

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

**Minutes of a meeting of the  
Pastoral Relations Commission  
Tuesday, November 30, 2021**

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, November, 2021 by video conference. The meeting began at 9:00 a.m.

**Members Present**

Andrew Comar (chair); Dale Hildebrand (staff); Donna Bowman-Woodall (ordered); Barbara Hendren (lay); Sung-Ran Kim (ordered); Liz Mackenzie (ordered); Lawrence Nyarko (ordered); Robin Pilkey (lay), Paul Stott (lay); William Haughton (ordered) Todd McDonald (staff)

**Regrets:** Beth Moore (lay)

**Welcome, constituting the meeting and prayer**

Andrew Comar welcomed everyone and noted we have begun a new church year with the arrival of Advent and a new year after the Annual Meeting of Shining Waters. He lit the Christ candle, acknowledged the indigenous territory we find ourselves on, led the opening prayer, and called the meeting to order.

**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 Barbara Hendren/Lawrence Nyarko  
that the minutes of the October 26, 2021 meeting of the commission be approved.

**MOTION**

**CARRIED**

## **Omnibus Motion**

Barbara Hendren declared a conflict of interest for the call to Stouffville Pastoral Charge as it is her home congregation, and excused herself for this approval.

### a) **Calls**

**MOTION** by Donna Bowman-Woodall/Paul Stott  
that the Pastoral Relations Commission take the following actions:

... concurs with the request of **Stouffville Pastoral Charge (Stouffville)** and approves the call to **John Niles**, ordained minister, beginning November 1, 2021, part time based on 20 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$72,354 (pro-rated \$36,177) salary in addition to the minimum at 17.48% which equals \$12,646 (pro-rated \$6323) for a total salary of \$85,000 (pro-rated \$42,500) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1474 (pro-rated \$737) 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.

**MOTION**

**CARRIED**

### b) **Request for Change in Relationship**

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

... in accordance with The Manual I.3.1.4(b) accepts the request for a change in pastoral relations of **Nancy Knox**, ordained minister at **Bracebridge Pastoral Charge** effective January 31, 2022 and gives thanks for her ministry.

**MOTION**

**CARRIED**

## **Introduction of New Commission Member**

Andy welcomed Rev. Sung Ran Kim as a new commission member and asked the other members to introduce themselves.

## **Report from Staff**

### a) **Liaisons**

The following liaisons have been appointed by staff:

Barbara Hendren appointed to Fairlawn Avenue Pastoral Charge (Toronto) for short term appointment to work with the Intentional Interim Minister, Douglas DuCharme.

Catherine Hions appointed to Don Mills-Thorncliffe Park Pastoral Charge (Toronto) for short term appointment. Edith-Ann is retiring as of Jan 1, 2022.

Sadekie Lyttle-Forbes appointed to Downsview Pastoral Charge (Toronto) to move incumbent minister (Julia Kim) from appointment to call.

Lynella Reid-James appointed to St. Paul's Pastoral Charge (Brampton) for Intentional Interim Ministry search and appointment.

Evelyn McLachlan appointed to Bracebridge Pastoral Charge (Bracebridge) for a change in position description as they move from two ministers to one.

#### **b) Pastoral Charge Supervisors**

Heather Stevenson appointed to Home Pastoral Charge (Brampton). The current Pastoral Charge Supervisor, Debbie Johnson, needs to step back from this work.

#### **c) Other issues**

Staff explained that a national task group had been asked by General Council Executive to look at the issue of lay-led congregations, an increasingly common situation in many pastoral charges. Included in that task was looking at Designated Lay Minister (DLM) changes. It was recognized that the concept of DLMs had evolved over time from the original conception which was for a lay person to engage in ministry in their own congregation. Some changes are being contemplated that would offer opportunities for current DLMs to join the order of ministry as ordained or diaconal ministers with the appropriate requirements. The DLM training program would be adjusted to come in line with the original idea of lay-led ministry.

This has caused some concern among DLMs. We only have a handful in Shining Waters but other regional councils have greater numbers.

Concern was expressed for our DLMs – would they be pulled out of appointments, for example? This is highly unlikely.

Staff were asked to provide our DLMs with an opportunity to gather and express their concerns so that the regional council could listen and support them appropriately.

## **PRC Budget 2022**

The budgeting process has not been highly structured in Shining Waters. The commission was not consulted on what their budget needs might be for the following year. Each commission has been given a budget of \$25,000 for 2022. For our commission, this means a reduction of approximately 50% from previous years.

