

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

**Minutes of a meeting of the
Pastoral Relations Commission
Tuesday, February 22, 2022**

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, February 22, 2022 by video conference. The meeting began at 9:00 a.m.

Members Present

Donna Bowman-Woodall (chair); Dale Hildebrand (staff); Todd McDonald (staff); 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)

Regrets: Andy Comar (ordered)

Welcome, constituting the meeting and prayer

Donna Bowman-Woodall welcomed everyone, acknowledged the indigenous territory we find ourselves on, led the opening prayer with a reflection from the Iona community, and called the meeting to order.

Agenda

MOTION by Paul Stott/Beth Moore
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 January 25, 2022 meeting of the commission be approved.

MOTION

CARRIED

Omnibus Motion

MOTION by Robin Pilkey/Beth Moore

that the Pastoral Relations Commission take the following actions:

a) **Calls**

... concurs with the request of **Virginia Pastoral Charge (Sutton)** and approves the call to **Kirsty Hunter**, ordained minister, beginning May 2, 2022, 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) per annum, basic telephone \$200 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 call does require an act of covenant.

... concurs with the request of **Sutton West: Knox Pastoral Charge (Sutton)** and approves the call to **Kirsty Hunter**, ordained minister, beginning May 2, 2022, part time based on 30 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$73,295 (pro-rated \$54,971.25) per annum, basic telephone \$600 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 call does require an act of covenant.

... concurs with the request of **Bloor Street Pastoral Charge (Toronto)** and approves the changes to the terms of the call of **Martha ter Kuile**, ordained minister, beginning January 1, 2022, part time based on 12 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$73,295 (pro-rated \$21,988.50) salary in addition to the minimum at 81.91 % which equals \$60,035.94 (pro-rated \$18,011.50) for a total salary of \$133,330.94 (pro-rated \$40,000) per annum, plus \$80,000 one-time retroactive pay for 2022, basic telephone \$2400 per annum, Continuing Education and Learning Amount \$1491 per annum, and all other terms according to The Manual I.2., and that in accordance with The Manual I.1.9 this change in the terms of the call does not require an act of covenant.

... concurs with the request of **Hope Pastoral Charge (Toronto)** and approves the changes to the terms of the call of **Brian Stevens**, ordained minister, beginning February 1, 2022, part time based on 30 hours per week with the following terms for Category A and Cost of Living Group Assignment 5: Salary \$64,568 (pro-rated \$48426) salary in addition to the minimum at 5.41% which equals \$3493.13 (pro-rated \$2617.50) for a total salary of \$68061.13 (pro-rated \$51043.50) 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 change in the terms of the call does not require an act of covenant.

b) **Appointments**

... concurs with the request of **Parkdale Pastoral Charge (Toronto)** and approves the appointment of **Randolph Naylor**, retired ordained minister, beginning January 1, 2022 to April 30, 2022, part time based on 24 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$73,295 (pro-rated \$43,977) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1493 (pro-rated \$895.80) 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 not require an act of covenant.

... concurs with the request of **Don Mills-Thorncliffe Park Pastoral Charge (Toronto)** and approves the appointment of **Henry Poutiainen**, ordained minister, beginning January 1, 2022 to June 30, 2022, part time based on 20 hours per week with the following terms for Category E and Cost of Living Group Assignment 5: Salary \$71,550 (pro-rated \$35,775) salary in addition to the minimum at 5 % which equals \$3577.50 (pro-rated \$1788.55) for a total salary of \$75,127.50 (pro-rated \$37,563.75) 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.

c) **Request for Change of Relationship**

... in accordance with The Manual I.3.1.4(b) accepts the request for a change in pastoral relations of **Kirsty Hunter**, ordained minister at **Minesing Pastoral Charge** effective April 17, 2022 and gives thanks for her ministry.

... in accordance with The Manual I.3.1.4(b) accepts the request for a change in pastoral relations of **Bradley Inglis**, ordained minister at **Central, Weston Pastoral Charge** effective April 30, 2022 and gives thanks for his ministry.

