

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

**Minutes of a meeting of the
Pastoral Relations Commission
Tuesday, August 31, 2021**

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, August 31, 2021 by video conference. The meeting began at 9:00 a.m.

Members Present

Paul Stott (chair); Todd McDonald (staff); Donna Bowman-Woodall (ordered); Barbara Hendren (lay); Liz Mackenzie (ordered); Beth Moore (lay); Robin Pilkey (lay)

Regrets: Andrew Comar, Dale Hildebrand, Lawrence Nyarko, William Haughton

Welcome, constituting the meeting and prayer

Paul Stott welcomed everyone, 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 Beth Moore / 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 Donna Bowman-Woodall / Beth Moore
that the minutes of the June 15, 2021 meeting of the commission be approved.

MOTION

CARRIED

Omnibus Motion

MOTION by Robin Pilkey / Barbara Hendren
that the Pastoral Relations Commission take the following actions:

a) **Calls**

... concurs with the request of **Victoria Square Pastoral Charge (Markham)** and approves the call to **Basil Coward**, ordained minister, beginning August 22, 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) 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 not require an act of covenant.

... concurs with the request of **Caledon East Pastoral Charge (Caledon)** and approves the call to **Heather Stevenson**, ordained minister, beginning September 1, 2021, part time based on 10 hours per week with the following terms for Category A and Cost of Living Group Assignment 5: Salary \$63,739 (pro-rated \$15,934.75) salary in addition to the minimum at 5% which equals \$3186.95 (pro-rated \$796.74) for a total salary of \$66,925.95 (pro-rated \$16,731.49) per annum, basic telephone \$600 per annum, Continuing Education and Learning Amount \$1474 (pro-rated \$368.50) 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.

... concurs with the request of **Caledon Village Pastoral Charge (Caledon)** and approves the call to **Heather Stevenson**, ordained minister, beginning September 1, 2021, part time based on 10 hours per week with the following terms for Category A and Cost of Living Group Assignment 5: Salary \$63,739 (pro-rated \$15,934.75) salary in addition to the minimum at 5% which equals \$3186.95 (pro-rated \$796.74) for a total salary of \$66,925.95 (pro-rated \$16,731.49) per annum, basic telephone \$600 per annum, Continuing Education and Learning Amount \$1474 (pro-rated \$368.50) 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 in change of terms of **Queensville Holland Landing Pastoral Charge (Queensville)** and reappoints **Deborah Celsie**, candidate, beginning July 18, 2021 to July 17, 2023, part time based on 20 hours per week with the following terms for Candidate Category Step 2, 3 plus years and Cost of Living Group Assignment 5: Salary \$62,048 (pro-rated \$31,024) per annum, basic telephone \$900 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 reappointment does not require an act of covenant.

... concurs with the request of **Markham: St. Andrew's Pastoral Charge (Markham)** and appoints **Timothy Dayfoot**, retired ordained minister, beginning September 15, 2021 to March 15, 2022, 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 \$36177), salary in addition to the minimum at 10% which equals \$7235.40 (pro-rated \$3617.70) for a total salary of \$79,589.40 (pro-rated \$39794.70) per annum 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 appointment does not require an act of covenant.

... concurs with the request of **Lake of Bays Pastoral Charge (Dwight)** and appoints **Nina Fulford**, retired ordained minister, beginning September 1, 2021 to August 31, 2022, part time based on 25 hours per week with the following terms for Category F and Cost of Living Group Assignment 3: Salary \$63,613 (pro-rated \$39758.13) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1474 (pro-rated \$921.25) 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 **Trillium Pastoral Charge (Caledon)** and appoints **Richard (William) Gardner**, candidate, beginning September 1, 2021 to December 1, 2021, part time based on 20 hours per week with the following terms for Candidate Category Step 1 and Cost of Living Group Assignment 5: Salary \$61,687 (pro-rated \$30,843.50) 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 appointment does not require an act of covenant.

... concurs with the request of **Palgrave Pastoral Charge (Palgrave)** and re-appoints **Dyanne Marlock**, candidate, beginning July 1, 2021 to December 31, 2021, part time based on 20 hours per week with the following terms for Candidate Category Step 1 and Cost of Living Group Assignment 5: Salary \$61,687 (pro-rated \$30,843.50) 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 re-appointment does not require an act of covenant.

... concurs with the request of **Richmond Hill Pastoral Charge (Richmond Hill)** and appoints **Ruth Noble**, ordained minister, beginning September 1, 2021 to February 28, 2022, part time based on 24 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$72,354 (pro-rated \$43,412.40) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1474 (pro-rated \$884.40) 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 **Knox, Agincourt Pastoral Charge (Toronto)** and appoints **Linda Petrides**, retired ordained minister, beginning July 1, 2021 to June 30, 2022, part time based on 10 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$72,354 (pro-rated \$18,088.50) salary in addition to the minimum at 11.72% which equals \$8479.89 (pro-rated \$2119.50) for a total salary of \$80,833.89 (pro-rated \$20,208) per annum, basic telephone \$840 per annum, Continuing Education and Learning Amount \$1474 (pro-rated \$369) 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 **Tamil United Church Mission (Toronto)** and re-appoints **Kumar Thangarajah**, ordained minister, beginning July 1, 2021 to June 30, 2022, part time based on 30 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$72,354 (pro-rated \$54,265.50), per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1474 (pro-rated \$1105.50) 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 **Kingsway-Lambton Pastoral Charge (Toronto)** and appoints **David Winsor**, retired ordained minister, beginning July 1, 2021 to December 31, 2021, part time based on 5 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$72,354 (pro-rated \$9044.25) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1474 (pro-rated \$184.25) 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) **License to Administer Sacraments**

... concurs with the request of **Trillium Pastoral Charge (Caledon)** and grants sacramental privileges in accordance with The Manual 1.2.4(a) and 1.2.4.2, to **Richard (William) Gardner**, candidate, during his time of appointment at Trillium Pastoral Charge.

d) **Voluntary Associate Minister Position**

... concurs with the request of **Jubilee Pastoral Charge (Toronto)** and **Brianne Swan**, to enter a Voluntary Associate Minister relationship, beginning August 31, 2021.

e) **Request for Change in Relationship**

... in accordance with The Manual I.3.1.4(b) accepts the request for a change in pastoral relations of **Glen Eagle**, ordained minister at **Churchill Gilford Pastoral Charge (Churchill)** effective October 31, 2021 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 **Cindy Cooper**, ordained minister at **Bayview Pastoral Charge (Toronto)** effective June 30, 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 **Ricardo Silva**, ordained minister at **Westway Pastoral Charge (Toronto)** effective October 29, 2021 and gives thanks for his ministry.

f) **Recommendations from the Licensed Lay Worship Leaders Committee meeting held June 14, 2021**

...concurs with the recommendation of the Licensed Lay Worship Leader Committee, and approves **Bonnie Neely** to be reconfirmed 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 **Glen Greenwood** to be reconfirmed 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 **Joanne Stenerson** to be reconfirmed as a Licensed Lay Worship Leader within the bounds of Shining Waters Regional Council for a three-year period.

MOTION

CARRIED

MOTION by Beth Moore / Donna Bowman-Woodall

that the Pastoral Relations Commission concurs with the request of **Dewi Sant Welsh Pastoral Charge (Toronto)** and re-appoints **M. Elizabeth Mackenzie**, ordained minister, beginning July 1, 2021 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 \$72,354 salary in addition to the minimum at 15% which equals \$10,853.10 for a total salary of \$83,207.10 per annum, basic telephone \$1020 per annum, Continuing Education and Learning Amount \$1474 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.

MOTION

CARRIED

(Elizabeth Mackenzie recused herself from this item)

Report from staff

a) Liaisons

The following liaisons have been appointed by staff:

Lynella Reid-James appointed as liaison to Ghana Calvary Methodist Pastoral Charge (Toronto) for profile and position description as pastoral charge moves from appointment to provisional call.

Julie Brushey appointed as liaison to Churchill Gilford Pastoral Charge (Innisfil) for profile and search.

Sadekie Lyttle-Forbes appointed as liaison to Bayview Pastoral Charge (Toronto) for profile and search.

Paul Stott appointed as liaison to Rosedale Pastoral Charge (Toronto) for search for their second minister.

b) Pastoral Charge Supervisors

The following pastoral charge supervisors have been appointed by staff:

Rev. Warren Ball appointed to Stouffville Pastoral Charge as of July 1, 2021

Rev. Amy Crawford appointed to Islington Pastoral Charge (Toronto) as of January 1, 2022.

Rev. Len Medeiros appointed to Cheltenham Pastoral Charge as of September 1, 2021

Rev. Jean Ward appointed to Westway Pastoral Charge (Toronto) as of August 20, 2021.

Equity Goal for 2020-21:

The Pastoral Relations Commission set the following goal for the year 2020-21: Collect data on the pastoral relations process from entry point to the end of the first year answering

this question: How does unconscious racist/sexist/ableist bias hinder or create barriers for ministers in the congregational setting? Who is chosen? Are there differences in the terms of the pastoral relationship between ministers who are White and all other racialized ministers and why? Also look at that question for the LGBTQi community. What is the experience of racialized, BIPOC, differently abled and LGBTQi ministers after one year on their pastoral relationship – How does unconscious racist/sexist/ableist bias affect their health, joy and excellence in ministry?

General Council 44 (GC44) Salary Equity Proposal

APPENDIX A

A task group consisting of Donna Bowman-Woodall, Liz Mackenzie, Paul Stott, and Robin Pilkey have prepared a draft of the GC44 proposal which was called for at the June 2021 PRC meeting.

There are no changes made to the proposal.

MOTION by Donna Bowman-Woodall / Robin Pilkey
that the Salary Equity Proposal be forwarded to Shining Waters Regional Council.

MOTION

CARRIED

Next Meeting

Commission members asked that the following be discussed at the September meeting when discussing the future direction for implementing the Equity Goal Research Report: a policy for Shining Waters Regional Council that mandates the same percentage above minimum salary for those in team ministry in one community of faith.

The next meeting of the Pastoral Relations Commission will be held by Zoom video conference on Tuesday, September 28, 2020 at 9:00 a.m.

End of meeting

There being no further business, Todd McDonald closed the meeting with a prayer at 9:35 a.m.

Paul Stott, acting Chair

Todd McDonald, note taker

APPENDIX A – GC44 Salary Equity Proposal (Draft)

[PROPOSAL NAME]

Origin: [Shining Waters Regional Council (Pastoral Relations Commission)]

1. What is the issue? (describe in broad terms)

We believe that as followers of Jesus the Christ we are called to a way of justice and equity. Recognizing the current state of inequity of salaries of ministry personnel, particularly between personnel in the same community of faith and personnel in the same geographical area, we believe God is calling us as a denomination to create more equitable compensation policies for ministry personnel. Specifically to:

- immediately put into place measures that will assure the same percentage above minimum salary for those in team ministry in one community of faith
- make it part of the work of a community of faith to disclose the amount paid to previous ministry personnel—particularly % above minimum &/or extra benefits—when calling/appointing new ministry personnel
- create an updated resource for ministry personnel re: negotiation process and resources/tools for negotiation, as well as a process whereby ministry personnel are oriented/educated regarding negotiation (this could involve liaisons, Pastoral Relations Ministers, and/or Pastoral Relations Commission, etc.)

2. Why is this issue important?

- the key underlying issue is pay/compensation disparity
- this includes disparity in compensation between large urban congregations and rural congregations; disparity between GCO salaries and pastoral charge salaries; compensation disparity in team ministry within one community of faith; salary inequity in pension resulting from salary inequity throughout careers; compensation disparity between newly called/appointed ministry personnel and (an) immediate predecessor(s)
- pay equity is a theological, ecclesiological and a justice issue
- the key underlying issues are issues of compensation equity for all ministry personnel; the need to create a theology of compensation, rather than a business model of compensation; the question of whether our denomination subscribes to a model of equal pay for equal work, or a model that lifts up qualifications and achievements
- historically the question of salary equity has been an issue since the formation of the United Church in 1925, and the three major founding denominations brought with them differing traditions.
- almost every General Council since has seen the issue arise in memorials or resolutions
- most recently in November of 2014, the General Council Executive approved a minimum comprehensive compensation model for ministry personnel not residing in a manse, to be implemented in July, 2015; since then the church and ministry

personnel have been learning how to live into this model, and the weaknesses of this model are now being exposed

- the principles informing this issue include: fairness, equity, justice
- the benefits of these actions support and contribute to the regional councils' mandate of joy, health, and excellence for ministry personnel
- while we are reluctant to 'crystal-ball' the future without action on these issues, we respectfully suggest that if there were no action taken on this issue, there will be increased disparity in compensation packages in our church; the theology of compensation may be lost to the business model of the world; the need for increased equity in our pastoral relations system, as identified in the Final Report of the Equity Goal Research Project of the Shining Waters Pastoral Relations Commission, will not happen

3. How does this proposal help us to live into our church's commitments on equity?

- regarding welcoming people of all sexual orientations and gender identities into full membership and ministry in the church, this proposal offers some initial ways of assuring all ministry personnel are paid the same amount for the same work, regardless of sexual orientation and/or gender identity
- regarding committing to becoming an intercultural church, this proposal offers initial ways of insuring that all ministry personnel are treated fairly during all pastoral relations processes, including salary and benefit negotiation
- regarding opposing discrimination of any kind on the basis of identity, and developing an anti-racism policy and committing to becoming an anti-racist denomination, this proposal offers simple steps that can be taken towards assuring that all ministry personnel are treated fairly and impartially

Who has been consulted in the development of the proposal? Was the proposal developed "with" people, or "on behalf of" people? What might be the impact of this proposal on people and communities? Who is advantaged and who is disadvantaged by this approach?

