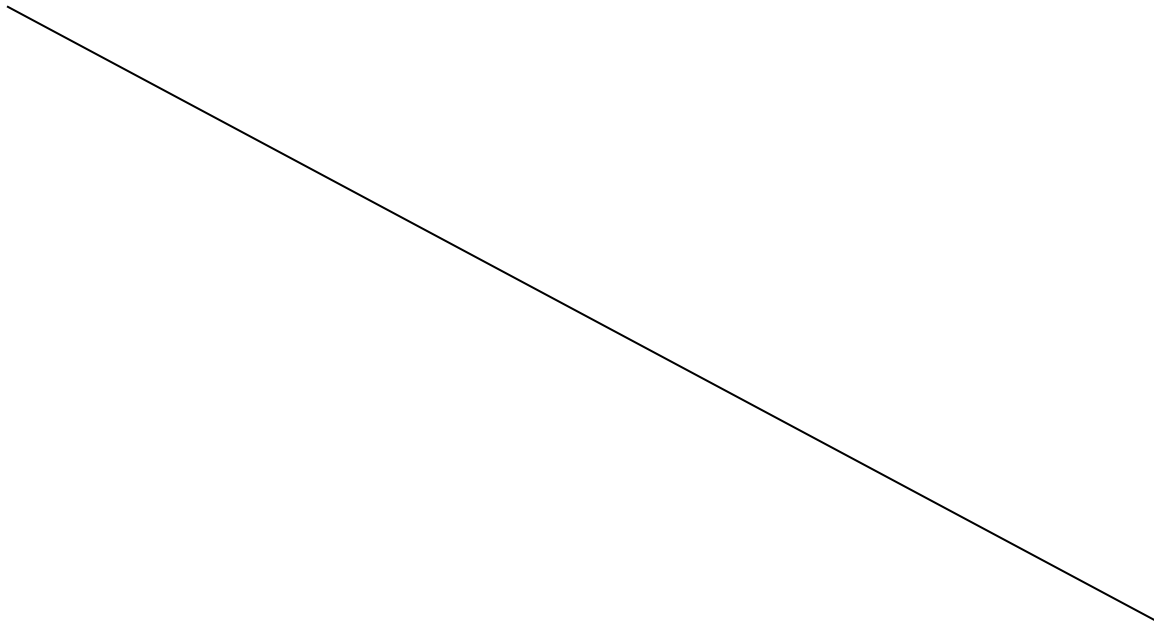
The next meeting of the Pastoral Relations Commission will be held by Zoom video conference on Tuesday, May 12, 2020 at 9:30 a.m.

End of meeting

Robin Pilkey closed the meeting with a prayer.

Andy Comar, Chair

Dale Hildebrand, note taker



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

**Minutes of a meeting of the
Pastoral Relations Commission
Tuesday, May 12, 2020**

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, May 12, 2020 by video conference. The meeting began at 9:30 a.m.

Members Present

Andrew Comar (chair); Dale Hildebrand (staff); Donna Bowman-Woodall (ordered); Barbara Hendren (lay); Liz Mackenzie (ordered); Beth Moore (lay); Robin Pilkey (lay); James Ravenscroft (ordered); Paul Stott (lay)

Regrets: William Haughton (ordered); Bright Yun (ordered); Todd McDonald (staff)

Welcome, constituting the meeting and prayer

Chair, Andy Comar welcomed everyone, led an opening reflection and prayer from the World Council of Churches, and called the meeting to order.

Agenda

MOTION by Paul Stott/Barbara Hendren
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/Donna Bowman-Woodall
that the minutes of the April 28, 2020 meeting of the commission be approved.

MOTION

CARRIED

(Noted that Liz Mackenzie's name should be added to the list of attendees for this meeting. The minutes will reflect that correction.)

Omnibus Motion

MOTION by James Ravenscroft / Liz Mackenzie
that the Pastoral Relations Commission take the following actions:

a) **Appointments**

... concurs with the request of **Fairlawn Avenue Pastoral Charge (Toronto)** and re-appoints **Douglas DuCharme**, interim ordained minister, beginning July 1, 2020 to June 30, 2022, full time based on 40 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$70,796 per annum salary in addition to the minimum at 20.06% which equals \$14,204, for a total salary of \$85,000, basic telephone \$1000 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 re-appointment does require an act of covenant.

... concurs with the request of **Timothy Eaton Memorial Pastoral Charge (Toronto)** and re-appoints **Christopher Miller**, retired ordained minister, beginning January 1, 2020 to December 31, 2020, part time based on 20 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$70,796 (pro-rated \$35,398) per annum salary in addition to the minimum at 19.84% which equals \$14,044 (pro-rated \$7,022), for a total salary of \$84,840 (pro-rated \$42,420), basic telephone \$480 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 re-appointment does 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 **Ted Grady**, ordained minister at **Knox Pastoral Charge (Sutton)** effective July 31, 2020 and give thanks for his ministry.