... in accordance with The Manual I.3.1.4(b) accepts the request for a change in pastoral relations of **Doreen Mason**, designated lay minister at **Evergreen Pastoral Charge** effective September 25, 2022 and gives thanks for her ministry.

MOTION

CARRIED

Report from staff

Staff reported in on work they are doing

a) Liaisons

Catherine Hions appointed to Toronto Chinese United Church (Toronto) for search for a called minister.

Gail Hamblin appointed to Wesley – Mimico United Church (Toronto) for search for a called minister.

b) Pastoral Charge Supervisors

Douglas McLeod appointed to St. Bartholomew Pastoral Charge (Brampton).

Equity Report from Pastoral Relations Liaisons

Appendix A

Our liaisons received an equity training on February 3 – 4, and during this training liaisons provided feedback on their experience with equity issues. This is shared as Appendix A for the Commission’s information. The feedback lifts up a number of points:

- equity seeking ministers in the Admissions track experience obstacles in securing jobs
- the liaisons identified teachable equity moments

Comments:

- the number of points of contacts between the liaison and the search committee need to be increased. In particular, a point of contact during the shortlisting process would be valuable. It is when equity is put into practice. We need to reexamine where and when liaisons have contact with the search committees.

PRC Equity Project

Appendix B

Liz Mackenzie reported for the Task Group. She referred to the provocative propositions report (Appendix B). The plan is to put goals and action plans around these three propositions using a 2 – 3-year period. The Task Group will continue to meet monthly to work on this.

Appreciation was expressed for the work of the Task Group.

Voluntary Associate Ministry (VAM) Policy

Appendix C

At the previous meeting of the Commission, revisions to this policy were reviewed. The Commission had expressed concern about several areas and asked for further revisions at the last meeting:

- is it really necessary for a VAM to reapply for their status when there is a change in the appointed or called minister?
- the policy puts too much emphasis on the role of the appointed or called minister in approving the VAM
- the policy needs to speak to the situation of team ministry

These points are addressed in the version of the policy now before the Commission.

The policy was further amended as follows:

- when a VAM takes a short-term appointment, their VAM status is not ended per se, but put on hold. The policy should reflect that language.
- with reference to the conversation that takes place between the VAM and the called or appointed minister, there should be some accountability to ensure that the conversation takes place, and that there is follow up should concerns arise in that conversation. Therefore the Commission agreed that the M&P Committee should play a role in facilitating the conversation, and in filing a report on the conversation.

MOTION by Lawrence Nyarko/Paul Stott
that the Commission approve the revised Voluntary Associate Minister policy as amended.

MOTION

CARRIED

Volunteer from the Commission for Shining Waters Annual Meeting planning group

The Executive is inviting each Commission to participate in the planning group for our Annual Meeting on May 27 – 28.

Lawrence Nyarko volunteered.

Next Meeting

The next meeting of the Pastoral Relations Commission will be held by Zoom video conference on Tuesday, March 29, 2022, at 9:00 a.m.

End of meeting

There being no further business, Lawrence Nyarko closed the meeting with a prayer.

Donna Bowman-Woodall, Chair

Dale Hildebrand, note taker

APPENDIX A – Pastoral Relations Liaisons – Equity Report

(From Friday, February 4, 2022 Equity Training)

At the recent Equity Training workshop with pastoral relations liaisons from both Shining Waters and Canadian Shield regional councils, leaders asked these questions: **What have you been doing for equity training? What has been your experience of training search teams for equity?**

Here is what the liaisons said:

- There is confusion about moving costs for Admission ministers. Search Teams think they have to pay for a move from some place else in the world, when really, the move costs are from the port of entry – most often Pearson Airport. That lack of information is a barrier to equity seeking ministers. PR Liaisons need to share this information before search team starts looking at potential ministers.
- We also need basic information about admission applicants from outside Canada. How hard is immigration? Are there added costs for the community of faith? (cost of a work permit is \$230)
- I've experienced a search team member being dismissive about the equity training. How do we make equity work priority/important?
- Liaisons agreed that the “Why is Equity Important?” brainstorming they did on day one would be helpful to share with search teams (see <https://shiningwatersregionalcouncil.ca/pastoral-relations/liasons/>)
- Use Bill Millar's workshop on “Implicit Bias and Racism” (https://www.youtube.com/playlist?list=PLQDu-SgFb3RiN_gGoifleG5rscJ16ECow)
- Wonder if we can add two or three more points of contact between pastoral relations liaisons and the Search Team that would strengthen an equity focus?
- A good question for pastoral relations liaison to ask throughout the search process: Equity growth is continual, a journey. How have you changed since last time we met?
- A key moment that a PR liaison could make contact with the Search Team is when the list of candidates is being considered and decisions about who gets an interview is discussed. There could be a teachable equity moment there.
- Other potential touchpoints:
 - when Living Faith Story is taking shape. PR liaison ask to see drafts as the LFS is developed.
 - Pre-interview: to review with the Search Team the questions they will ask and reflect with them about how those questions connect to the Living Faith Story
 - Post interviews: again a teachable equity moment
 - Ask the Search Team to copy the PR liaison on all emails so liaison can monitor and address any equity concerns.

Submitted by Todd McDonald, February 11, 2022

APPENDIX B – Equity Report - Provocative Propositions

February, 2022

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

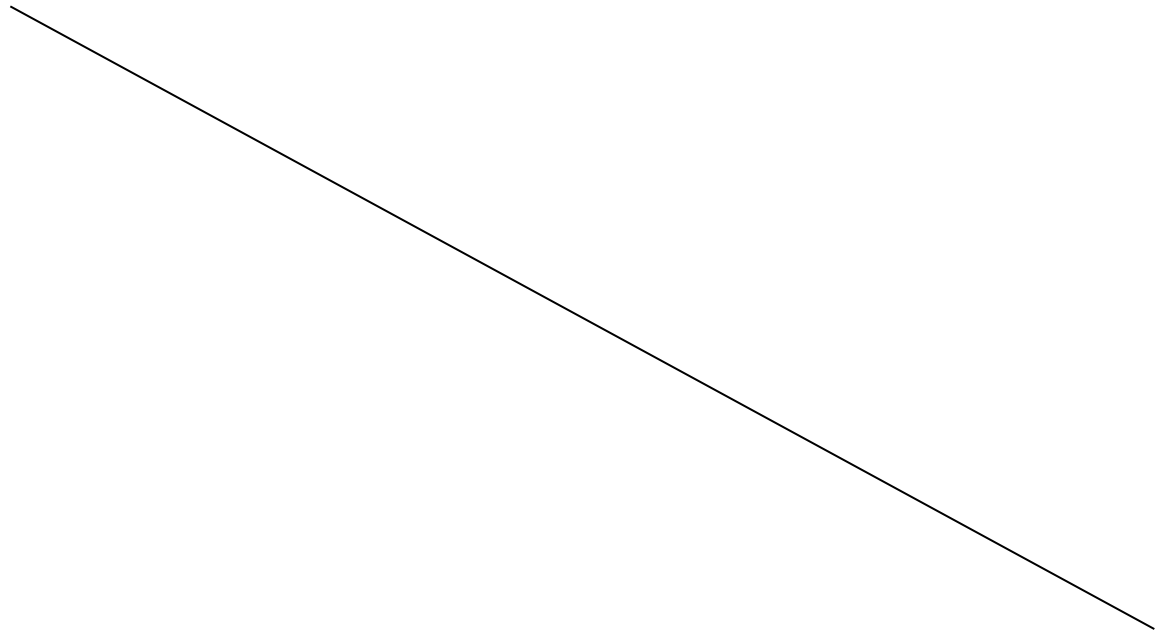
Provokes action

The Equity Task Group brings three Provocative Proposals based on the Final Report Equity Goal Research Project:

Pastoral Relations Commission acts on its high level of commitment to equity in the pastoral relations preparation and search process by providing a high level of **equity training** for pastoral relations liaisons and search teams. The training focuses on making the search and selection process more open (break down bias walls) for equity seeking ministry personnel.

