

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

**Minutes of a meeting of the
Pastoral Relations Commission
Tuesday, January 25, 2022**

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, January 25, 2022 by video conference. The meeting began at 9:00 a.m.

Members Present

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

Welcome, constituting the meeting and prayer

Donna Bowman-Woodall welcomed everyone, acknowledged the indigenous territory we find ourselves on, led the opening prayer from the writings of Joyce Rupp, and called the meeting to order.

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 December 14, 2021 meeting of the commission be approved.

MOTION

CARRIED

Omnibus Motion

MOTION by Lawrence Nyarko/Paul Stott
that the Pastoral Relations Commission take the following actions:

a) **Calls**

... concurs with the request of **Richmond Hill Pastoral Charge (Richmond Hill)** and approves the call to **Karen Dale**, ordained diaconal minister, beginning January 14, 2022, full time based on 40 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$73,295 per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1493 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 **Palgrave Pastoral Charge (Palgrave)** and approves the call to **Sydney Elias**, ordained minister, beginning January 1, 2022, part time based on 20 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$73,295 (pro-rated \$36647.50) per annum, basic telephone \$400 per annum, Continuing Education and Learning Amount \$1493 (pro-rated \$746.50) 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 **St. Paul's Pastoral Charge (Brampton)** and approves the appointment of **Wayne Beamer**, retired ordained interim minister, beginning January 3, 2022 to December 31, 2023, part time based on 10 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$73,295 (pro-rated \$18,323.75), with salary in addition to the minimum at 10% which equals \$7,329.50 (pro-rated \$1,832.38), for a total salary of \$80,624.50 (pro-rated \$20,156.13) per annum, basic telephone \$900 per annum, Continuing Education and Learning Amount \$1493 (pro-rated \$373.25) 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 require an act of covenant.

... concurs with the request of **East End Pastoral Charge (Toronto)** and approves the reappointment of **Daniel Benson**, ordained interim minister, beginning January 1, 2022 to March 7, 2023, full time based on 40 hours per week with the following terms for Category D and Cost of Living Group Assignment 5: Salary \$69,804, with salary in addition to the minimum at 31.65% which equals \$22,092, for a total salary of \$91,896 per annum, basic telephone \$900 per annum, Continuing Education and Learning Amount \$1493 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 **West Hill Pastoral Charge (Toronto)** and approves the appointment of **Cindy Bourgeois**, ordained minister, beginning January 1, 2022 to July 1, 2022, full time based on 40 hours per week with the following terms for Category E and Cost of Living Group Assignment 5: Salary \$71,550, with salary