- the Pastoral Relations Commission of Shining Waters Regional Council was consulted in the development of this proposal
- the Final Report of the Equity Goal Research Project, done for the Pastoral Relations Commission of Shining Waters Regional Council was consulted. This report was developed with interviews of ministry personnel, search committees and pastoral relations liaisons. This report is the result of the commitment of the Pastoral Relations Commission of Shining Waters Region to examine the regions' pastoral relations policies and procedures through an equity lens. The commission was particularly interested to know how racist/sexist/ableist bias has impacted ministry personnel and the pastoral relationships in our communities of faith in Shining Waters Regional Council. See Appendix and <https://shiningwatersregionalcouncil.ca/wp-content/uploads/2021/06/Equity-Goal-Research-Project-Final-Report.pdf>
- a paper entitled Paying the Pastor: A Critical Analysis of the Development of Salary Policy in the United Church of Canada, written by Paul Stott, was consulted

- ministry personnel working in team in a pastoral charge could benefit from this proposal
- while communities of faith will not be disadvantaged by this proposal, they could be ‘pushed’ to examine more closely their assets and their theology of compensation

4. How might the General Council respond to the issue?

The (regional council) proposes that the General Council could:

Name a possible response that the General Council might consider:

A. Study/discussion of the issue

- Study and develop a theology of compensation that would inform new compensation policies in the future

B. Action on the issue: General Council could

- immediately put into place measures that will assure the same percentage above minimum salary for those in team ministry in one community of faith
- make it part of the work of a community of faith to disclose the amount paid to previous ministry personnel—particularly % above minimum and/or extra benefits—when calling/appointing new ministry personnel;
- pastoral relations commissions be mandated by GC to include a process to inform and coach ministry personnel in negotiation of fair compensation
- create an updated and enhanced resource for ministry personnel re: negotiation process and resources/tools for negotiation, as well as a process whereby ministry personnel are oriented/educated regarding negotiation (this could involve liaisons, Pastoral Relations Ministers, and/or Pastoral Relations Commission, etc.)
- examine how compensation contributes to the UCC’s equity work and strategies
- examine the Shining Waters Equity Goal research as a contribution to the church’s work on this issue.

5. For the body transmitting this proposal to the General Council:

Are there comments, affirmations, suggestions you would like to make with respect to this proposal? Is this proposal in response to a previous proposal, motion or action? If so, please name the previous action(s) and proposal number(s).

If you have questions regarding this proposal, please send them to info@generalcouncil44.ca.

APPENDIX A

QUOTES FROM EQUITY RESEARCH PROJECT

Many of these direct biases also correlate with systemic biases. For example, there are unwritten norms differentiating the negotiation process for an appointment versus a call. Sometimes this means not haggling over a few months' worth of terms, or Communities of Faith taking the opportunity to save some money while they are in search mode.

- "I had an assumption that because contracts were short, there was no negotiation process. They never opened the door and I don't think I ever knocked."
- "I am comfortable with the appointment, but if I was offered a call, I would negotiate the heck out of that."

What becomes problematic about this, is when it is held up against the statistics of who (gender, age, race, etc) are offered appointments versus calls. (See final section for details).—p.28

Many participants would like a set of guidelines and best practices for negotiating terms, beyond what is available in the UCC Pastoral Relations: Search and Selection Handbook (2000), so that these skills are not concentrated among certain privileged demographics.—p. 30

Pro-active regional support and intervention in the initial pastoral relationship, are crucial to many equity-seeking ministry personnel. These include sharing historical information the Regional Council has about a Community of Faith, such as past schisms and landmines, and the previous ministers' terms of call/appointment, particularly % over minimum, technical allowances over basic phone for internet costs, etc. The Regional Council could also encourage discussions with past ministers to understand community dynamics.—p. 31

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

**Minutes of a meeting of the
Pastoral Relations Commission
Tuesday, September 28, 2021**

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, September 28, 2021 by video conference. The meeting began at 9:00 a.m.

Members Present

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

Regrets: Todd McDonald

Welcome, constituting the meeting and prayer

Andrew Comar welcomed everyone, 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 Barbara Hendren/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 Liz Mackenzie/Beth Moore
that the minutes of the August 31, 2021 meeting of the commission be approved.

MOTION

CARRIED

Omnibus Motion

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

a) **Appointments**

... concurs with the request of **Windermere Pastoral Charge (Toronto)** and appoints **Joseph Hopkins**, admissions minister, beginning October 1, 2021 to June 30, 2022, full time based on 40 hours per week with the following terms for Category B and Cost of Living Group Assignment 5: Salary \$65,461, salary in addition to the minimum at 6% which equals \$3927.66, for a total salary of \$69,388.66 per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1474 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 **Central, Weston Pastoral Charge (Toronto)** and appoints **Bradley Inglis**, ordained minister, beginning October 18, 2021 to October 17, 2022, full time based on 40 hours per week with the following terms for Category D and Cost of Living Group Assignment 5: Salary \$68,908, salary in addition to the minimum at 8.84% which equals \$6092, for a total salary of \$75,000 per annum, basic telephone \$900 per annum, Continuing Education and Learning Amount \$1474 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 **Markham: St. Andrew's Pastoral Charge (Markham)** and appoints **Shannon Mang**, ordained minister, beginning September 18, 2021 to March 17, 2022, 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 10% which equals \$7235.40 (pro-rated \$3617.70) for a total salary of \$79,589.40 (pro-rated \$39,794.70) 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 appointment does not require an act of covenant.

b) **Voluntary Associate Minister Positions**

... concurs with the request of **East End Pastoral Charge (Toronto)** and **Debra Schneider**, to enter a Voluntary Associate Minister relationship, beginning July 1, 2021.

... concurs with the request of **East End Pastoral Charge (Toronto)** and **Jane Brushey-Martin**, to enter a Voluntary Associate Minister relationship, beginning July 1, 2021.

... concurs with the request of **East End Pastoral Charge (Toronto)** and **Robert (Robin) Wardlaw**, to enter a Voluntary Associate Minister relationship, beginning July 1, 2021.

c) **Request for Change in Relationship**

... in accordance with The Manual I.3.1.4(b) accepts the request for a change in pastoral relations of **Andrew Stirling**, ordained minister at **Timothy Eaton Memorial Pastoral Charge (Toronto)** effective December 31, 2021 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 **Sae Yun Lee**, ordained minister at **North York Korean Pastoral Charge (Toronto)** effective December 31, 2021 and gives thanks for his ministry.

MOTION

CARRIED

Report from staff

a) Liaisons

The following liaisons have been appointed by staff:

Julie Brushey appointed as liaison to Lake of Bays Pastoral Charge (Dwight) for purposes of a search.

Kathryn Moase appointed as liaison to Timothy Eaton United Church (Toronto) for short-term supply and call.

b) Pastoral Charge Supervisors

There were no pastoral charge supervisors appointed by staff for this period.

c) Other issues

Staff are receiving an increasing number of concerns/requests from pastoral charges who are searching for short term appointments, and who cannot find applicants on ChurchHub. We have in the past relied heavily on our retired ministers to fill these appointments. Even with a significant number of ministers retiring, there are not enough willing to take appointments to meet this demand. This is going to be an increasing challenge. How might we respond?

As we enter another busy fall period, and eighteen months into the pandemic now with the fourth wave, the resilience of our Communities of Faith (CoFs) and ministers is running very thin in some cases. There will likely be an increase in congregations closing permanently over the next 6 – 12 months as a result of pandemic stresses.

Questions and comments:

What about the regional council encouraging amalgamations? Dale noted that the region has been promoting Collaborative Ministry Agreements where pastoral charges are encouraged to think about sharing ministry personnel and other resources. This is short of an amalgamation but a creative way to deal with financial and other scarce resources.

We want healthy ministries coming out of this, not just ministries that are hanging on. How do we support our ministers and CoFs to be healthy?

We need to collect better information from our CoFs. We've been collecting the same data for a hundred years, and it is not helping us look into the future and be strategic.

We also don't do well supporting other models besides closing. Not necessarily amalgamation but possibly other models.

Dale will bring these comments to his CoF staff colleagues and to the Communities of Faith Commission.

Equity Goal for 2020-21:

The Pastoral Relations Commission set the following goal for the year 2020-21: Collect data on the pastoral relations process from entry point to the end of the first year answering this question: How does unconscious racist/sexist/ableist bias hinder or create barriers for ministers in the congregational setting? Who is chosen? Are there differences in the terms of the pastoral relationship between ministers who are White and all other racialized ministers and why? Also look at that question for the LGTBQI community. What is the experience of racialized, BIPOC, differently abled and LGTBQI ministers after one year on their pastoral relationship – How does unconscious racist/sexist/ableist bias affect their health, joy and excellence in ministry?

Sorting and Prioritizing Recommendations –

The commission was sent a number of documents by staff ahead of this meeting. What are our next steps in preparing an action plan and following up to the Equity Report?

One suggestion is to hive off Office of Vocation areas of responsibility, and indicate that we are handing this work over to them, and encourage them to put together a plan for how they will address these. We need to be careful about how we couch the communications to OV staff. We want to give them the context of the recommendations and offer to work with

them. There was some discussion about who at General Council Office we should be in conversation with. Let's not limit it to one group of staff.

Has there been follow up conversation with OV staff on these recommendations? No, not yet.

Which recommendations might not be feasible or are lower priority? Should we focus on a lower number and develop a five year plan: recommendations for year 1, year 2, etc.?

There are some internal contradictions: e.g., #3 and #6. These need to be resolved.

Could we work in small groups of the Commission? Each group could take a cluster of recommendations. Possible tasks of the small groups:

- a) prioritize the recommendations: immediate, medium term (1 - 2 years), long term (3 -4 years).
- b) go through the columns of the chart that was sent out: who has authority, who will advocate – provide some answers to these
- c) determine if there are any recommendations that are not feasible at this time
- d) in order to act on the recommendations, what are the next steps that are required and by who?

Dale was asked to create three groups to do this. In creating the groups, consider a mix of lay and ministry personnel. Also have one person from the Equity Advisory Group in each group (Liz Mackenzie, Robin Pilkey, and Lawrence Nyarko).

Correspondence from the Candidacy Board

The chair of the Candidacy Board for Shining Waters and Canadian Shield regions has sent a letter to our commission, asking that we “share with us if you have policies in place where it states the frequencies of pulpit supply at one location? If you do not have such policies in place, would you be willing to set up some perimeters for candidates’ pulpit supply at one location?”

Dale explained the context: the issue of pulpit supply comes up frequently among the regions and the policy is somewhat vague. At one point, the General Secretary was asked to provide an Opinion Letter to clarify pulpit supply, but the only real clarity that came forward was that pulpit supply is meant for “one – two Sundays”.

A question was asked: if someone is made a candidate, should they not be ready then to be in an appointment? Answer: No. The Candidacy Board determines when in a candidate’s pathway they are far enough along to take on the responsibility of an appointment.

How do you get on the pulpit supply list?

What is the policy around pulpit supply?

Staff will come back with more information at the next meeting so that the commission can respond to the request of the letter.

Correspondence from the Nominations Committee

The Nominations Committee of Shining Waters Regional Council is hosting a Town Hall information gathering on Wednesday, October 13th from 7 – 8 p.m. They would like to invite one or two members of the Pastoral Relations Commission to participate in the gathering. Each commission and committee will have a brief opportunity to share what their work is and then folks will be able to ask questions. They hope that this will facilitate discernment for anyone considering a role in the region. Who would like to represent our commission at this meeting?

Beth Moore and Liz Mackenzie volunteered.

Next Meeting

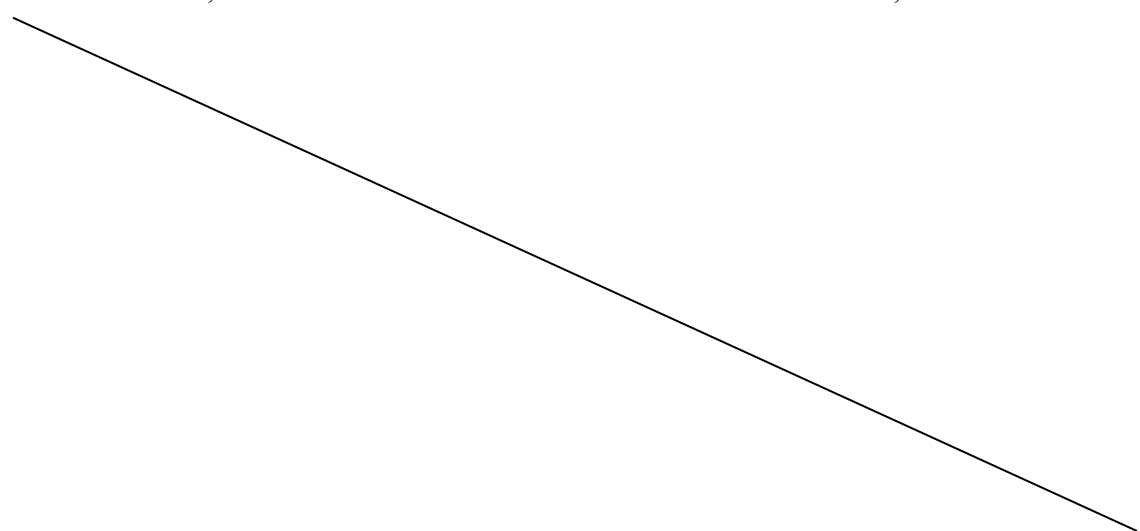
The next meeting of the Pastoral Relations Commission will be held by Zoom video conference on Tuesday, October 26, 2021 at 9:00 a.m.

End of meeting

There being no further business, Liz Mackenzie closed the meeting with a prayer from Joyce Rupp.