Pastoral Relations Commission provides **support, connection and accompaniment** with equity seeking ministry personnel, between equity seeking ministry personnel and for equity seeking ministry personnel.

Pastoral Relations Commission is **responsible** for growing equity within pastoral relations policy and practice in Shining Waters Regional Council. This responsibility encompasses a growing relationship with pastoral relations liaison and empowers the Commission to be an influencer for equity.



APPENDIX C – Voluntary Associate Minister Policy

PASTORAL RELATIONS COMMISSION: VOLUNTARY ASSOCIATE MINISTER (VAM)

This policy outlines the regulations regarding Voluntary Associate Ministers (VAMs) in Shining Waters Regional Council.

Date Approved: December 12, 2018	Review date by Pastoral Relations Commission: 2025
Revised policy approved: February 22, 2022	

DEFINITION AND ELIGIBILITY

A Voluntary Associate Minister (VAM) is a ministry personnel who is not called or appointed to a community of faith and has entered into a formal association with a pastoral charge to exercise agreed upon functions of ministry. A VAM must be on the Office of Vocation registry of accredited ministry personnel, with the following criteria met: a) in good standing; and b) in compliance with the current standards of The United Church of Canada (including: racial justice training; boundaries course; boundaries refreshers when applicable; police records check and annual declaration with respect to criminal charges.

A community of faith and the called or appointed minister must request approval by the Pastoral Relations Commission for the appointment of a VAM. Ministry personnel may not apply to become a Voluntary Associate Minister to a Community of Faith that has no appointed or called minister.

MEMBERSHIP

Voluntary Associate Ministers are members of the Regional Council and not of the community of faith with which they are associated. Volunteer Associate status shall be seen as equivalent to any appointment in terms of membership and discipline.

THE PROCESS

An ordered minister may enter into an agreement with a community of faith and the incumbent minister/s to serve as a Voluntary Associate Minister.

The VAM form can be obtained from the Shining Waters Regional Council website. It must be filled in completely, including the signatures of the Pastoral Charge Secretary of the Board/Session (or equivalent), the called or appointed Ministry Personnel, and the Voluntary Associate Minister.

The completed form will be sent to the Shining Waters Regional Council office and forwarded to the Pastoral Relations Commission for consideration and approval.

Once the request has been approved, Shining Waters Regional Council will retain a copy and provide one to the community of faith Secretary or Board/Session (or equivalent), the called or appointed Ministry Personnel, and the Voluntary Associate Minister.

If the request is not approved, Shining Waters Regional Council will contact all parties.

By signing the Voluntary Associate Minister form, the Voluntary Associate Minister and other parties are agreeing to the following:

1. Pastoral functions performed come under the oversight and discipline of the Office of Vocation.
 2. The Voluntary Associate Minister named in the agreement may receive honoraria for weddings or funerals and for presiding and/or preaching in regular worship; however, there is no expectation of honoraria, stipend, or travel allowance from the community of faith to which they are accountable.
 3. The Voluntary Associate Minister and the incumbent minister/s will have a conversation at the time of application regarding expectations of the Voluntary Associate Minister and agreed upon areas where the Voluntary Associate Minister may be involved in assisting with ministry functions and tasks. These areas are listed on the VAM application form.
 4. When there is a change in a pastoral relationship within a Community of Faith, the incumbent Voluntary Associate Minister may continue in that Community of Faith. When a newly appointed or called minister begins, the Voluntary Associate Minister and the newly called or appointed minister will have a conversation, facilitated by the M&P Committee, regarding expectations of the Voluntary Associate Minister and agreed upon areas where the Voluntary Associate Minister may be involved in assisting with ministry functions and tasks. A report of this conversation will be filed with the M&P Committee.
 5. In situations of team ministry, when one member of the team leaves the pastoral relationship or when a member is added, the same conversation as is outlined above should take place.
 6. If a Voluntary Associate Minister enters into a call at another community of faith, their VAM status shall end on the beginning date of the call. If a VAM enters into an appointment longer than six months, their VAM status will be put on hold on the beginning date of their appointment. They may resume their VAM status at the original Community of Faith after their appointment has ended.
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