... 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 (Brampton)** effective June 30, 2020 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 **Jessica McCrae**, ordained minister at **Humbercrest Pastoral Charge (Toronto)** effective August 31, 2020 and give thanks for her ministry.

c) **Recommendations from the Licensed Lay Worship Leaders Committee meeting held April 27, 2020**

...concurs with the recommendation of the Licensed Lay Worship Leader Committee, and approves **Brian Packham** to be licensed as a Licensed Lay Worship Leader within the bounds of Shining Waters Regional Council for a three year period.

...concurs with the recommendation of the Licensed Lay Worship Leader Committee, and approves **Douglas Reid** to be licensed as a Licensed Lay Worship Leader within the bounds of Shining Waters Regional Council for a three year period.

MOTION

CARRIED

(end of omnibus motion)

Paul Stott excused himself from the meeting for the next agenda item.

MOTION by Barbara Hendren / Liz Mackenzie
that the Pastoral Relations Commission concur with the recommendation of the Licensed Lay Worship Leader Committee, and approve **Paul Stott** to be licensed as a Licensed Lay Worship Leader within the bounds of Shining Waters Regional Council for a three year period.

MOTION

CARRIED

Report from staff

a) Liaisons

The following liaisons have been appointed by staff:

William Haughton appointed to Trinity Pastoral Charge, Huntsville for a search following an Interim Ministry.

Next meeting

The next meeting of the Pastoral Relations Commission will be held by Zoom video conference on Tuesday, June 2, 2020 from 9:30 a.m. – 12:00 noon.

End of meeting

Andy Comar led the commission in a closing prayer.

Andy Comar, Chair

Dale Hildebrand, note taker

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

**Minutes of a meeting of the
Pastoral Relations Commission
Tuesday, June 2, 2020**

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, June 2, 2020 by video conference. The meeting began at 9:30 a.m.

Members Present

Andrew Comar (chair); Dale Hildebrand (staff); Todd McDonald (staff); Donna Bowman-Woodall (ordered); Barbara Hendren (lay); Liz Mackenzie (ordered); Beth Moore (lay); Robin Pilkey (lay); Paul Stott (lay); James Ravenscroft (ordered); William Haughton (ordered)

Absent: Bright Yun (ordered);

Welcome, constituting the meeting and prayer

The first part of the meeting was held jointly with the Communities of Faith Commission (CFC). Christine Smaller, chair of the CFC welcomed all to the meeting and thanked both commissions for their work over the past year.

Liz Mackenzie led both commissions in an opening worship.

After a time of discussion with the CFC (an update on how our Communities of Faith and ministry personnel are doing during the pandemic; assessing the financial sustainability of Communities of Faith), the commission moved into its own meeting.

Agenda

MOTION by Robin Pilkey/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 of May 12, 2020 Meeting

It was noted that James Ravenscroft was at the meeting and should be added to the list of attendees.

MOTION by Barbara Hendren/Liz Mackenzie
that the minutes of the May 12, 2020 meeting of the commission be approved.

MOTION

CARRIED

Omnibus Motion

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

a) **Call**

... concurs with the request of **Runnymede Pastoral Charge (Toronto)** and approves the call to **Edward (Ted) Grady**, ordained minister, beginning September 1, 2020, full time based on 40 hours per week with the following terms for Category E and Cost of Living Group Assignment 5: Salary \$69,112 per annum, salary in addition to the minimum at 24.44% which equals \$16,888, for a total salary of \$86,000, basic telephone \$1000 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 **Rosedale Pastoral Charge (Toronto)** and re-appoints **Roberta Howey**, ordained minister, beginning July 1, 2020 to July 31, 2020, full time based on 40 hours per week with the following terms for Category B and Cost of Living Group Assignment 5: Salary \$64,052 per annum salary in addition to the minimum at 9.29% which equals \$5948, for a total salary of \$70,000, 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 re-appointment does require an act of covenant.

... concurs with the request of **Coldwater Eady Pastoral Charge (Coldwater)** and re-appoints **Kathleen Mowat**, retired ordained minister, beginning July 1, 2020 to June 30, 2021, part time based on 27 hours per week with the following terms for Category F and Cost of Living Group Assignment 3: Salary \$ 62,244 (pro-rated \$4,2014.70) per annum salary in addition to the minimum at 1.85%

which equals \$1151.51(pro-rated \$778.03), for a total salary of \$63395.51 (pro-rated \$ 42792.73), basic telephone \$600 per annum, Continuing Education and Learning Amount \$1442 (pro-rated \$973.35) per annum and all other terms according to *The Manual* I.2., and that in accordance with *The Manual* I.1.9 this re-appointment does not require an act of covenant.