Andrew 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 26, 2021**

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, October 26, 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); Liz Mackenzie (ordered); Beth Moore (lay); Lawrence Nyarko (ordered); Robin Pilkey (lay), Paul Stott (lay)

Regrets: Todd McDonald (on sabbatical) William Haughton (ordered)

Welcome, constituting the meeting and prayer

Andrew Comar welcomed everyone, 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 Barbara Hendren/Paul Stott
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 Donna Bowman-Woodall/Liz Mackenzie
that the minutes of the September 28, 2021 meeting of the commission be approved.

MOTION

CARRIED

Lawrence Nyarko excused himself from the meeting for the next motion due to a conflict of interest.

MOTION by Paul Stott/Robin Pilkey
that the Pastoral Relations Commission concurs with the request of **Ghana Calvary Methodist Pastoral Charge (Toronto)** and reappoints **Eric Nyarko**, candidate, beginning September 1, 2021 to May 31, 2022, full time based on 40 hours per week with the following terms for Candidate Category Step 2, with manse, and Cost of Living Group Assignment 5: Salary \$36,600 per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1474 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.

Lawrence Nyarko rejoined the meeting.

MOTION by Paul Stott/Liz Mackenzie
that the Pastoral Relations Commission concurs with the request of **Westmount Pastoral Charge (Orillia)** and approves the call to **Nicholas Forrester** ordained minister, beginning January 3, 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) 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.

It was noted by staff that the pastoral charge has included a clause in the call form to provide an early sabbatical to the minister, but also require the minister to pay back the sabbatical income he received should he leave the pastoral charge before one year has passed after the end of the sabbatical.

MOTION TO AMEND by Liz Mackenzie/Lawrence Nyarko,
that the Pastoral Relations Commission approve the call of Nicholas Forrester to Westmount Pastoral Charge with the proviso that the clause which requires the minister to pay back his sabbatical income be removed from the terms and conditions of the call.

AMENDMENT

CARRIED

The amendment having carried, the chair then called for the vote on the amended motion.

MOTION

CARRIED

Omnibus Motion

MOTION by Lawrence Nyarko/Barbara Hendren
that the Pastoral Relations Commission take the following actions:

a) **Calls**

... concurs with the request of **Beach Pastoral Charge (Toronto)** and approves the call to **Gregory Daly** ordained minister, beginning February 1, 2022, part time based on 30 hours per week with the following terms for Category B and Cost of Living Group Assignment 5: Salary \$66,312 (pro-rated \$49,734) per annum, basic telephone \$800 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 **Jubilee Pastoral Charge (Toronto)** and approves the call to **Bri-anne Swan**, diaconal minister, beginning October 25, 2021, full time based on 40 hours per week with the following terms for Category A and Cost of Living Group Assignment 5: Salary \$63,739 salary in addition to the minimum at 20% which equals \$12,747.80, for a total salary of \$76,486.80 per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1474 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 **Metropolitan Pastoral Charge (Toronto)** and appoints **Mark Aitchison**, retired ordained minister, beginning October 10, 2021 to January 7, 2022, part time based on 25 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$72,354 (pro-rated \$45,221.25) salary in addition to the minimum at 50% which equals \$ 36,177(pro-rated \$22,610.63) for a total salary of \$108,531 (pro-rated \$67,831.88) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1474 (pro-rated \$921.25) 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.

... concurs with the request of **Trillium Pastoral Charge (Caledon)** and reappoints **William (Richard) Gardner**, candidate, beginning November 1, 2021 to June 30, 2022, part time based on 30 hours per week with the following terms for Candidate Category Step 1 and Cost of Living Group Assignment 5: Salary \$61,687 (pro-rated \$46,265.25) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1474 (pro-rated \$1105.50) 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 **Uganda Martyrs Pastoral Charge (Toronto)** and reappoints **Arach (Charles) Olango**, designated lay minister candidate, beginning July 1, 2021 to May 31, 2022, part time based on 30 hours per week with the following terms for Candidate Category Step 2 and Cost of Living Group Assignment 5: Salary \$62,048 (pro-rated \$46,536) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1474 (pro-rated \$1105.50) 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 **Ebenezer Pastoral Charge (Toronto)** and appoints **Thomas Shin**, ordained minister, beginning October 16, 2021 to July 15, 2022, part time based on 20 hours per week with the following terms for Category D and Cost of Living Group Assignment 5: Salary \$68,908 (pro-rated \$34,454) salary in addition to the minimum at 14.51% which equals \$10,000 (pro-rated \$5000) for a total salary of \$78,908 (pro-rated \$39,454) 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 appointment does require an act of covenant.

c) **License to Administer Sacraments**

... concurs with the request of **Jubilee Pastoral Charge (Toronto)** and grants sacramental privileges in accordance with The Manual I.2.4(a) and I.2.4.2, to **Bri-anne Swan**, diaconal minister, during her time of call at Jubilee Pastoral Charge.

d) **Recommendations from the Licensed Lay Worship Leaders Committee meeting held October 18, 2021**

...concurs with the recommendation of the Licensed Lay Worship Leader Committee, and approves **Ann Piper** to be reconfirmed 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 **Cheryl Stenson** 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:

Amy Lee appointed to North York Korean Pastoral Charge (Toronto) for vacancy and search. Joe Lee has ended the pastoral relationship

Donna Bowman-Woodall appointed to West Hill Pastoral Charge (Toronto) for short term appointment search. Called minister Gretta Vosper continues on LTD.

Mhairi Godley appointed to Royal York Rd. Pastoral Charge (Toronto) for vacancy and search. Hans van Nie is retiring.

Lynella Reid-James appointed to Birchcliff Bluffs Pastoral Charge (Toronto) for vacancy and search. Greg Daly has changed pastoral relations.

b) Pastoral Charge Supervisors

Rick McKinley appointed as Pastoral Charge Supervisor to Churchill-Gilford Pastoral Charge (Innisfil).

Equity Goal for 2020-21:

The Pastoral Relations Commission set the following goal for the year 2020-21: Collect data on the pastoral relations process from entry point to the end of the first year answering this question: How does unconscious racist/sexist/ableist bias hinder or create barriers for ministers in the congregational setting? Who is chosen? Are there differences in the terms of the pastoral relationship between ministers who are White and all other racialized ministers and why? Also look at that question for the LGBTQi community. What is the experience of racialized, BIPOC, differently abled and LGBTQi ministers after one year on their pastoral relationship – How does unconscious racist/sexist/ableist bias affect their health, joy and excellence in ministry?

Reports from Sub Groups

APPENDIX A

At the previous meeting of the commission, three sub-groups were formed to examine a portion of the recommendations and report back to the commission.

Group 1: Recommendations 4 – 22 (Robin Pilkey, Will Haughton, Donna Bowman-Woodall)

The group met twice. It was difficult to use the table as a tool so notes were added to the report they submitted. Comments reflect which recommendations are more feasible, and which ones are lower priority. It was noted that lots of the recommendations relate to

pastoral relations policy that are mostly within the domain of General Council Office (GCO). GCO is going to explore doing a similar study at a national level but we shouldn't wait for them to do their work before making recommendations to them.

It was noted that there is a whole philosophy behind the current pastoral relations process, which is a few touchpoints between the liaison and the search committee, and then leaving the search committee to do their work. The Equity Report recommendations imply a much closer role for the liaisons, which may make recruitment more difficult.

In the UCC there is a long-standing tension between congregational autonomy and the central polity of the national denomination.

Group 2: Recommendations 23 – 35 (Liz Mackenzie, Paul Stott, Barbara Hendren)

Priorities were listed based on the amount of time it took. A lot of this is training requirements and handbook requirements. E.g., Inter-cultural equity recommendations: this could involve changes to the handbook, but it is also something that we as a Regional Council could do at a local level as well.

Some of the recommendations this group looked at also require more touchpoints with the liaisons and search committees, and more training for the search committees.

How do we get the accountability data back? We will need to work on mechanisms for that.

Group 3: Recommendations 36 – 50 (Lawrence Nyarko, Beth Moore, Andy Comar)

How much can we put on our pastoral relations staff? How much can we put on ourselves as commission members? Some of the items (44, 45, 48) could be put on our commission agenda. We noticed that most of the work will be done by us.

It was noted that almost everything has been labelled as a priority 1 and 2. How are we going to tackle this volume of work?

Andy suggested that we form a small task force to do further prioritizing and give further direction to the commission.

Are there volunteers? One should be a Pastoral Relations Liaison. Liz Mackenzie and Robin Pilkey volunteered and we will also approach Will Haughton, who is a liaison. We will also need a staff person. Dale and Todd will determine that role. It was recognized that while we want to keep this work moving, it will take some time to do it well. The task force need not report back to the next meeting if they are not ready to do so.

Jurisdiction of Clergy GC 44 Proposal

Dale explained the origins and process of proposals. There are some equity issues addressed in this proposal (cancelling of optional benefits, for example).

The reduction of ministers' hours is something that we are also seeing these days. We already have the burden of financial stresses being born by ministers and the cancellation of some benefits exacerbates this burden.

Another point of view was that the proposal does not reflect a good understanding of group insurance. The comment that stakeholders should be part of the decision is unrealistic. No one wants their benefits to be cut.

It would be much easier to deal with this if it was three proposals rather than one. Dale noted that the proposal will be discussed at an upcoming Town Hall on November 3 and that any commission members are welcome to attend and comment on the proposal.

In terms of our own equity proposal, there was good discussion at the Town Hall that Donna and Robin presented at.

Next Meeting

The next meeting of the Pastoral Relations Commission will be held by Zoom video conference on Tuesday, November 30, 2021 at 9:00 a.m.

End of meeting

There being no further business, Paul Stott closed the meeting with a prayer.

Andrew Comar, Chair

Dale Hildebrand, note taker

APPENDIX A - Equity Report Recommendations Review

Recommendation	Priority	Who has authority/decision?	Who will advocate for this?	Who will ff. up for the PRC?	Actions Taken	Date	Results
1. CoF information expansion on CH		GCO staff/OV board					
2. Searching minister expansion of info provided on CH		GCO staff/OV board					
3. Reduce demographic info of searching ministers on CH		GCO staff/OV board					
4. More accompaniment for overseas/ESL ministers	2	GCO staff/Admissions board/SWRC staff					
5. PRC direct staff to take a greater role in promoting equity in PR process		Executive Secretary of SWRC	Motion from PCR?				
6. SWRC sponsor networking events for candidates and search teams	3	SWRC staff- PRMs					
7. PRC develop best practices for when applicants are known to a CoF	2	PRC					
8. Diversify search teams to be representative of CoF	3	CoF boards/congregations					
9. Educate search teams re overseas/admissions/mutual recognition candidates	3	GCO addition to handbook					
10. Expand training for search teams re usage of CH	3	Better training videos from GCO					
11. Strengthen search teams' awareness of surrounding community	3	PRLs					
12. Require search teams or chair of search teams to do racial justice training	1	PRC – but could also be GCO/OV in terms of pastoral relations policy					
13. Train search teams: “what it means to be the church” theology of equity, etc.	3	GCO Equity training for search teams (preamble to search handbook					
14. Liaisons begin search team training with equity and then re-visit to gauge learning	1	Training from GCO to start for liaisons/search committees					
15 and 16. Authorize liaisons to have more access to, and better training on, ChurchHub.	3	GCO and PRMs					
17. Clarify liaison's role at the profile-writing stage	1	GCO update to handbook?					
18. More liaison intervention and oversight of position description development.	1	PRMs and PRLs – more training					
19. Liaisons to emphasize CoF identity and less on ministerial qualifications in position description and provide	1	PRLs – more training					
20. PRC create a liaison policy which expands the role of liaisons in the area of equity promotion	1	PRC – more training,					

Recommendation	Priority	Who has authority/decision?	Who will advocate for this?	Who will ff. up for the PRC?	Actions Taken	Date	Results
21. Strengthen and expand equity resources for liaisons	1	PRMs in collaboration with GCO Equity Officer					
22. Provide opportunities for liaisons to hearing stories of equity and inequity	1	PRMs, more feedback (surveys?)					
23. Make provision for an external equity advocate in search committee interviews	1 (necessary, but need the right people) (For those needing specific accommodations high priority – but really need trained folk to accompany)	PRC – policy; OV because they typically know who is in active search mode and who might need accommodating; GCO OV resources should reference accommodation	PRC with Liaisons? (requires that PRMs and/or liaisons know who's applied); (does this come under "bias" training liaisons do and encouraging Search cttee to ask questions)				
24. Add intercultural/equity questions to interview questions currently provided	1 (not that hard) - Timeline of OV doing this vs. PRC doing this?	***GCO OV staff/ – part of Search handbook; PRC – can develop ourselves but need examples for Search cttees to ask	PRC through Liaisons				
25. Search teams identify an equity monitor	1 (easy)	PRC - Policy	Liaisons – need better bias / equity training for Search Cttees	Equity Monitors need to report on equity concerns/accommodations needed/ feedback?			
26. Develop and require a process for equity self-eval for search teams	1-2 (not too hard but will need some "best practices" knowledge)	PRC – policy; OV/PRC – tool needs to be developed and perhaps included in handbook?	PRC with CoFC; (connects to congregational covenant, I think)	Equity Monitor has responsibility, report back to PRC – file report with CoFCCommission and			
27. Develop an equity audit tool to provide data to PRC for ongoing research	1	PRC – policy; (relates to rec. #26)	PRC (we need this for good data monitoring of equity policies) with experienced				
28. Develop accountability systems for liaisons to report on equity in search process back to PRC	1 (should be easy?)	PRC – policy/tools/resources; "job description" for equity monitor? Need not to make equity monitor role look onerous – give helpful and easy tools – "not a monitoring job but recording job? (ask us about this)	How do liaisons get the information on this?; Liaise with Equity monitor? But they're already reporting so does Liaison need to be involved?	Needs to be part of training of Search committees to do through equity monitors; Liaisons to review / be aware of equity monitoring for assessment in their reports (ask us about this)			
29. PRC engage in further research on equity beyond first year of pastoral	1-2	PRC; CoF Commission responsibility? ; (Fresh Start)	Do we get consultant to come up with a process/tool? Report to				
30. PRC or Admissions Board monitor appointment dates for Admission ministers to prevent problems in residency permits	1 (really should be quite easy to do)	GCO Admission Board and OV staff	OV staff and PRC staff				
31. Develop a regional spreadsheet with appointment/call info and demographic info	1 (shouldn't be too hard going forward – harder for historical data)	PRC - policy	Donna Rutz could do this? Dale/Todd?	How is demographic info collected? Kept confidential? What details are reported?			
32. Develop and provide regional support to negotiations, including historical info about pastoral charge terms and conditions	1 (part of external equity advocate role?) Need to train folk unless this is staff resp.	PRC – policy; PRMs	PRC/Dale/Todd?	Covenanting service promises to include equity considerations – eg. CoF promises to minister who is member of an equity seeking group			