in addition to the minimum at 20% which equals \$14,310, for a total salary of \$85,860 per annum, basic telephone \$867.96 per annum, Continuing Education and Learning Amount \$1493 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 **Humber Valley Pastoral Charge (Toronto)** and approves the re-appointment of **Trevor Brisbin**, ordained minister, beginning January 5, 2022 to January 5, 2023, full time based on 40 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$73,295, with salary in addition to the minimum at 34.11% which equals \$24,999.16, for a total salary of \$98,294.16 per annum, basic telephone \$900 per annum, Continuing Education and Learning Amount \$1493 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 **Davenport-Perth Community Ministry (Toronto)** and appoints **Maria Christina (Tina) Conlon**, candidate, beginning September 1, 2021 to February 28, 2022, full time based on 40 hours per week with the following terms for Candidate Category Step 1 and Cost of Living Group Assignment 5: Salary \$62,489 per annum, salary in addition to the minimum at 34.93 % which equals \$ 21,830, for a total salary of \$84,319, 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 **Churchill-Gilford Pastoral Charge (Churchill)** and approves the appointment of **Linda Butler**, retired ordained minister, beginning February 1, 2022 to July 31, 2022, part time based on 20 hours per week with the following terms for Category F and Cost of Living Group Assignment 4: Salary \$68,585 (pro-rated \$34,292.50), with salary in addition to the minimum at 7.9% which equals \$5,415 (pro-rated \$2707.50), for a total salary of \$74,000 (pro-rated \$37,000) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1493 (pro-rated \$746.50) 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 **Lawrence Park Community Pastoral Charge (Toronto)** and approves the appointment of **Roberta Howey**, ordained minister, beginning February 1, 2022 to June 30, 2022, part time based on 15 hours per week with the following terms for Category C and Cost of Living Group Assignment 5: Salary \$68,058 (pro-rated \$25,521.75) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1493 (pro-rated \$559.88) 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 **St. Paul's Pastoral Charge (Brampton)** and approves the re-appointment of **Helena Medeiros**, ordained minister, beginning January 3, 2022 to December 31, 2023, part time based on 30 hours per week with the following terms for Category E and Cost of Living Group Assignment 5: Salary \$71,550 (pro-rated \$53,662.50) per annum, basic telephone \$900 per annum, Continuing Education and Learning Amount \$1493 (pro-rated \$1119.75) 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 approves the appointment of **Kathleen Mowat**, retired ordained minister, beginning January 1, 2022 to December 31, 2022, part time based on 27 hours per week with the following terms for Category F and Cost of Living Group Assignment 3: Salary \$64,440 (pro-rated \$43,497), with salary in addition to the minimum at 2.08% which equals \$ 1340.35 (pro-rated \$902.60), for a total salary of \$65,780.35(pro-rated \$44399.60) per annum, basic telephone \$816.06 per annum, Continuing Education and Learning Amount \$1493 (pro-rated \$1007.78) 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) **Request in Change of Relationship**

... in accordance with The Manual I.3.1.4(b) accepts the request for a change in pastoral relations of **Sarah Miller**, ordained minister at **Westhill Pastoral Charge** effective August 31, 2021 and gives thanks for her ministry.

MOTION

CARRIED

Beth Moore noted a conflict of interest for the next items regarding her home congregation, Birchcliff Bluffs United Church, and left the meeting for this motion and discussion.

MOTION by **Robin Pilkey/Andy Comar**

that the Pastoral Relations Commission take the following actions:

... concurs with the request of **Birchcliff Bluffs Pastoral Charge (Toronto)** and approves the re-appointment of **Carmen Llanos**, ordained minister, beginning March 1, 2022 to June 30, 2022, part time based on 16 hours per week with the following terms for Category C and Cost of Living Group Assignment 5: Salary \$68,058 (pro-rated \$27223.20) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1493 (pro-rated \$597.20) 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.

... in accordance with The Manual I.3.1.4(b) accepts the request for a change in pastoral relations of **Gregory Daly**, ordained minister at **Birchcliff Bluffs Pastoral Charge (Toronto)** effective February 1, 2022 and gives thanks for his ministry.

MOTION

CARRIED

Beth Moore returned to the meeting.

Length of Appointment Discussion

MOTION by Andy Comar/Beth Moore

that the Pastoral Relations Commission take the following actions:

... concurs with the request of **Fairlawn Pastoral Charge (Toronto)** and approves the appointment of **Jean Ward**, ordained retired minister, beginning January 1, 2022 to June 30, 2023, part time based on 20 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$73,295 (pro-rated \$36,647.50) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1493 (pro-rated \$746.50) 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.

A question was raised about why this doesn't fit into our Appointments Policy. Staff explained that it does not fit into any other section of our appointments policy, except for the 12 months provision.

Can we save the pastoral charge some time by not forcing another reappointment under the same terms? Some members spoke in favour of this.

However the commission has also said that we want to promote fair and equitable searches by having appointments of more than 12 months go through a ChurchHub search process.

The consensus was that this is a special appointment related to the Intentional Interim ministry at Fairlawn and that the commission ought to make an exception and approve the 18-month request.

MOTION

CARRIED

1 opposed

Report from staff

Staff reported in on work they are doing with M&P committees and ministry personnel. We continue to gather our M&P committees quarterly to bring information to them and provide a forum for questions.