... concurs with the request of **Emsdale Pastoral Charge (Huntsville)** and re-appoints **David Woodall**, retired ordained minister, beginning July 1, 2020 to June 30, 2022, part time based on 20 hours per week with the following terms for Category F and Cost of Living Group Assignment 2: Salary \$58,887 (pro-rated \$29,444) per annum salary, basic telephone \$720 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 re-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 **John-Thomas (Tom) MacNeil**, ordained minister at **Toronto Chinese Pastoral Charge (Toronto)** effective August 16, 2020 and give thanks for his ministry.

... in accordance with *The Manual* I.3.1.4(b) accepts the request for a change in pastoral relations of **Jane Brushey-Martin**, ordained minister at **East End Regional Ministry (Toronto)** effective June 30, 2020 and give thanks for her ministry.

...concurs with the request of **Bradford Pastoral Charge** to end the pastoral relationship with **Eiko Hosaka**, ordained minister (Call, 30 hours/week) effective 90 days from the date of this meeting, August 31, 2020, and gives thanks for her ministry.

MOTION

CARRIED

Report from staff

a) Liaisons

The following liaisons have been appointed by staff:

June 2, 2020 - 4

Kathleen Taylor appointed to Lake of Bays United Church, Dwight, ON for a search for a new minister.

Paul Stott appointed to Humbercrest United Church (Toronto) for a short term appointment search.

Dale Hildebrand appointed to Cummer Avenue United Church (Toronto) for a short term appointment search to cover the sabbatical of Cheryl-Lynn MacPherson.

b) United Church Supervisors

The following United Church Supervisors have been appointed by staff:

Martha ter Kuile appointed to Bathurst United Church (Toronto) as they are currently without a called or appointed ministry personnel.

Nina Fulford appointed United Church supervisor to the Lake of Bays United Church, to start September 1, 2020.

Regional Council Care for Retired Ministers

Rev. Nancy Hardy joined the meeting as a guest. Nancy has been organizing some programming for retired ministers (she indicated that she prefers the term “pensioners” since many retired ministers are still doing lots of work in the church). She reviewed some of the programming that has been done, first in the former Southeast Presbytery area, and now more broadly in Toronto. She indicated that other ministers from outside of the Greater Toronto Area would also be welcome but acknowledged that due to travel it might not be practical for them.

Donna Bowman-Woodall shared her own experience of coming into the region from another one, and the difficulties that entailed.

The commission was left with a number of questions:

- a) how do we track and care for retired ministers coming into Shining Waters from other regions?
- b) what is the commission’s responsibility when it comes to providing resources and programming for retired ministers?

These questions will be taken up at a future meeting.

Nancy was thanked for her contribution to the conversation and left the meeting.

Team orientations

Guests Jill Strapp and Linda Butler (Toronto United Church Council, TUCC) joined the meeting.

Dale explained that for several years, starting in Toronto Conference, a team orientation is provided to any new formation of a new ministry team (when a team changes, or a new team is formed). It also includes consultation with the Ministry & Personnel Committee. This is paid for by the Regional Council. TUCC was awarded the contract to conduct this training.

Jill and Linda provided an overview of the training that is provided. Linda shared some of her experience in team ministry with Warren McDougall at Bloor St UC. Warren and Linda worked together for 23 years. They came to the end of their ministry and decided they wanted to share their experience of team ministry. Therefore when TUCC approached them to do the team orientation, they were excited to do it.

The process they use involves these main components:

- a) Contact individual ministers to explain their purpose and what is in store.
- b) Do a day long workshop with the team.
 - Personality types are discussed. What do they know about themselves?
 - List and appreciated their individual gifts
 - Discuss job descriptions
 - Discuss how the teams are structured
 - Talk about conflict, communication, and triangulation.
 - “Me” becoming “we.” What does it mean to share the spotlight? How are we accountable to each other?
- c) Check in with them 6 months later.

The commission was given an opportunity to ask questions of Jill and Linda.

Have the orientations been successful? Anecdotally yes. They have been well received. Todd indicated that in his upcoming sabbatical in 2021 he plans to do some qualitative research on team orientations, team ministry, and the effectiveness of the training we are providing.

Is M&P supported through this and involved? Yes, they do work with the M&P committees.

How can this work continue during Covid 19? The individual part could be done, but the day long piece with the team would be more difficult to do; TUCC will have to consider a pivot in providing the training during the pandemic.

Gratitude was expressed for this program. It was noted that there are a lot of joys to team ministry as well.

Joy, Health and Excellence Program – Todd McDonald

This is a mandated program from General Council Office for all Regional Councils. In Shining Waters region, we have an Advisory group which met three times in the past year. In that time we have established a program with a logo. The program is called “Flourish”. The pandemic has thrown a wrench into the plans, so we have to adjust now.