Recommendation	Priority	Who has authority/decision?	Who will advocate for this?	Who will ff. up for the PRC?	Actions Taken	Date	Results
33. Develop and provide negotiation tools/resources beyond what currently exists	1 (medium difficulty – need GCO OV cooperation) – take current tools/resources and revamp and add	GCO OV staff or PRC and PRMs	PRC/OV/Regional and GCO staff	Training of liaisons to know about resources and mention to CoF Search teams about possibilities; OV staff to communicate to MPs what tools and resources available; Church Hub “throws” for resources?			
34. Provide option of mentor or accompanier for first year <i>or beyond as necessary/desired</i> of pastoral relationship for new minister	1-2 (not too difficult but need a roster of appropriate folk to do this – that will be hard part – what is oversight for mentors?)	PRMs	PRC/PRMs; M&P Committee? (liaison for minister within congregation and connections to possible MPs/ knowledgeable lay folk outside congregation?)	Training/resource information for M&P Committees			
35. Develop better platform for communications between Regional Council, CoF, and applicants/candidates on the terms and motions surrounding new pastoral relationships	? Need more information on where/how communication not happening	PRC - policy		Training on Church Hub requirements for terms/forms? (we really don't know what this section means...)			
36. Widen scope of United Fresh Start (UFS) program to include equity issues at start of pastoral relationship	1	UFS GCO staff and PRMs	Region	PR			
37. Develop a welcome guide for lay leaders at beginning of pastoral relationship	1	PRMs	COF	PRC			
38. Develop and facilitate a system of mentorship / pairing / support / advocacy in the first year of pastoral relationship, especially where minister is from equity group	2	PRC - policy	OV/PR/PRMs	PR			
39. PRC develop and mandate a UFS equity module where there is an equity-seeking minister	2	GCO UFS staff and PRMs	PRC	PRC			
40. Develop and provide pro-active regional support to ministers in new pastoral relationship	1-2	PRMs	PRC	PRC			
41. PRC develop a welcome package for new ministers for connection purposes, orientation to Shining Waters	1-2	PRC and PRMs	COF/PRC	PRC			
42. PRC encourage new ministers to connect with past ministers to understand CoF dynamics and landscape	1	PRC and PRMs	PRMs	PRC			
43. PRC develop a pairing system for all stages of pastoral relations	3	PRC - policy	COF/PRC/PRMs	COF/PRC/PRMs			

Recommendation	Priority	Who has authority/decision?	Who will advocate for this?	Who will ff. up for the PRC?	Actions Taken	Date	Results
44. Improve communication between PRC and liaisons that doesn't rely on staff	1	PRC – best practices	PRC	PRC	Meeting together at least once a year???		
45. PRC develop a system to ensure action follows raising of equity concerns and record in PRC minutes	1	PRC	PRC/PRMs	PRC	Could be an agenda item for one of our meetings???		
46. Review UCC and SWRC policies for outdated info and centralize all info on website	1	SWRC staff	OV – UCC/SWRC	PRC			
47. PRC develop a policy to clarify role of previous or current minister in search process	1-2	PRC - policy	PRC/PRMs	PRC			
48. PRC clarify short term appt policy, especially when a search process is required	1	PRC – update existing policy	PRC/PRMs	PRC	PRC Agenda item		
49. SWRC seriously consider how it will diversify its staff	2	SWRC Executive and ES	SWRC EXEC./ Equity Com.	PRC			
50. SWRC facilitate and promote lay equity education	1-2	SWRC CoF staff with GCO Equity Officer	COF	COF/PRC			

Summary of discussions

4. in agreement with this recommendation, but feel this is the responsibility of GCO, Office of vocation.

- Action: motion from PRC to send a letter to GCO with these suggestions.

5. Group felt like this tied into #7.

- Motion from PCR, this is region specific
- Important that PRC staff let search committees know who is looking, encourage use of Church Hub.

6. low priority, seemed like speed dating, would blow lid on confidentiality, maybe a job fair

7. tied into 5, however recommendation not clear, hard to implement. How do you override that a personal relationship is already developed? Possibility of creating some rules & regulations, fair access to interviews.

8. Felt this would be difficult to implement, anyone willing to serve gets on the committee, expansion of the GCO guidelines (page 8&9) of search and selection.

9. Education of liaisons is a gap, GCO to do a FAQ as part of the guidelines, paragraph on Church Hub filter (pg 18)

10. Church Hub has good videos available, liaisons don't have access (source of frustration), not enough money invested in Church Hub (feedback opportunity?)

11. Not sure how this could be done, how this will make a difference.

12. We agree with this, GCO responsibility

13. Tricky to implement, would be a good preamble to search and selection guideline

14. Equity training, starting with liaisons, videos from GCO

15. rated this low, not considered necessary as liaisons have to approve before documents can be uploaded

16. training on Church Hub not seen as important, don't think liaisons should be responsible to train search team on Church Hub (videos from GCO, tech support should be available)

17. feel that the liaison's role is clear, need to approve whether profile is acceptable, more training to help do this

18. ties into 17 & 19. Basically liaisons need to be more aggressive on feedback? Better trained on equity. Perhaps an FAQ to help with the profile writing

19. Congregations lack self awareness, liaisons better equipped to ask searching question, what success looks like?

20. for the first part better training would help. Suggest that there should be a survey of search committees/liaisons at the end of the search to see if it is working, continuous improvement, feedback mechanism, Zoom check ins with liaisons but more training. High priority

21. high priority, tied into 22, more training a priority, GCO/Regional Council

22. see 21

ADVOCACY

- Some of this should be done at a national level
 - o Possibly
 - Meeting with GCO/Office of Vocation and PRC to discuss improvements/concerns/review report
 - Letter from PRC to GCO outlining suggestions
 - o If no support
 - Regional response
 - Improved liaison training focussed on these issues (particularly those ranked 1)

**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 25th 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

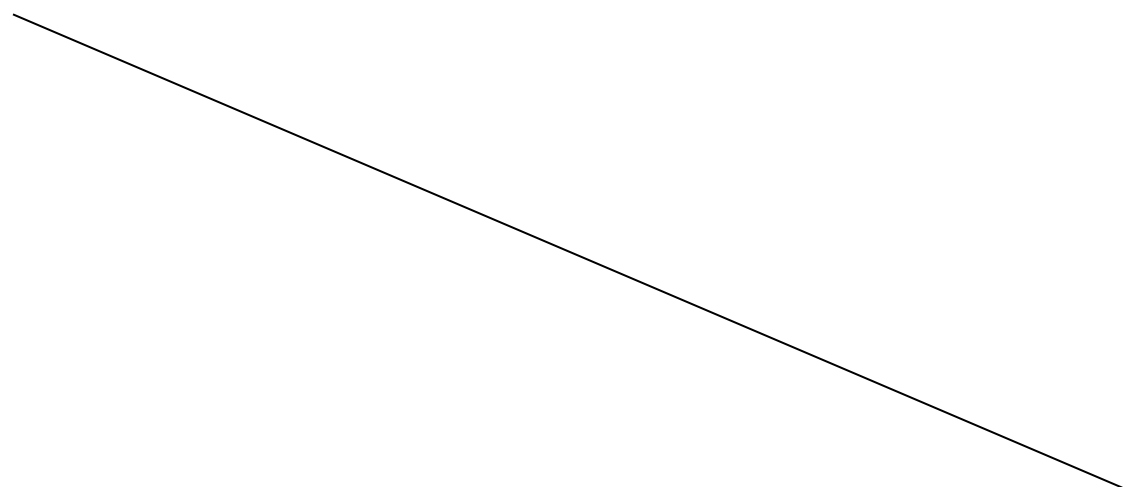
The next meeting of the Pastoral Relations Commission will be held by Zoom video conference on Tuesday, December 14, 2021, at 9:00 a.m.

End of Meeting

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

Andrew Comar, Chair

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

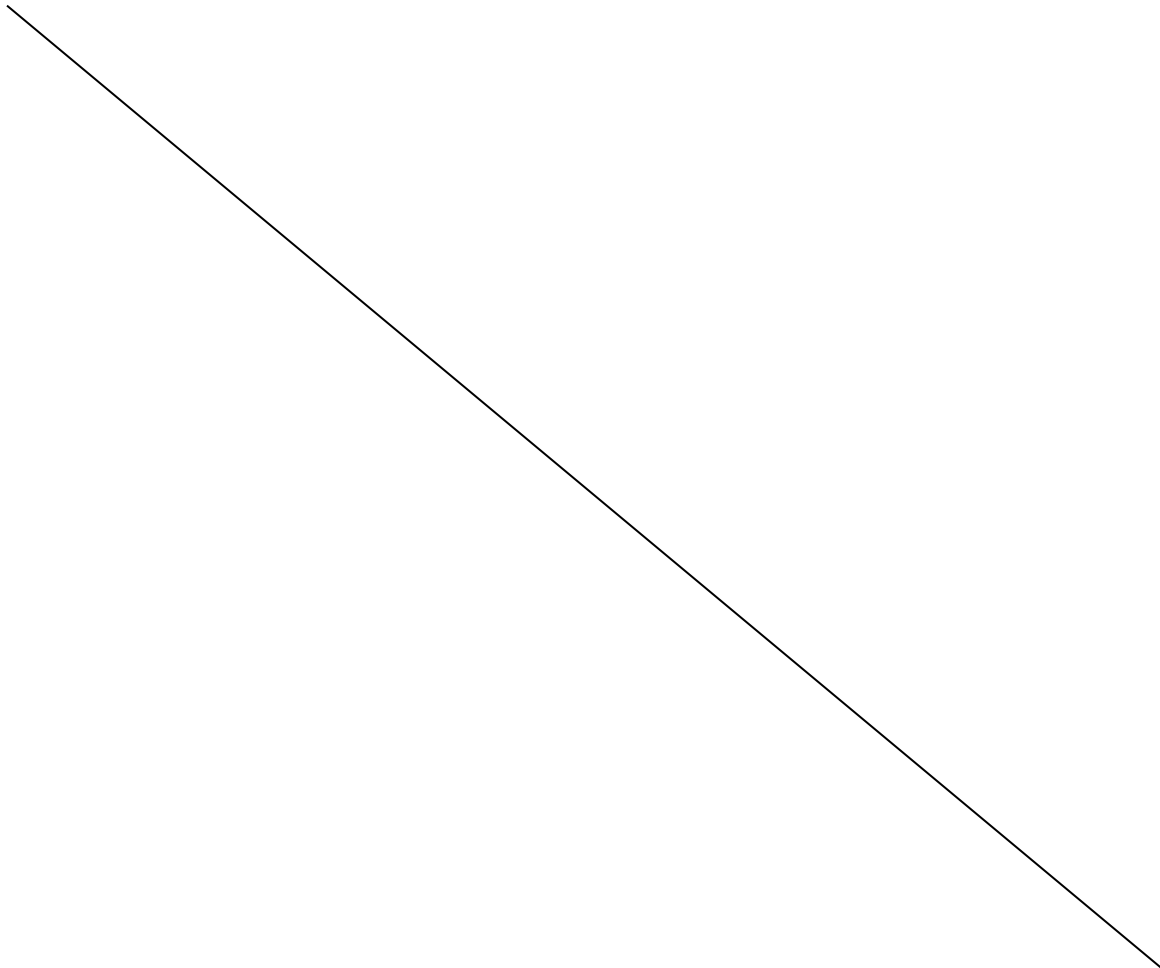
1. The Pastoral Relations Commission, through the LLWL Committee interviews a licensed lay worship leader triennially, at the time of their license renewal. The region may request reporting (such as reports from congregations served, examples of sermons, either written or recorded, and orders of worship 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.



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

**Minutes of a meeting of the
Pastoral Relations Commission
Tuesday, December 14, 2021**

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, December 14, 2021 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); William Haughton (ordered); Barbara Hendren (lay); Sung-Ran Kim (ordered); Liz Mackenzie (ordered); Beth Moore (lay); Lawrence Nyarko (ordered); Robin Pilkey (lay), Paul Stott (lay)

Regrets: None

Welcome, constituting the meeting and prayer

Donna Bowman-Woodall welcomed everyone, acknowledged the indigenous territory we find ourselves on, led the opening prayer, 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 Andy Comar/Lawrence Nyarko
that the minutes of the November 30, 2021 meeting of the commission be approved.

MOTION

CARRIED

Omnibus Motion

MOTION by Liz Mackenzie/Beth Moore

that the Pastoral Relations Commission take the following actions:

a) **Calls**

... concurs with the request of **Bolton Pastoral Charge (Bolton)** 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.