We also continue to have monthly Zoom calls with ministry personnel to provide support. These are very well attended, and the ministers' gatherings are part of our *Flourish* program.

a) Liaisons

Islay Scott appointed to Lawrence Park Community Church Pastoral Charge (Toronto) for search for an appointed minister.

b) Pastoral Charge Supervisors

Rev. Dong-Chun Seo appointed to Ebenezer Pastoral Charge (Toronto).

Rev. Deborah Johnson, appointed to Home Pastoral Charge (Brampton), starting February 1, 2022.

Rev. Heather Stevenson, end date for appointment to Home Pastoral Charge, January 31, 2022.

PRC Equity Project

Equity Report – Liz Mackenzie
(See attached document, *Proposal for a Way Forward*)

APPENDIX A

Will Haughton, Robin Pilkey, Liz Mackenzie comprise this group, with the support of Todd as staff person. Using a process of appreciative inquiry, the group worked with the recommendations that were given a “#1” by the small groups of the commission in late 2021. The group is looking at 2 – 3 provocative propositions to move the work forward.

Policy Reviews

The following policies were reviewed by the Commission.

a) Pulpit Supply Policy

APPENDIX B

This new policy was reviewed by the commission at a previous meeting. Staff have incorporated the concerns from that meeting into this revised draft.

MOTION by Liz Mackenzie/Barbara Hendren
that the Pastoral Relations Commission approve the Pulpit Supply Policy as presented.

MOTION

CARRIED

The commission urged that the new policy be sent out to all Communities of Faith, to all those on the pulpit supply list and any persons that are subsequently added to the list, to Pastoral Charge Supervisors, and to the Communities of Faith Commission.

b) Voluntary Associate Minister (VAM) Policy

Can a VAM stay in the gap between appointed/called ministers? The policy is not clear about when a VAM can stay and when they can start.

Why is it so important that the incumbent minister approves this? What about team ministry situations? Do they all have to approve the VAM? What are the accountability relationships?

When there is a change in pastoral relationship, do they have to reapply, or just have a conversation with the new minister?

It is problematic to have the new minister have a veto over the continuation of the VAM. It puts a lot of burden on the newly appointed or called minister. They may not know who this VAM is.

Staff were asked to address these comments and concerns and bring a revised draft to the next meeting.

Equity Leads

We have been invited to name an Equity Lead from the commission. If anyone would like to take on this role, please contact Liz Mackenzie whose Task Group will decide on who will be appointed.

Next Meeting

The next meeting of the Pastoral Relations Commission will be held by Zoom video conference on Tuesday, February 22, 2022, at 9:00 a.m.

End of meeting

There being no further business, Beth Moore closed the meeting with a prayer.

Donna Bowman-Woodall, Chair

Dale Hildebrand, note taker

APPENDIX A - A Proposal for a Way Forward

Next Steps with the PRC Equity Goal Research Project Final Report (January 12, 2022)
To create a three-year plan:

- A. All recommendations that are not under the oversight of the regional council are forwarded to the appropriate court (General Council Office). (Action: Equity Task Group and Chairperson of Commission)
- B. Equity Task Group to develop 2-3 Provocative Propositions from the #1 list of recommendations. The provocative propositions will focus our actions.

A provocative proposition is something that...

- Stretches, challenges or interrupts “habits”
- Grows out of examples (stories in the systems) that illustrate the ideal as real possibility
- You all want it as a preferred future
- Is stated in bold and affirmative terms and all verbs are in the present tense
- Provokes action

For example only: Pastoral relations liaison training that shapes equity-conscious search teams.

(Action: Todd and Liz work on provocative propositions for next meeting of the Equity Task Group to consider on Wednesday February 2, 2022. Provocative propositions are presented to the Pastoral Relations Commission for feedback, changes and affirmation on February 22, 2022)

- C. The Equity Task Group to identify actions (based on Final Report recommendations) under each provocative proposition. (March – June 2022)

The Equity Task Group reports on one provocative proposition and proposed actions at each Commission meeting between March and June for feedback, changes and affirmation.