Of the three values, health and joy are clear. But the value of excellence has been something that is less clear. What does “excellence” for ministers mean? What does it mean to members of the commission?

The following feedback was gathered:

- It is a learning opportunity for ministers. Could be small group work. Come together in community with someone who is recognized and renowned for their expertise. Both soft and hard skills.
- skills development as well as having outside speakers. Is the word itself a stumbling block? Is what I’m doing not good enough?
- “excellence” could connote judgement. God doesn’t call us to be excellent, God calls us to be faithful. “Resilience” could be another word to use.
- some read it as increased “professionalization” of ministry. Are we losing some of the church language around “covenanting”?
- capture the sense to “grow” as ministers might be better. We don’t want to be judged as to whether we are good or bad at our jobs. But good to introduce accountability in our jobs.
- adaptability and flexibility are also things ministers are needing during this time.
- excellence and faithfulness go together. It is also about ethical practices of ministry
- excellence suggests absolutism. Excellence is very contextual in terms of effectiveness in ministry.
- “best practices” is a term that can be used as well.

Policy reviews

Supply Appointments and Appointments Policy

Todd explained the changes that have been made to the policy (commission members were given a copy of the revised policy in advance).

A question was raised about retired supply: can they be appointed for 3 year chunks or in total for 3 years?

They can be appointed for up to three years and then they could be reappointed (but only as a result of a search).

Section 5 and 6 under point 1:

Why is a Supervised Ministry Education (SME) appointment only for a year?

It's a check in time after a year, and then the congregation can make a decision if the SME time can continue. A SME renewal appointment can be longer than a year.

For AST appointments, summer distance learning, could it be for 2 years?

AST doesn't want more than two appointments for their students, who are required to have five years of field experience in appointments.

Proposed that for point 6, a multiyear appointment up to three years can be requested for a student who has been in an appointment for at least two years.

A general question was raised about appointment renewals: whose responsibility is it to question reappointments?

Staff provide a rationale in the omnibus drafts and it is up to the commission to ask questions and ultimately approve or not approve a reappointment.

MOTION by Liz Mackenzie/Barbara Hendren

That the revised Supply Appointments and Appointments policy be approved as amended and reviewed in 2023.

MOTION

CARRIED

(see appendix A for revised policy)

Next meetings

The meeting schedule of the commission for 2020/21 was distributed to the commission. As is the usual pattern, the commission meets on the last Tuesday of the month, with a couple of exceptions for December (Christmas holidays) and May (ordination appointments).

(see appendix B for schedule of meetings)

The next meeting of the Pastoral Relations Commission will be held by Zoom video conference on Tuesday, August 25, 2020 at 9:30 a.m.

End of meeting

Andy Comar led the commission in a closing prayer.

Andy Comar, Chair

Dale Hildebrand, note taker

Appendix A

PASTORAL RELATIONS COMMISSION: SUPPLY APPOINTMENTS AND APPOINTMENTS POLICY

The purpose of this policy is to guide decision-making by the Pastoral Relations Commission when considering a request for an appointment.

Date approved: June 2, 2020	Review date by Pastoral Relations Commission: 2023
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- I. The Pastoral Relations Commission will consider a request for the following appointments:
 - i. Designated Lay Minister: up to three year appointment.
 - ii. Interim Minister: up to three year appointment.
 - iii. Admittand: up to three year appointment (needed for immigration).
 - iv. Retired Supply: up to three years if filling a vacancy.
 - v. Designated Lay Ministers-Applicant: DLM-A are students who are required to be in an appointment (at least half time) in order to complete their educational program. The educational program is for at least three years. A multi-year appointment could be requested for a DLM-A, who has been in an appointment for at least a year (up to two years).
 - vi. Summer Distance Learning Student Supply: The Atlantic School of Theology currently offers a distance learning MDiv that requires a student to be in a student/intern supply appointment for five years. A multi-year appointment (up to three years) can be requested for an Intern Supply minister who is part of the Summer Distance Learning and has been in an appointment for two years.
 - vii. The Candidacy Pathway program requires a candidate to fulfill a supervised ministry education (SME) for two years. An appointment may be requested for up to two years.
- II. All other appointments will be considered supply appointments and be approved for up to 12 months.

Appendix B

Shining Waters Pastoral Relations Commission Meeting schedule 2020/21

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

August 25, 2020

September 29, 2020

October 27, 2020

November 24, 2020

December 15, 2020 (*Moved up due to Christmas holiday)

January 26, 2021

February 23, 2021

March 30, 2021

April 27, 2021

May 11, 2021 (*moved up from normal last Tuesday of month to accommodate ordination candidates)

June 15, 2021 (in person all day meeting)