... concurs with the request of **Downsview Pastoral Charge (Toronto)** and approves the call to **Julia Yun Jung Kim**, ordained minister, beginning January 1, 2022, part time based on 20 hours per week with the following terms for Category A and Cost of Living Group Assignment 5: Salary \$64,568 (pro-rated \$32,284) with salary in addition to the minimum at 2.7 % which equals \$1,744 (pro-rated \$ 872), for a total salary of \$66,312 (pro-rated \$ 33,156) 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 call does require an act of covenant.

b) **Appointments**

... concurs with the request of **Metropolitan Pastoral Charge (Toronto)** and approves the reappointment of **W. E. Mark Aitchison**, retired ordained minister, beginning January 8, 2022 to June 30, 2022, part time based on 25 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$73,295 (pro-rated \$45,809.38), with salary in addition to the minimum at 50% which equals \$22,904.69 (pro-rated \$68,714.07), for a total salary of \$96,199.69 (pro-rated \$68,714.07) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1493 (pro-rated \$933.13) 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 **Timothy Eaton Memorial Pastoral Charge (Toronto)** and approves the appointment of **Orville James**, retired ordained minister, beginning January 1, 2022 to August 31, 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 \$36,647.50), with salary in addition to the minimum at 36.43% which equals \$26,705 (pro-rated \$ 13,352.50), for a total salary of \$100,000 (pro-rated \$50,000) 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 require an act of covenant.

... concurs with the request of **Jane-Finch Community Ministry (Toronto)** and approves the reappointment of **Barry Reider**, designated lay minister, beginning January 1, 2022 to December 31, 2023, full time based on 40 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$71,763 per annum, with salary in addition to the minimum at 23.72% which equals \$17,022, for a total salary of \$88,785 per annum, 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 reappointment does not require an act of covenant.

MOTION

CARRIED

Reconsideration of Motion

Staff explained why this motion is before the commission. The UCC does not use Roberts rules and so that is why we cannot simply rescind a motion. We must approve the motion to reconsider the original motion and then have a second motion to defeat the original motion. The motion to reconsider is on our agenda at the request of the minister. Westmount pastoral charge is disappointed but wishes Nicholas well.

MOTION by Robin Pilkey/Beth Moore

that the Pastoral Relations Commission reconsider the motion “*that the Pastoral Relations Commission concurs with the request of Westmount Pastoral Charge (Orillia) and approves the call to Nicholas Forrester ordained minister, beginning January 3, 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) 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.*” from the meeting of the Pastoral Relations Commission held on October 26, 2021.

MOTION

CARRIED

MOTION by Liz Mackenzie/Lawrence Nyarko

that the Pastoral Relations Commission concurs with the request of Westmount Pastoral Charge (Orillia) and approves the call to Nicholas Forrester ordained minister, beginning January 3, 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) 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.

MOTION

DEFEATED

A question was asked about support for the Westmount congregation. There is support from the pastoral relations liaison and they are returning to their search.

Report from staff

a) Liaisons

The following liaisons have been appointed by staff:

Jim Clubine appointed to Timothy Eaton Memorial Pastoral Charge (Toronto) in their search for a second called minister.

Dan Benson appointed to Metropolitan Pastoral Charge (Toronto) in their search for a second called minister.

b) Pastoral Charge Supervisors

William Houghton has been appointed to Bala/Port Carling Pastoral Charge (Port Carling).

Ted Grady has been appointed to Windermere Pastoral Charge (Toronto).

Equity Research Project

Liz Mackenzie and Todd McDonald have discussed steps moving forward as we prepare for the liaison equity training in early February, which is shaping up well.

Policy Reviews

The following policies were reviewed by the Commission.

a) Short-term Appointments and Appointments Policy

APPENDIX A

Todd led the commission through the proposed changes in this policy.

A question was asked about how this impacts retired ministers. Answer: They need to be on ChurchHub to make themselves available. The spirit of this policy change is that we

want pastoral charges to conduct proper searches for these appointments so that all ministers who are searching will be eligible and considered for the job.

MOTION by Andy Comar/Barbara Hendren

That the revised Short-term Appointments and Appointments Policy be approved.

MOTION

CARRIED

b) Pulpit Supply Policy

Staff explained that the request for a Regional Council pulpit supply policy came from the chair of the Candidacy Board as a result of some situations where lack of clarity around frequency of pulpit supply resulted in some difficulties. The policy before the commission takes into account existing policies around pulpit supply for Licensed Lay Worship Leaders.

A concern was raised about enforcing the policy. Is it based on the honour system? Do we have the ability to track all pulpit supply requests? We do not, but we can rely on our Pastoral Charge Supervisors to help implement this. Clear communication of the policy to those on the pulpit supply list and all of our Communities of Faith will help with adherence to the policy.

It was suggested that the policy be made clearer in terms of non-retired ministers. They don't seem to be included in the eligibility list (which could be formatted differently to make it clearer who is included in the policy).

A concern was expressed about limiting pulpit supply to only two consecutive Sundays. Many ministers and Communities of Faith use pulpit supply when the minister takes a month vacation. For consistency and ease, limiting to two Sundays is not ideal. Could we make it the same as LLWLs? Or make an exception for coverage of vacation? There is an exception clause already, but so congregations don't have to call the Pastoral Relations Minister to invoke that exception, it might be wise to spell out vacation accommodation in the policy.

Staff will note the concerns expressed and bring a revised policy back to the January 2022 meeting.

c) Telephone Allowance Policy

APPENDIX B

Staff explained that this policy was approved early in 2021. The policy states that it will be reviewed each year to determine whether an adjustment of the telephone allowance is needed. Staff reported that there is an effort by the federal government to reduce cell phone prices in Canada by 25%. Limited progress has been made on that front, but there have been some reductions, and the price of cell phone plans did not rise during 2021.

December 14, 2021 - 6

MOTION by Liz Mackenzie/Lawrence Nyarko

That the minimum telephone allowance for 2022 be maintained at \$800/year.

MOTION

CARRIED

Next Meeting

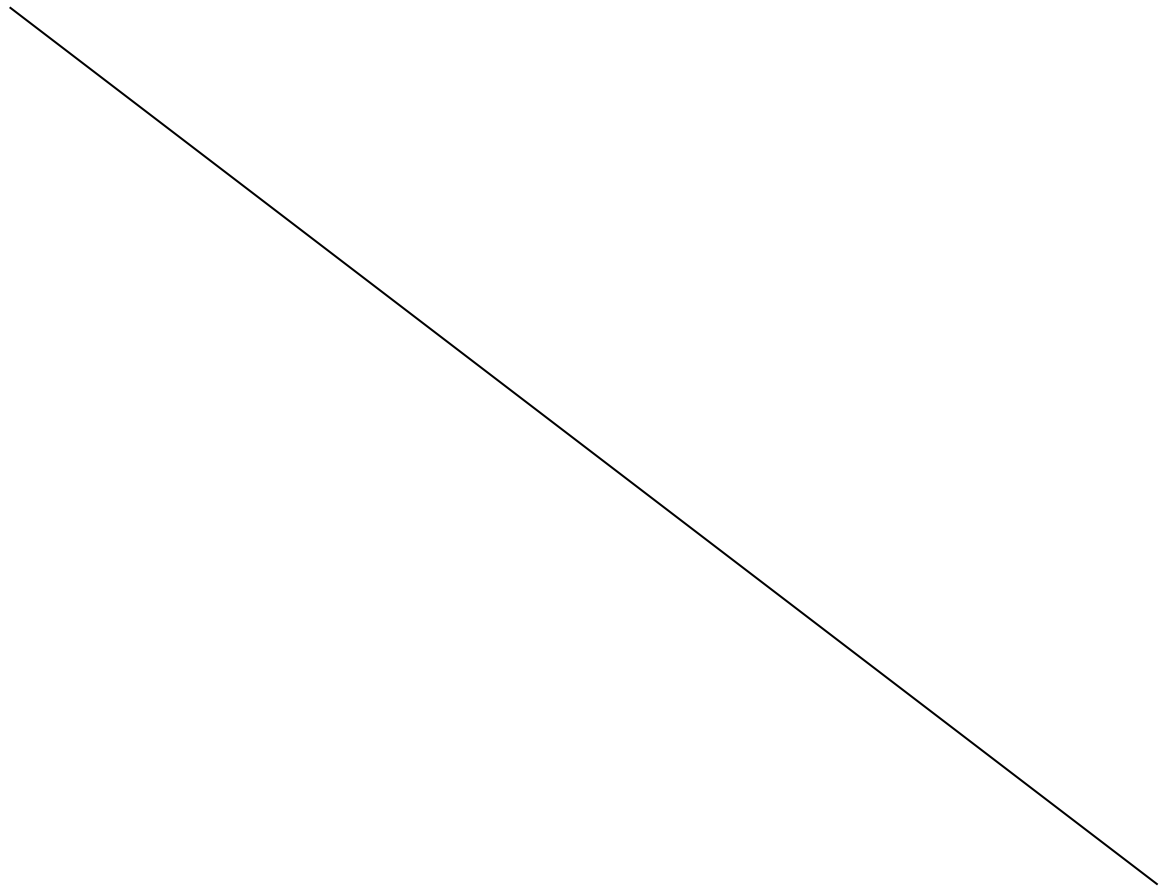
The next meeting of the Pastoral Relations Commission will be held by Zoom video conference on Tuesday, January 25, 2022, at 9:00 a.m.

End of meeting

There being no further business, Will Haughton closed the meeting with a prayer.

Donna Bowman-Woodall, Chair

Dale Hildebrand, note taker



APPENDIX A – Short Term Appointments and Appointments Policy

PASTORAL RELATIONS COMMISSION: SHORT TERM APPOINTMENTS AND APPOINTMENTS POLICY

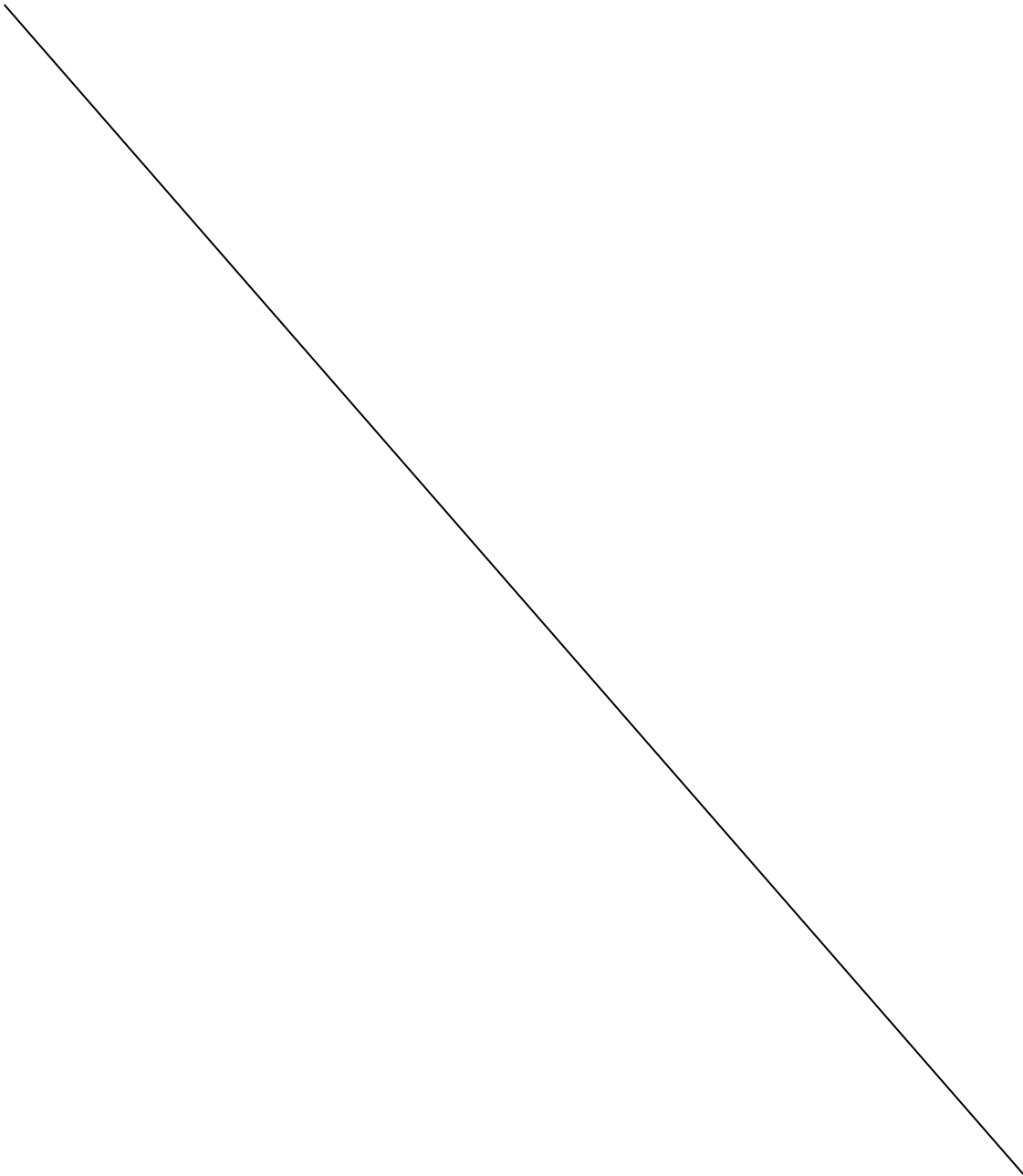
The purpose of this policy is to guide decision-making by the Pastoral Relations Commission when considering a request for an appointment.

Date approved: January 29, 2019 Reviewed: December 14, 2021	Review date by Pastoral Relations Commission: 2024
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In the guide for pastoral relations, *Pastoral Relations: Policy for a Community of Faith (April 2020)*, a short-term appointment is described as a “supply minister appointed to offer leadership until your community of faith’s profile is written and the associated position is filled. (Page 13). Appointments (as opposed to a short-term appointment), on the other hand, are longer-term pastoral relationships as a result of a search. This policy will help the Pastoral Relations Commission differentiate between the two types of appointments and respond appropriately.