Complete provocative propositions and action plan delivered by June 14, 2022 for Commission consideration and approval.

- D. After June 2022, regular check-ins on provocative propositions and action plan at PR Commission meetings over three-year period (until June 2025)
 - Equity Task Group continues to support the plan action
 - Regular reporting on actions at Pastoral Relations Commission meetings

APPENDIX B

Pulpit Supply Policy and Best Practices

The purpose of the policy and best practice statement is to guide communities of faith in considering options for pulpit supply.

Date Approved: January 25, 2022	Review date by Pastoral Relations Commission: January, 2023
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Accountability and support: who is on the pulpit supply list?

The Regional Council is responsible for keeping and sharing with our Communities of Faith, a list of individuals who are approved as accountable to the Regional Council to provide pulpit supply services for communities of faith. This includes: active ministry personnel; retired Ordained, Commissioned, and Designated Lay Ministers who are in good standing and in compliance with United Church requirements for mandatory trainings and police record checks and are endorsed as available for pulpit supply; and those who have been licensed as Licensed Lay Worship Leaders (LLWL). It also includes candidates for ministry in Shining Waters Regional Council who have been approved by our Candidacy Board to enter the candidacy pathway to ministry. These candidates for ministry are also in compliance with United Church requirements for mandatory trainings and police record checks.

Exploring Issues of Liability

When the Regional Council provides names of those appropriate for pulpit supply, it is ensuring the community of faith that appropriate “Duty of Care” has been exercised in the oversight of these persons. In the United Church, the community of faith reserves authority over its worship life and can invite whoever they choose to lead in worship or preach, but when people are invited outside of those for whom the Regional Council has exercised its “Duty of Care”, the accountability for that “Duty of Care” rests with the community of faith.

Principles and policies around Pulpit Supply

- Pulpit supply is not intended to be an ongoing approach to sustaining ministry. Lay-led congregations should not rely upon a single LLWL, retired order of ministry or DLM or clergy from other denominations for continuous long-term leadership;
- A person providing pulpit supply may cover three consecutive Sundays a month, to a maximum of 15 services per year, in one community of faith. Alternatively, a person may lead services for one complete month in a six-month period in one community of faith. If asked to lead worship for more Sundays, the pulpit supply provider is to seek the approval of a Pastoral Relations Minister before agreeing to do so.
- It is acknowledged that there may be circumstances where availability of LLWLs and other pulpit supply options are limited and it may be not possible to have a wider variety of persons providing leadership. In these circumstances the community of faith is directed

to be in communication with a Pastoral Relations Minister and to request direction and support;

- Worship resources (printed, video, technology links) and other support to communities of faith are available through General Council Office website: <https://united-church.ca/worship-resources>

CRA Requirements for a T4A

Communities of Faith paying more than \$500 in a year to anyone whose services they engage for worship leadership are required by law to file a T4A with CRA and to provide it no later than February 28 of each year. Please note that it should not be necessary for your pulpit supply providers to ask you for their T4A. It must be supplied as an expression of CRA compliance.

Remuneration for Pulpit Supply

Pulpit supply minimum rates for ministry personnel are provided annually by the General Council Office. The minimum daily rate for 2022 is \$224. This covers a full working day, or any portion thereof, and is not linked to any specific number of hours served. The parties may negotiate a higher daily amount but cannot negotiate a lower amount. In addition, the community of faith must reimburse the visiting ministry personnel for travel and incidental expenses (i.e., meal allowance and accommodations, as necessary). The minimum daily rate is applicable to ministry personnel only.

However, the community of faith is encouraged to remunerate LLWLs 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 anyone leading worship would receive above the minimum rate for one Sunday, but not necessarily the full rate for each worship service.

Oversight of the Regional Council

Oversight is exercised through the pastoral charge supervisors who are named by the Regional Council to ensure that communities of faith live their mission within the ethos of The United Church of Canada. Communities of faith which disregard the direction of the pastoral charge supervisor in regards to compliance with this policy, may be subject to review and discipline by the Regional Council.