Staff presented the commission with an estimate of what various budget lines could look like within a budget of \$25,000.

There was concern expressed about process and whether there will be other ways to procure additional funds (for example, if funds are needed to implement some of the equity goals).

Staff were asked to write to the Shining Waters Executive with concerns about the budgeting process and ask that for the next budget year, the commission be consulted on what its budgeting needs are, based on the mandate of the commission and the programs required to carry out that mandate.

## **Equity Report Follow-up**

Report from the Task Group (Liz Mackenzie, Robin Pilkey, Will Haughton)

Liz reported for the Equity Task Group. They met Nov 25<sup>th</sup> to look at the recommendations and begin to plan for implementation.

The Task Group looked at the recommendations which might be more straight forward in implementation.

a) there are a number of recommendations which are not ours—they belong to General Council Office staff. A letter will be written to Adele Halliday with the recommendations that may more properly belong with the GCO, and to ask for a meeting with Adele at the next Task Group meeting in January 2022 to coordinate equity work in the area of pastoral relations. The letter will be brought to the January meeting for the commission's review.

b) liaison-related recommendations: The Task Group recommends that all pastoral relations liaisons have the racial justice training that is currently required by ministers. It also recommends that Search Committee chairs also have racial justice training, although the United in Learning webinars may not be suitable in terms of timing, so we will look at equivalents that could be provided to search committee chairs. The goal is to have this in place by June 2022. However, it was noted that the chair rotates—perhaps it would be more appropriate to have this apply to the search committee equity monitors.

Who pays for this racial justice training? It was suggested that the regional council would pay for this training.

The task group would also like to have an equity policy for liaisons and to have this in place by June 2022.

**MOTION** by Liz Mackenzie/Robin Pilkey

That all pastoral relations liaisons who are laypersons complete the racial justice training that is currently required for ministers and that this training be completed by June 30, 2022.

**MOTION**

**CARRIED**

**MOTION** by Will Haughton/Lawrence Nyarko

That the Pastoral Relations Commission fund the racial justice training of pastoral relations lay liaisons.

**MOTION**

**CARRIED**

What about M&P chairs? Should they not be required to have racial justice training as well? There was support for this idea but it is not this commission's mandate, but it could go to the Communities of Faith Commission.

### **Policy Reviews**

The following policies were reviewed by the Commission.

#### **a) Licensed Lay Worship Leaders Committee Policy**

**APPENDIX A**

Suggested to amend the following sentence by adding "more frequently":

"The Committee will meet in person or by electronic or other means at least biannually or more frequently as needed."

**MOTION** by Donna Bowman-Woodall/Paul Stott

That the Licensed Lay Worship Leaders Committee policy be approved as amended.

**MOTION**

**CARRIED**

**b) Licensed Lay Worship Leaders Policy**

**APPENDIX B**

Todd outlined the changes in this policy.

A question was asked about the attire for Licensed Lay Worship Leaders (LLWL). This was outlined in a General Secretary opinion.

A question was raised about who oversees the implementation of the policy. It is the LLWL committee that does this.

Is there a report in to this commission from the LLWL committee? Yes, once a year. Staff were asked to circulate the LLWL policies to the PRC when this report happens.

What happens when there are criminal charges reported to the chair? The LLWL committee would have a conversation about the charge.

It was suggested that we leave it to staff and LLWL to sort these things out. If the license is revoked there would be a report to the PRC.

However, it was pointed out that the PRC is the oversight body. So any recommendations should go to the PRC, without the name of the LLWL or the specific charges.

It was suggested that the following change be included in the amended policy (underlined text below):

In point 5, “A LLWL is required to report any new criminal charges to the LLWL Committee Chairperson. Where there is no change in status resulting from the criminal charge, it will be reported as information to the Pastoral Relations Commission. If the criminal charge results in a recommended change in status of the LLWL, this will be brought to the Pastoral Relations Commission for approval.”

**MOTION** by Donna Bowman-Woodall/Barbara Hendren

That the Licensed Lay Worship Leader policy be approved as amended.

**MOTION**

**CARRIED**

**c) Short term Appointments and Appointments Policy**

**d) Pulpit Supply Policy**

**e) Telephone allowance Policy**

As time was running out, policies under agenda items “c”, “d”, and “e” above were deferred to the December meeting.