- I. The Pastoral Relations Commission will consider a request for the following appointments as a result of a search through Church Hub by an appointed Search Team or Transition Team:
 - 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 a result of a search
 - 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 two years) can be requested for a Candidate Supply minister who is part of the Summer Distance Learning and has been in an appointment for at least a year.
 - 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. The Pastoral Relations Commission will consider a request for a short term appointment as a result of a search through Church Hub for a minister to offer leadership until a community of faith's profile and associated position is filled, for up to 12 months.
- III. All other appointments covering a time limited leave such as parental leave, sabbatical, or medical leave, or a true "appointment" where the regional council is taking sole responsibility for appointing a minister under particular circumstances will be considered short-term appointments, be approved for up to 12 months and does not require a search through Church Hub.



APPENDIX B – Telephone Allowance Policy

PASTORAL RELATIONS COMMISSION: MINIMUM TELEPHONE ALLOWANCE FOR MINISTRY PERSONNEL POLICY

This policy outlines the minimum telephone allowance for Shining Waters Ministry Personnel

Policy name: Minimum telephone allowance for Shining Waters ministry personnel	Review date: December 2022	Policy type: Pastoral Relations
Date approved: January 26, 2021 Date revised: December 14, 2021		

Background:

The United Church of Canada denominational policy simply states that the pastoral charge must provide ministry personnel with a phone when they are hired on appointment or in a call. The ChurchHub appointment/call form can also not be approved unless an amount is inserted in the “Phone Allowance” box.

Because no minimum is stated in national policy, there has been significant inconsistency in the amounts that come to the commission for approval as part of the appointment or call form, including amounts that appear below what would be required to purchase a basic cell phone plan.

Purpose:

The purpose of this policy is to ensure that all appointments and calls coming to the commission for approval include a minimum amount for telephone allowance, in accordance with market rates for cell phone plans in our region.

Policy:

- That the telephone allowance for ministry personnel appointed or called in Shining Waters Region be set at a minimum of \$800 for 2022, regardless of full or part time appointments, and;
- That this amount be the total when a minister is in more than one appointment or call, and;
- That this amount be reviewed annually by the Commission.

**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.

**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/liaisons/>)
- Use Bill Millar's workshop on “Implicit Bias and Racism” (https://www.youtube.com/playlist?list=PLQDu-SgFb3RiN_gGoifleG5rscJl6ECow)
- 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

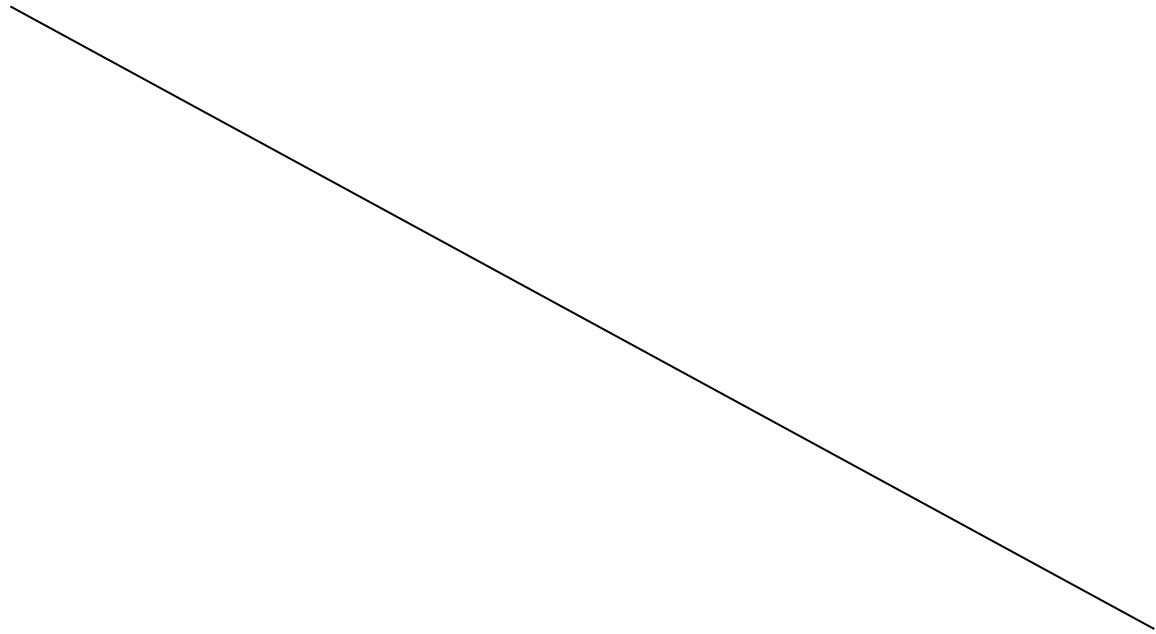
Provokes action

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.

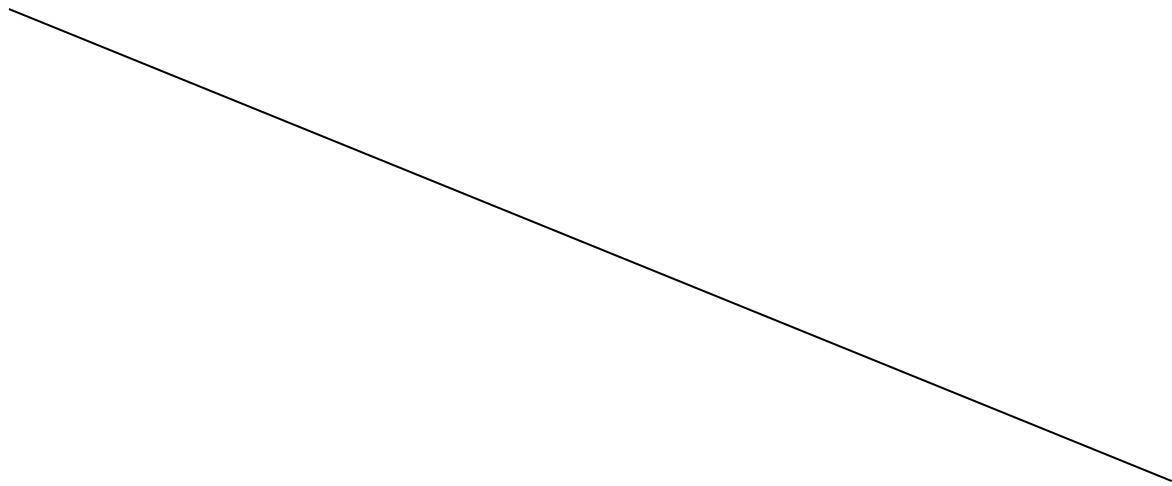
The VAM form can be obtained from the Shining Waters Regional Council website. It must be filled in completely, including the signatures of the Pastoral Charge Secretary of the Board/Session (or equivalent), the called or appointed Ministry Personnel, and the Voluntary Associate Minister.

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

**Minutes of a meeting of the
Pastoral Relations Commission
Tuesday, March 29, 2022**

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, March 29, 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)

Guest: Jill Strapp, Toronto United Church Council

Regrets: William Haughton

Welcome, constituting the meeting and prayer

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

Agenda

MOTION by Andy Comar/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 Lawrence Nyarko/Paul Stott
that the minutes of the February 22, 2022 meeting of the commission be approved.

MOTION

CARRIED

Omnibus Motion

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

a) **Calls**

... concurs with the request of **Northlea Pastoral Charge (Toronto)** and approves the provisional call to **Lee-Ann Ahlstrom**, candidate for ordained ministry, conditional on ordination prior to start date, beginning June 1, 2022, part time based on 32 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$73,295 (pro-rated \$58,636) per annum, salary in addition to the minimum at 3.08 % which equals \$2,257.49 (pro-rated \$1805) for a total salary of \$75,552.49 (pro-rated \$60,441) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1493 (pro-rated \$1194.40) 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 **Lansing Pastoral Charge (Toronto)** and approves the call to **Bradley Inglis**, ordained minister, beginning May 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 per annum, salary in addition to the minimum at 9.05% which equals \$6476 for a total salary of \$78,026 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.

b) **Appointments**

... concurs with the request of **Lawrence Park Community Pastoral Charge (Toronto)** and approves the appointment of **Eric Bacon**, retired ordained minister, beginning February 1, 2022 to January 31, 2023, part time based on 5 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$73,295 (pro-rated \$9,161.88) per annum, salary in addition to the minimum at 34.93% which equals \$25,601.94 (pro-rated \$3,200) for a total salary of \$98,896.94 (pro-rated \$12,361.88) per annum, basic telephone \$1020 per annum, Continuing Education and Learning Amount \$1493 (pro-rated \$186.63) 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 **Markham: St. Andrew's Pastoral Charge (Markham)** and approves the re-appointment of **Timothy Dayfoot**, retired ordained minister, beginning March 16, 2022 to September 15, 2022, part time based on 15 hours per week with the following terms for Category F and Cost of

Living Group Assignment 5: Salary \$73,295 (pro-rated \$27,485.63) per annum, salary in addition to the minimum at 10% which equals \$7329.80 (pro-rated \$2748.56) for a total salary of \$80,627.80 (pro-rated \$30,234.19) 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 re-appointment does not require an act of covenant.

... concurs with the request of **Markham: St. Andrew's Pastoral Charge (Markham)** and approves the re-appointment of **Shannon Mang**, intentional interim minister, beginning March 18, 2022 to September 17, 2022, part time based on 25 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$73,295 (pro-rated \$45,809.38) per annum, salary in addition to the minimum at 10% which equals \$7329.80 (pro-rated \$4580.94) for a total salary of \$80,627.80 (pro-rated \$50,390.32) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1493 (pro-rated \$933.13) 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 **St. Paul's Scarborough Pastoral Charge (Toronto)** and approves the appointment of **John Perigoe**, retired ordained minister, beginning March 1, 2022 to September 5, 2022, part time based on 20 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$73,298 (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 not require an act of covenant.

... concurs with the request of **Good Tree Korean Church Mission (Toronto)** and approves the re-appointment of **Woong Youm**, ordained minister, beginning January 1, 2022 to December 31, 2022, part time based on 20 hours per week with the following terms for Category C and Cost of Living Group Assignment 5: Salary \$68,058 (pro-rated \$34,029) per annum, salary in addition to the minimum at 5% which equals \$3,402.90 (pro-rated \$1701.45) for a total salary of \$71,460.90 (pro-rated \$35,730.45) 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 re-appointment does not require an act of covenant.

... concurs with the request of **Birchcliff Bluffs Pastoral Charge (Toronto)** and approves the appointment of **Ellen Redcliffe**, retired ordained minister, beginning February 1, 2022 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 5: Salary \$73,298 (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 not require an act of covenant.

c) **Voluntary Associate Minister Relationship**

... concurs with the request of **Gravenhurst: Trinity Pastoral Charge (Gravenhurst)** and **Gordon Flint**, to enter a Voluntary Associate Minister relationship, beginning March 29, 2022.

d) **Request for Change in Relationship**

... in accordance with The Manual I.3.1.4(b) accepts the request for a change in pastoral relations of **Jeffrey Bacon**, ordained minister at St. Bartholomew's Pastoral Charge (Brampton) effective July 31, 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 **Constance denBok**, ordained minister at Alderwood Pastoral Charge (Toronto) effective June 30, 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 **Hae-Bin Jung**, ordained minister at Alpha Korean Pastoral Charge (Toronto) effective June 26, 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 **Helena Medeiros**, ordained minister at St. Paul's Pastoral Charge (Brampton) effective March 31, 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 **Johannes van Nie**, retired ordained minister at Royal York Rd. Pastoral Charge (Toronto) effective June 30, 2022 and gives thanks for his ministry.

MOTION

CARRIED

Lawrence Nyarko declared a conflict of interest for the next item and excused himself from the meeting.

MOTION by Robin Pilkey/Beth Moore

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 **Lawrence Nyarko**, ordained minister at Grace Pastoral Charge (Brampton) effective June 30, 2022 and gives thanks for his ministry.

... concurs with the request of **Alderwood Pastoral Charge (Toronto)** and approves the call to **Lawrence Nyarko**, ordained minister, beginning July 1, 2022, full time based on 40 hours per week with the following terms for Category C and Cost of Living Group Assignment 5: Salary \$68,058 per annum, salary in addition to the minimum at 17.55 % which equals \$11,942 for a total salary of \$80,000 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.

MOTION

CARRIED

Report from staff

Staff reported in on work they are doing.

a) Liaisons

Evelyn McLachlan appointed to Trinity Pastoral Charge (Newmarket) for search for a second minister position to focus on innovative ministry and programming for those under 40; including young adults, children youth and families.

Paul Stott appointed to Runnymede Pastoral Charge (Toronto) for search for appointed candidate for ministry and Supervised Ministry Education exploration.

Paul Stott appointed to Humbercrest Pastoral Charge (Toronto) for search for called minister following Intentional Interim Ministry.

Donna Bowman-Woodall appointed to Evergreen Pastoral Charge (Windemere-Utterson) for search for a minister.

b) Pastoral Charge Supervisors

Rev. Patricia Gale-MacDonald appointed to Burton Ave Pastoral Charge (Barrie) May 2 – September 4, 2022 to cover sabbatical leave.

Team Ministry Orientation and Development Research Project

Jill Strapp from Toronto United Church Council was welcomed into the meeting. Jill is here for answering questions related to this agenda item.

Todd presented his sabbatical research project on the Team Ministry Orientation and Development. This program of orienting ministry teams has been ongoing for five years since 2017. TUCC has been contracted to deliver these orientations.

A question was asked about cross-cultural and social location considerations when carrying out this program.

What about teams that are already in place? The mandatory training was funded on a going-forward basis in 2017. But existing teams could contract with TUCC to do the training with their own funds.

What about the staff training component—could that be extended to Communities of Faith's staffs where there is only one minister? Yes, the hope is that the online course could be offered widely.

Based on the recommendations from the research project, the following is being proposed as a further development and iteration of the team ministry orientation program:

MOTION by Andy Comar/Liz Mackenzie

That Shining Waters Regional Council require a new team ministry (as a result of a search other than a short-term appointment less than 12 months or Supervised Ministry Education) participate in the Ministry Team Development and Orientation Program (Full day, 6-month check in and Peer Learning Day) and the community of faith contribute \$400 to the cost (Total cost per team is \$2900, \$2500 provided by the regional council).

Clarification: This is for long-term pastoral relationships. We have a limited budget and so want to prioritize the long-term relationships. It is not for Intentional Interim Ministry pastoral relationships, Supervised Ministry Education placements, or short-term appointments less than 12 months.

MOTION

CARRIED

Equity Research Project – Liz MacKenzie, Chairperson of the Equity Task Group reporting

Liz referred to the latest report which was distributed to the commission. The Task Group met about the first provocative proposal and has identified four actions focused on enhancing the ability of the pastoral relations liaison to do more intensive work with search teams around equity.

The complete workplan on the proposals will come to the commission at our June meeting.

Support for ministry personnel during pandemic

Last year the Commission urged pastoral charges to provide ministry personnel with an extra week off in light of the burden imposed by the pandemic.

Andy noted that 2022 was a duplicate year of 2021, so do we want offer this encouragement again to our pastoral charges?

Todd noted in our interactions with M&P committees, we've heard of some nice examples of how pastoral charges are intentional about offering appreciation to their staff and supporting them during difficult times. Staff could address this item by offering examples to M&P Committees and further encouraging this kind of recognition.

We have heard that pastoral charges have been experiencing financial stresses during this pandemic. In some cases it has also put some additional strain on pastoral relationships when the extra week was not granted. Commission members questions the financial factor given that lay people from the congregation are capable of covering a service.

MOTION by Barbara Hendren/Paul Stott

That our pastoral charges be encouraged to grant ministry personnel an extra week off as agreed between the governing body and the ministerial staff.

Question: How will this be communicated? From the Commission.

MOTION

CARRIED

Next Meeting

The next meeting of the Pastoral Relations Commission will be held by Zoom video conference on Tuesday, April 26, 2022, at 9:00 a.m.

End of meeting

There being no further business, Barbara Hendren closed the meeting with a prayer.

Donna Bowman-Woodall, 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 26, 2022**

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, April 26, 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); William Haughton (ordered); Sung Ran Kim (ordered); Beth Moore (lay); Lawrence Nyarko (ordered); Robin Pilkey (lay), Paul Stott (lay)

Regrets: Liz Mackenzie

Welcome, constituting the meeting and prayer

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

Agenda

MOTION by Paul Stott/Lawrence Nyarko
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/Andy Comar
that the minutes of the March 29, 2022 meeting of the commission be approved as amended.

Sung Ran Kim requested that a comment should be removed from the minutes after the phrase, “for example”.

MOTION

CARRIED

Omnibus Motion

MOTION by Beth Moore/Will Haughton
that the Pastoral Relations Commission take the following actions:

a) **Calls**

... concurs with the request of **Davenport Perth Community Ministry (Toronto)** and approves the provisional call to **Maria Christina Conlon**, candidate for ordained ministry, conditional on ordination prior to start date, beginning June 1, 2022, full time based on 40 hours per week with the following terms for Category A and Cost of Living Group Assignment 5: Salary \$64,568 per annum, salary in addition to the minimum at 30.59 % which equals \$19,751 for a total salary of \$84,319 per annum, basic telephone \$800 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 call does not require an act of covenant.

b) **Appointments**

... concurs with the request of **Metropolitan Pastoral Charge (Toronto)** and approves the re-appointment of **W.E. Mark Aitchison**, retired ordained minister, beginning July 1, 2022 to January 6, 2023, part time based on 25 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$73,295 (pro-rated \$45,809.38) per annum, salary in addition to the minimum at 50 % which equals \$36,647.50 (pro-rated \$22,904.69) for a total salary of \$109,942.50 (pro-rated \$68,714.07) per annum,, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1493 (pro-rated \$933.13) 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 approves the re-appointment of **Maria Christina Conlon**, candidate for ordained ministry, beginning March 1, 2022 to May 31, 2022, full time based on 40 hours per week with the following terms for Category A and Cost of Living Group Assignment 5: Salary \$64,568 per annum, salary in addition to the minimum at 30.59 % which equals \$19,751 for a total salary of \$84,319 per annum, basic telephone \$800 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 re-appointment does not require an act of covenant.

c) **Voluntary Associate Minister Relationship**

... concurs with the request of **Huntsville: Trinity Pastoral Charge (Huntsville)** and **Nancy Knox**, to enter a Voluntary Associate Minister relationship, beginning April 26, 2022.

... concurs with the request of **Knox, Agincourt Pastoral Charge (Toronto)** and **Linda Petrides**, to enter a Voluntary Associate Minister relationship, beginning April 26, 2022.

... concurs with the request of **Midhurst Pastoral Charge (Midhurst)** and **Bruce Sweet**, to enter a Voluntary Associate Minister relationship, beginning April 26, 2022.

d) Request for Change in Relationship

... in accordance with The Manual I.3.1.4(b) accepts the request for a change in pastoral relations of **Jennifer Palin**, ordained minister at The Donway Covenant Pastoral Charge (Toronto) effective June 30, 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 **Wayne Beamer**, ordained minister at St. Paul's Pastoral Charge (Brampton) effective April 30, 2022 and gives thanks for his ministry

Lawrence Nyarko declared a conflict of interest for the next agenda item and left the meeting for the motion, discussion and vote.

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

... concurs with the request of **Ghana Calvary Methodist Pastoral Charge (Toronto)** and approves the provisional call to **Eric Nyarko**, candidate for ordained ministry, conditional on ordination prior to start date, beginning June 1, 2022, full time based on 40 hours per week with the following terms for Category A and Cost of Living Group Assignment 5 with manse: Salary \$38,789 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 not require an act of covenant.

MOTION

CARRIED

Sung Ran Kim declared a conflict of interest for the next agenda item and left the meeting for the motion, discussion, and vote.

MOTION by **Lawrence Nyarko/Barbara Hendren** that the Pastoral Relations Commission take the following action:

... concurs with the request of **Countryside Pastoral Charge (Caledon)** and approves the call to **Sung Ran Kim**, ordained minister, beginning March 23, 2022, part time based on 30 hours per week with the following terms for Category C and Cost of Living Group Assignment 4: Salary \$63,350 (pro-rated \$47,512.50) per annum, basic telephone \$800 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.

MOTION

CARRIED

Report from staff

Staff reported in on work they are doing:

a) Liaisons

Rev. William Haughton appointed to Bala Port Carling Pastoral Charge (Bala) for search for short term appointment during a medical leave.

Gail Hamblin appointed to Grace Pastoral Charge (Brampton) for search for a new minister.

Paul Stott appointed to St. Andrew's Pastoral Charge (Toronto) for exploration as SME site.

Rev. Amy Lee appointed to Alpha Korean Pastoral Charge (Toronto) for search for a new minister.

b) Pastoral Charge Supervisors

Rev. Kirsty Hunter appointed to Collier Street Pastoral Charge (Barrie) September to December, 2022 to cover sabbatical leave of Rev. Hewitt Holmes.

c) Support to M&P 101

This will be a workshop with Canadian Shield Region on May 4. We also continue to have quarterly check-ins with M&P Committees as well.

d) Clergy Day Away on June 8

This will be in person event at Jubilee United with our facilitators, Christine Jarrett and Alydia Smith. We also have our monthly clergy Zoom gathering on May 17, with Indigenous OV minister Tim Hackborn to talk about indigenous decision making in a time of change.

e) Staff changes

There is a proposal being presented to the Executive Minister that Dale Hildebrand move to part time in September 2022. Part of the proposal is a realignment and change to the staff roles. As a result of this, Todd will be taking primary responsibility for the Pastoral Relations Commission work as of September.

North York Korean United Church – Suspension of Search

MOTION by Barbara Hendren/Beth Moore
that the Commission suspend the search process at North York Korean United Church; request that the Communities of Faith Commission appoint a representative to undertake a listening and dialogue process with the pastoral charge to explore their relationship with the wider denomination; and that the suspension be lifted once the Community of Faith Commission is satisfied that the pastoral charge is ready to reengage in the search process.

Does this Community of Faith have a building? Yes, approximately ten years ago, they were gifted with a church building from a disbanded congregation.

MOTION

CARRIED

Recommendation from Licensed Lay Worship Leader Committee

MOTION by Paul Stott/Beth Moore

that the commission concurs with the recommendation of the Licensed Lay Worship Leader Committee, and approves Christine Leblanc as a Licensed Lay Worship Leader within the bounds of Shining Waters Regional Council for a three-year period.

MOTION

CARRIED

Equity Research Project – Robin Pilkey, Member of the Equity Task Group reporting

The Task Group continues to meet, and will report further in June. They are working on their three provocative proposals.

Next Meeting

The next meeting of the Pastoral Relations Commission will be held by Zoom video conference on Tuesday, May 10, 2022, at 9:00 a.m.

April 26, 2022 - 6

We normally meet with the Communities of Faith Commission in June. However, we were unable to find a date that works and therefore this meeting will be planned for the fall. Our June meeting as a PRC may be face to face. We have technology that can bring people by Zoom into a face to face meeting if they are unable to attend in person. We will decide on the format of this meeting closer to the date.

End of meeting

There being no further business, Sung-Ran Kim closed the meeting with a prayer.

Donna Bowman-Woodall, 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 10, 2022**

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, May 10, 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); William Haughton (ordered); Sung-Ran Kim (ordered); Liz Mackenzie (ordered); Beth Moore (lay); Lawrence Nyarko (ordered); Robin Pilkey (lay), Paul Stott (lay)

Welcome, constituting the meeting and prayer

Donna Bowman-Woodall welcomed everyone, acknowledged the indigenous territory we find ourselves on, led the opening prayer from Joyce Rupp, 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 Lawrence Nyarko/Andy Comar
that the minutes of the April 26, 2022 meeting of the commission be approved.

MOTION

CARRIED

Omnibus Motion

MOTION by Robin Pilkey/Barbara Hendren
that the Pastoral Relations Commission take the following actions:

a) **Calls**

... concurs with the request of **Royal York Road Pastoral Charge (Toronto)** and approves the call to **David Exley**, ordained minister, beginning September 20, 2022, 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 per annum, salary in addition to the minimum at 20% which equals \$13,960.80 a total salary of \$83,764.80 per annum, basic telephone \$1200 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 **Glebe Road Pastoral Charge (Toronto)** and approves the provisional call to **Cynthia O'Connell**, candidate for ordained ministry, conditional on ordination prior to start date, beginning June 1, 2022, full time based on 40 hours per week with the following terms for Category A and Cost of Living Group Assignment 5: Salary \$64,568 per annum, salary in addition to the minimum at 11.96% which equals \$7720 a total salary of \$72,288 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 not require an act of covenant.

b) **Appointments**

... concurs with the request of **Windermere Pastoral Charge (Toronto)** and approves the re-appointment of **Joseph Hopkins**, ordained minister, beginning July 2, 2022 to September 30, 2022, full time based on 40 hours per week with the following terms for Category B and Cost of Living Group Assignment 5: Salary \$66,312 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 re-appointment does not require an act of covenant.

... concurs with the request of **Stroud: St. James Pastoral Charge (Stroud)** and approves the re-appointment of **Patricia James**, designated lay minister, beginning July 1, 2022 to June 30, 2025, part time based on 30 hours per week with the following terms for Category C and Cost of Living Group Assignment 4: Salary \$61,991 (pro-rated \$46,493.25) per annum, salary in addition to the minimum at 7.36% which equals \$4562.54 (pro-rated \$3424.22) for a total salary of \$66,553.54 (pro-rated \$49,917.47) per annum, basic telephone \$840 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 not require an act of covenant.

... concurs with the request of **Westway Pastoral Charge (Toronto)** and approves the provisional appointment to **Elizabeth Kiff**, candidate for ordained ministry, conditional on ordination prior to start date, beginning June 1, 2022 to May 31, 2023, part time based on 20 hours per week with the following terms for Category A and Cost of Living Group Assignment 5: Salary \$64,568 (pro-rated \$32,284) 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.

... concurs with the request of **Bond Head Pastoral Charge (Bond Head)** and approves the re-appointment of **Patti Rodgers**, designated lay minister, beginning July 1, 2022 to June 30, 2025, full time based on 40 hours per week with the following terms for Category D and Cost of Living Group Assignment 5: Salary \$68,385 per annum, basic telephone \$1200 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.

c) **Voluntary Associate Minister Relationship**

... concurs with the request of **St. Andrew's Pastoral Charge (Toronto)** and **Johannes (Hans) van Nie**, to enter a Voluntary Associate Minister relationship, beginning May 10, 2022.

MOTION

CARRIED

Beth Moore declared a conflict of interest and left the meeting for the next item.

MOTION by Lawrence Nyarko/Robin Pilkey
that the Pastoral Relations Commission take the following action:

... concurs with the request of **Birchcliff Bluffs Pastoral Charge (Toronto)** and approves the call to **Carmen Llanos**, ordained minister, beginning July 1, 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 \$27,223.20) 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 call does not require an act of covenant.

Donna Bowman-Woodall declared a conflict of interest and left the meeting for the next item. Andy Comar assumed the chair.