**Election of Commission Chairperson**

Andy reported that Donna Bowman-Woodall has agreed to let her name stand for nomination as chairperson of the commission. He then asked if there were any other nominations from the floor. Hearing none, the following motion was put forward:

**MOTION** by Robin Pilkey/Liz Mackenzie

That Donna Bowman-Woodall be elected as chair of the Pastoral Relations Commission.

**MOTION**

**CARRIED**

Andy was thanked for his many years of service as Commission chairperson, including some specific initiatives which he oversaw such as the Effective Leadership pastoral relations process.

**Next Meeting**

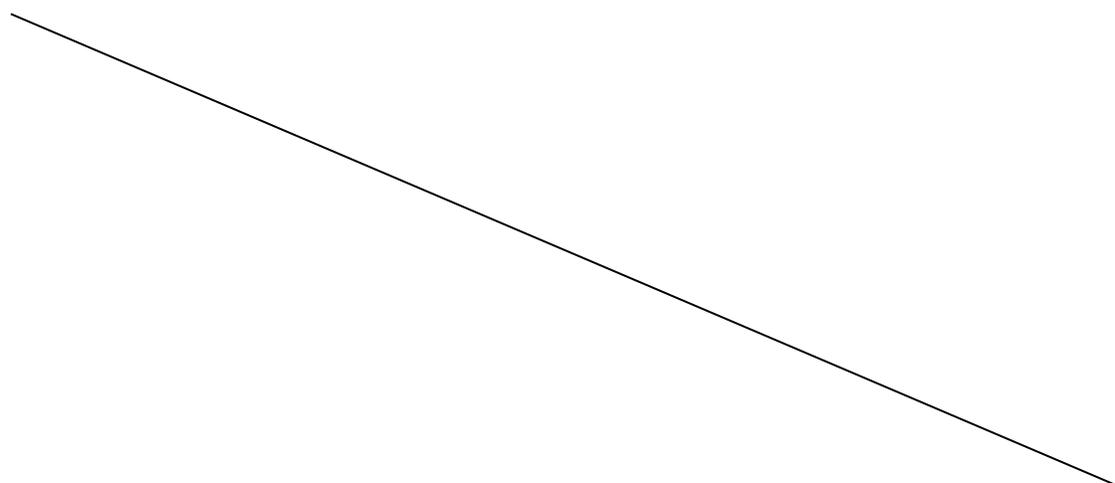
The next meeting of the Pastoral Relations Commission will be held by Zoom video conference on Tuesday, December 14, 2021, at 9:00 a.m.

**End of Meeting**

There being no further business, Dale Hildebrand closed the meeting with a prayer.

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Andrew Comar, Chair

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Dale Hildebrand, note taker



## **APPENDIX A – Amended Licensed Lay Worship Leader Committee Policy**

### **PASTORAL RELATIONS COMMISSION: LICENSED LAY WORSHIP LEADERS COMMITTEE POLICY**

This policy outlines the purpose, accountability, authority, membership and responsibilities of the Licensed Lay Worship Leaders Committee and the relationship with the Pastoral Relations Commission

Date Approved: February 26, 2019 Amended and Approved: November 30, 2021	Review by PR Commission date: 2024
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#### **PURPOSE:**

The Licensed Lay Worship Leaders (LLWL) Committee will implement the License Lay Worship Policy of Shining Waters Regional Council. The Pastoral Relations Commission is responsible for licensing Licensed Lay Worship Leaders for Shining waters Regional Council.

The Committee will provide support and oversight to Licensed Lay Worship Leaders within Shining Waters Region and be a recommending and reporting body to the Pastoral Relations Commission.

#### **ACCOUNTABILITY**

The Licensed Lay Worship Leaders Committee is accountable to the Pastoral Relations Commission

#### **AUTHORITY**

The Licensed Lay Worship Leaders Committee interviews and recommends to the Pastoral Relations Commission a layperson who is a full member of a Community of Faith for licensing and re-licensing.

#### **MEMBERSHIP**

A chair and four to six people to allow for a balance of Licensed Lay Worship Leaders members and non- Licensed Lay Worship Leaders members.

#### **QUORUM:**

The quorum will be 50% plus one, or at least three persons with at least one ministry personnel and one lay member.

#### **TERMS OF OFFICE**

The members will be elected by the Regional Council with staggered terms

The term will be for three years with a renewal for one term. After a one year hiatus, an individual may be elected again.

**MEETINGS**

The Committee will meet in person or by electronic or other means at least biannually or as frequently as needed.

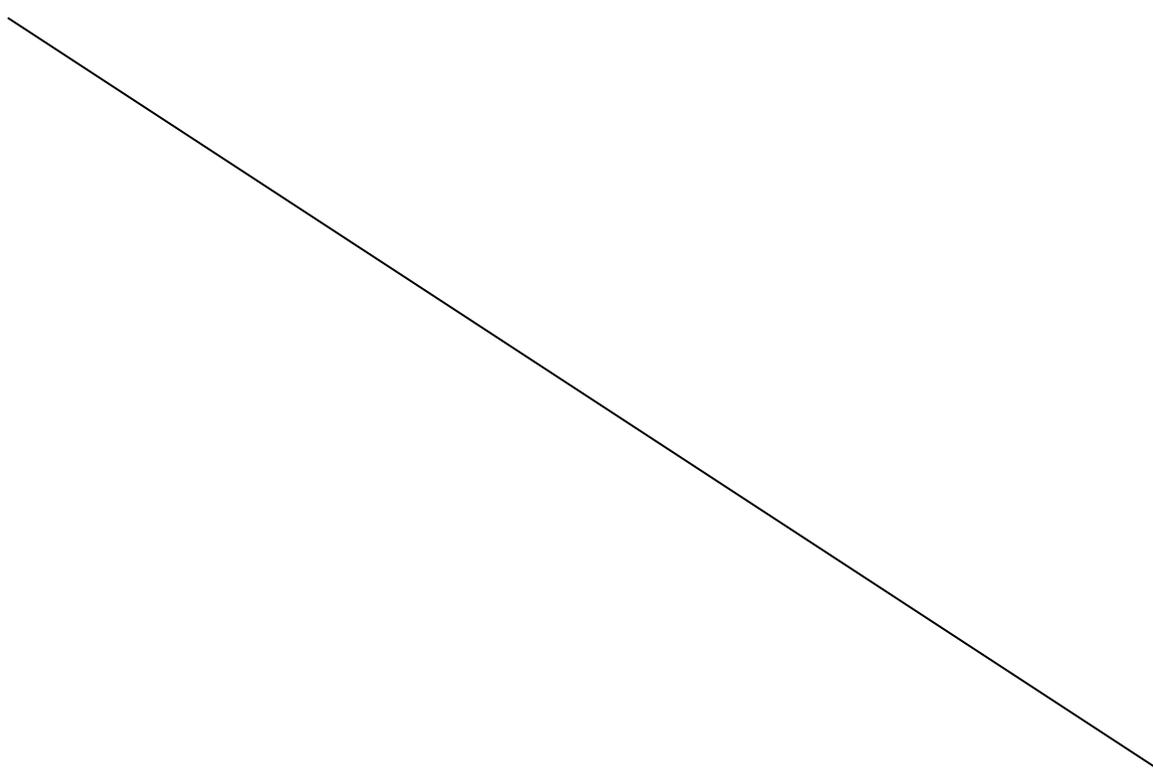
**RESPONSIBILITIES DELEGATED TO THE LICENSED LAY WORSHIP LEADERS COMMITTEE**

The Licensed Lay Worship Leaders Committee will be responsible for:

1. Interviewing a layperson and recommending licensing to the Pastoral Relations Commission.
2. Interviewing and recommending re-licensing for Licensed Lay Worship Leaders every three years.
3. Recommending exemption from the approved Licensed Lay Worship Leaders preparatory course.
4. Ensuring a Licensed Lay Worship Leader has completed all mandatory workshops and is current with their police records check according to the policies set by The United Church of Canada.
5. Ensuring a Licensed Lay Worship Leader is recognized at a service of worship at the time of their initial licensing.
6. Providing ongoing support and guidance to a Licensed Lay Worship Leader.

**STAFF SUPPORT**

The Pastoral Relations Ministers will provide support to the Committee.



## **APPENDIX B – Amended Licensed Lay Worship Leaders Policy**

### **PASTORAL RELATIONS COMMISSION: LICENSED LAY WORSHIP LEADERS POLICY**

The purpose of this policy is to provide oversight to the Licensed Lay Worship Leaders within Shining Waters Regional Council. This authority is given to the Pastoral Relations Commission.

Date Approved by Pastoral Relations Commission: November 30, 2021	Review date by the Pastoral Relations Commission: 2024
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#### **Why is this policy important?**

Many lay people are called by God to courageously step forward to give leadership in worship. Those who participate in a Licensed Lay Worship Leader (LLWL) program are choosing to develop their leadership gifts further.

In the Licensed Lay Worship Leader program, the United Church has recognized a need for people to be supported through a training and licensing program. This gives both the lay leader and the congregation confidence that their leadership is built upon a strong theological and biblical foundation that is consistent with the ethos of the United Church.

A licensed lay worship leader is a full member who has been determined to have gifts and a sense of call to the ministry of worship leadership and preaching, and who has developed these gifts through participation in a course of study and is licensed by a regional council.

This policy guides the formation and participation of the Licensed Lay Worship Leaders within Shining Waters Regional Council.

#### **Membership**

The regional council may license a person as a licensed lay worship leader. (The Manual I 1.11.5)

The following requirements apply:

- a) the person must be a member of a congregation in that regional council; and
- b) the licence must be for a specified term, which may be renewed.

A licensed lay worship leader serves under the direction of the Pastoral Relations Commission through the LLWL Committee. If a licensed lay worship leader becomes a member of a community of faith in another regional council, the person must be recognized by that other regional council in order to continue serving as a licensed lay worship leader.

#### **Preparation and Licensing:**

1. The governing body of a local community of faith identifies, or a layperson who is a full member self-identifies to the governing body, a call to licensed lay worship leadership.
2. The lay member completes a preparatory course that extends over at least two years and includes the study of theology, church history, Hebrew and Christian scriptures,

preaching, worship, and pastoral skills. The course of study must be approved by the LLWL Committee.

3. An individual may be exempt from a preparatory course at the discretion of the Pastoral Relations Commission. An individual's education would be evaluated using the handbook, Licensed Lay Worship Leaders (October 2016) or future editions.
4. The lay member must also complete the Racial Justice Workshop, Introduction to Personal & Professional Boundaries for Church Leaders workshop (4 hours) and a vulnerable sector police records check.
5. A LLWL is required to report any new criminal charges to the LLWL Committee Chairperson. Where there is no change in status resulting from the criminal charge, it will be reported as information to the Pastoral Relations Commission. If the criminal charge results in a recommended change in status of the LLWL, this will be brought to the Pastoral Relations Commission for approval.
6. The Pastoral Relations Commission, through the LLWL Committee tests the lay member's suitability and readiness for licensed lay worship leadership by examining their personal character, doctrinal beliefs, and educational competency.
7. The Pastoral Relations Commission issues a license to the lay member to function as a licensed lay worship leader within the jurisdiction of the region, under the direction of the region. The license is normally valid for 3 years and may be renewed.
8. Shining Waters Pastoral Relations Commission recognizes the licensed lay worship leader at a service of worship.

### **Ongoing Support and Guidance**

1. The Pastoral Relations Commission, through the LLWL Committee interviews a licensed lay worship leader triennially, at the time of their license renewal. The region may request reporting (such as reports from congregations served, examples of sermons, either written or recorded, and orders of worship produced) as part of the interview process.
2. The licensed lay worship leader may cover three consecutive Sundays a month, to a maximum of 15 services per year, in one community of faith. Alternatively, the licensed lay worship leader may lead services for one complete month in a six-month period in one Pastoral Charge. If asked to lead worship for more Sundays, the licensed lay worship leader is to seek the approval of a Pastoral Relations Minister before agreeing to do so. The Pastoral Relations Ministers will report these exceptions to the Pastoral Relations Commission.
3. The community of faith is encouraged to remunerate licensed lay worship leaders in accordance with the Minimum Salaries & Reimbursements rate for Visiting Ministry

Personnel, including travel, issued by General Council each year. It is to be noted that this rate is a minimum. When leading worship on a multi-point community of faith, it is intended that the licensed lay worship leader would receive above the minimum rate for one Sunday, but not necessarily the full rate for each worship service.

4. A licensed lay worship leader may not provide pastoral care in a pastoral charge that is not their own. It is expected that the licensed lay worship leader will refer any requests or requirements for pastoral care (counseling, home visitation, hospital visitation) to the called or appointed ministry personnel, or the community of faith's supervisor for follow-up.

5. A licensed lay worship leader may conduct a funeral. However, the conduct of funerals within a community of faith (including a funeral home), is to be arranged in consultation with the called or appointed ministry personnel or the supervisor of the community of faith. If the licensed lay worship leader conducts a funeral, they must ensure that the information is entered in the Burial Register of the community of faith.

6. A licensed lay worship leader may not wear a stole or a clergy shirt. A stole and a clergy collar are reserved for those who are ministry personnel, called or appointed to a community of faith.