MOTION by Will Haughton /Beth Moore
that the Pastoral Relations Commission take the following action:

... concurs with the request of **Emsdale Pastoral Charge (Emsdale)** and approves the re-appointment of **David Woodall**, retired ordained minister, beginning July 1, 2022 to June 30, 2025, part time based on 20 hours per week with the following terms for Category F and Cost of Living Group Assignment 2: Salary \$60,965 (pro-rated \$30,482.50) 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 re-appointment does not require an act of covenant.

Donna Bowman-Woodall returned to the meeting and assumed the chair once again.

Ordinand/Admittands Requirements Motion

MOTION by Liz Mackenzie/Robin Pilkey
that the Pastoral Relations Commission approve the following ordinands/admittands as having met the appointment/call/employment requirements for ordination/admission at the May 29, 2022 Shining Waters Celebration of Ministry service:

Lee-Ann Ahlstrom - to be ordained into her call beginning June 1, 2022 as minister at Northlea Pastoral Charge

Maria Christina Conlon - to be ordained into her call beginning June 1, 2022 as minister at Davenport-Perth Community Ministry

Elizabeth Kiff - to be ordained into her appointment (June 1, 2022 – May 31, 2023) as minister at Westway Pastoral Charge

Eric Nyarko – to be ordained into his call beginning June 1, 2022 as minister at Ghana Calvary Methodist Pastoral Charge

Cynthia O’Connell – to be ordained into her call beginning June 1, 2022 as minister at Glebe Rd Pastoral Charge

Michelle Voss Roberts – to be admitted into her current employment position as Professor of Theology, Emmanuel College

Trevor Brisbin - to be admitted into his current appointment (January 1 – December 31, 2022) as minister at Humber Valley Pastoral Charge

MOTION

CARRIED

Report from staff

Staff reported in on work they are doing:

a) Liaisons

Sadekie Lyttle-Forbes appointed to Alpha Korean Pastoral Charge (Toronto) for search for a called minister.

b) Pastoral Charge Supervisors

Robin Wardlaw appointed to Hope United Pastoral Charge (Toronto).

Richard Choe appointed to North York Korean Pastoral Charge (Toronto).

Todd also reported on a Clergy Peer Learning Proposal that has been the result of discussions with the *Flourish* Advisory Group. This proposal will be coming to you in June. It will need to be approved by the Executive because it involves some additional staffing support.

St. Paul's United Church Brampton – there is a review underway of this Community of Faith. The review was preceded by the ending of the pastoral relationship by the two ministers who were serving in ministry there. There may be some recommendations for our Commission out of the review.

It was noted that there are three Brampton churches without ministers and two of them may not be strong enough to have a full-time minister. What can we do to help these churches? Todd noted that our colleague Diane Matheson is working in the area of collaboration and amalgamations, but the review is going to have to be completed before there can be collaborative ministry conversations.

Dale noted that as a follow up to the Commission's action at the last meeting to suspend the search at North York Korean United Church, the Community of Faith Commission has appointed Richard Choe to work with this pastoral charge in terms of their covenant with the UCC.

Together with Canadian Shield region, we held a M&P introductory workshop for new committee members. Training and supporting these committees are an important part of the Pastoral Relations Ministers' work.

Equity Task Group Report – Liz Mackenzie

APPENDIX A

There is a report that was sent out to the Commission members (dated May 5, 2022). The Task Group has attached actions to each of the provocative proposals. The Commission is asked to look at this report in preparation for our June meeting.

May 10, 2022 - 6

Next Meeting

The next meeting of the Pastoral Relations Commission will be held in person on Tuesday, June 14, 2022, at 9:30 a.m., location to be confirmed.

End of meeting

There being no further business, Paul Stott closed the meeting with a prayer.

Donna Bowman-Woodall, Chair

Dale Hildebrand, note taker

APPENDIX A

Pastoral Relations Commission – Shining Waters Regional Council Provocative Propositions and Actions

Last updated: May 5, 2022

The Equity Task Group brings three Provocative Proposals and actions 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.

Actions:

1. Search Teams appoint an equity monitor for the team's work. The regional council to provide enhanced equity training for the monitor.
2. At the Profile writing stage, the Position Description include a statement of equity commitment and why it is important to the community of faith.
3. The Pastoral Relations Commission will provide an update(s) to the Communities of Faith Commission on our equity work and invite them to consider asking congregations to include an equity lens in their Living Faith Stories.
4. Create an enhanced equity training module for search team that can be used by PR liaison and the training module be reviewed annually at a Pastoral Relations liaison check in.

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

1. Interview/Negotiation: Pastoral Relations Commission provide a negotiation resource and post it to the website, and accompany the resource with an annual workshop for Ministry Personnel on how to negotiate.
2. A Supported Beginning: Provide an annual gathering of new arriving ministry personnel to SWRC for the purpose of orientation and relationship building.

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.

1. Ensure at least one member of the PR Commission is a PR liaison (Policy change).
2. Annually, at a quarterly PR liaison gathering, liaisons will come prepared to report on any equity issues they are identifying (provide 5 equity concerns identified in Report as a guide). A report and any recommendations is provided to PR Commission.
3. PR Commission appoint an equity monitor from its membership to raise equity issues for the Commission.

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

**Minutes of a meeting of the
Pastoral Relations Commission
Tuesday, June 14, 2022**

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, June 14, 2022 in person at Asbury and West United Church, 3180 Bathurst St., Toronto. The meeting began at 9:30 a.m.

Members Present

Donna Bowman-Woodall (chair); Dale Hildebrand (staff); Todd McDonald (staff); William Haughton (ordered); Deirdre Lawrence (lay); Liz Mackenzie (ordered); Beth Moore (lay); Lawrence Nyarko (ordered); Robin Pilkey (lay), Paul Stott (lay)

Regrets:

Andrew Comar (ordered); Barbara Hendren (lay); Sung-Ran Kim (ordered)

Welcome, constituting the meeting and prayer

Members introduced themselves and a special welcome was given to Deirdre Lawrence who is newly elected to the Commission. Donna Bowman-Woodall welcomed everyone, acknowledged the indigenous territory we find ourselves on, led the opening worship and prayer, and called the meeting to order.

Agenda

MOTION by Robin Pilkey/Paul Stott
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/Lawrence Nyarko
that the minutes of the May 10, 2022 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) **Calls**

... concurs with the request of **North Bramalea Pastoral Charge (Brampton)** and approves the call to **Roni Beharry**, ordained minister, beginning January 1, 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 per annum, salary in addition to the minimum at 6.5% which equals \$4538, for a total salary of \$74342 per annum, basic telephone \$1320 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 **Ebenezer Pastoral Charge (Markham)** and approves the call to **Nicholas Forrester**, ordained minister, beginning July 16, 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, salary in addition to the minimum at 5% which equals \$3665 a total salary of \$76,960 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.

b) **Appointments**

... concurs with the request of **St. Andrew's Pastoral Charge (Toronto)** and approves the appointment of **Morgan Bell**, candidate, beginning July 11, 2022 to July 1, 2024, part time based on 20 hours per week with the following terms for Candidate Step 1 and Cost of Living Group Assignment 5: Salary \$62,489 per annum (pro-rated \$31,244.50), salary in addition to the minimum at 8.96% which equals \$5600 (pro-rated \$2800) for a total salary of \$68,089 (pro-rated \$34,044.50) per annum, basic telephone \$1200 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.

... concurs with the request of **West Hill Pastoral Charge (Toronto)** and approves the re-appointment of **Cindy Bourgeois**, ordained minister, beginning January 1, 2022 to April 30, 2023, 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 per annum, 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 re-appointment does not require an act of covenant.

... concurs with the request of **Toronto Chinese Pastoral Charge (Toronto)** and approves the appointment of **Christopher Cheung**, retired ordained minister, beginning July 1, 2022 to June 30, 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 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 re-appointment does not require an act of covenant.

... concurs with the request of **College Street Pastoral Charge (Toronto)** and approves the appointment of **Richard Choe**, ordained minister, beginning September 1, 2022 to December 31, 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 per annum, salary in addition to the minimum at 20% which equals \$14,659 for a total salary of \$87,954 per annum, basic telephone \$1560 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 **Shining Waters Regional Council** and approves the appointment of **Jeffrey Dale**, candidate, beginning May 1, 2022 to October 31, 2022, full time based on 40 hours per week with the following terms for Candidate Step 1 and Cost of Living Group Assignment 5: Salary \$62,489 per annum, salary in addition to the minimum at 27.32 % which equals \$17,072 for a total salary of \$79,561 (pro-rated \$34,044.50) per annum, basic telephone \$1200 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 **Trillium Pastoral Charge (Mono Mills)** and approves the re-appointment of **William (Richard) Gardner**, candidate, beginning July 1, 2022 to December 31, 2022, part time based on 30 hours per week with the following terms for Candidate Step 2 and Cost of Living Group Assignment 5: Salary \$62,855 (pro-rated \$47,141.25) 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 re-appointment does not require an act of covenant.

... concurs with the request of **Lawrence Park Community Pastoral Charge (Toronto)** and approves the re-appointment of **Roberta Howey**, ordained minister, beginning August 1, 2022 to December 31, 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) per annum, salary in addition to

the minimum at 0.27% which equals \$183.76 (pro-rated \$69) for a total salary of \$68,241.76 (pro-rated \$25,590) per annum, basic telephone \$850 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 re-appointment does not require an act of covenant.

... concurs with the request of **Lake of Bays Pastoral Charge (Dwight)** and approves the appointment of **Margaret Jordan**, retired ordained minister, beginning October 1, 2022 to September 30, 2025, part time based on 35 hours per week with the following terms for Category C and Cost of Living Group Assignment 3: Salary \$59,204 (pro-rated \$51,803.50) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1493 (pro-rated \$1306.38) 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 **Saint Luke's Pastoral Charge (Toronto)** and approves the re-appointment of **James Keenan**, retired intentional interim ordained minister, beginning September 1, 2022 to August 31, 2024, 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, salary in addition to the minimum at 10% which equals \$7,329.50 for a total salary of \$80,624.50 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 re-appointment does not require an act of covenant.

... concurs with the request of **Chapel in the Park Pastoral Charge (Toronto)** and approves the re-appointment of **Henry Poutiainen**, ordained minister, beginning July 1, 2022 to December 31, 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) per annum, salary in addition to the minimum at 5% which equals \$3,577.50 (pro-rated \$1788.75) for a total salary of \$80,624.50 (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 re-appointment does not require an act of covenant.

... concurs with the request of **Humbervale Pastoral Charge (Toronto)** and approves the re-appointment of **Cynthia Randall**, retired ordained minister, beginning July 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, salary in addition to the minimum at 11.13% which equals \$8159 (pro-rated \$4,079.50) for a total salary of \$81,454 (pro-rated \$40,727) 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 re-appointment does not require an act of covenant.

... concurs with the request of **Tamil United Mission (Toronto)** and approves the re-appointment of **Kumar Thangarajah**, ordained minister, beginning July 1, 2022 to June 30, 2025, 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 \$800 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 not require an act of covenant.

MOTION

CARRIED

The commission noticed that there are quite a few Supervised Ministry Education Appointments. A question was raised about the process of matching candidates with Communities of Faith. Could we get someone from the Office of Vocation to talk to the Commission about how matches are made between SME candidates and CoFs? Staff noted this for a future meeting.

Liz Mackenzie declared a conflict of interest and recused herself from the discussion of the next item.

MOTION by Beth Moore/Robin Pilkey
that the Pastoral Relations Commission take the following action:

... concurs with the request of **St. Paul's Scarborough Pastoral Charge (Toronto)** and approves the appointment of **M. Elizabeth Mackenzie**, ordained minister, beginning July 1, 2022 to June 30, 2024, 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, salary in addition to the minimum at 20% which equals \$14,659 for a total salary of \$87,954 per annum, basic telephone \$1200 per annum, Continuing Education and Learning Amount \$2,000 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

Beth Moore declared a conflict of interest and recused herself from the discussion of the next item.

MOTION by Lawrence Nyarko/Liz Mackenzie
that the Pastoral Relations Commission take the following action:

... concurs with the request of **Birchcliff Bluffs Pastoral Charge (Toronto)** and approves the re-appointment of **Ellen Redcliffe**, retired ordained minister,

beginning July 1, 2022 to December 31, 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 \$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 re-appointment does not require an act of covenant.

MOTION

CARRIED

Report from staff

Staff reported in on work they are doing

a) Liaisons

Islay Scott appointed to St. Bartholomew's Pastoral Charge (Brampton) for search for a short-term supply minister and called/appointed minister.

Todd McDonald appointed to Collier Street Pastoral Charge (Barrie) for a 4-month short term appointment while minister is on sabbatical.

b) Pastoral Charge Supervisors

Dale Burkart appointed to Central Weston Pastoral Charge (Toronto) May 16 – August 31.

Connie Den Bok appointed to St. Paul's Pastoral Charge (Brampton).

Karen Ptolemy-Stam appointed to Christian Island Pastoral Charge (near Midland).

Ron Ewart appointed to Dewi Sant Pastoral Charge (Toronto).

Vivian Yarwood appointed to The Donway Covenant Pastoral Charge (Toronto)

Report on the Flourish Program

Todd and Dale provided a summary of the Flourish program. An Advisory Group consisting of Won Hur, Japhet Ndhlovu, and Emily Gordon has met several times to review proposals and provide guidance to staff on shaping program offerings. Staff expressed appreciation for the work of this group.

Since September 2021 we have convened six Zoom gatherings for ministry personnel. These are approximately 60 – 90 minutes long with 50 – 75 ministers attending. The topics tend to be responsive to the context of ministry and other events (example, Conducting

Hybrid Worship, Black History Month, and so forth). This is a time for ministers to connect with each other, as well as hear from speakers.

Other program offerings have included a four-part workshop on Trauma Informed Ministry for 15 clergy registrants, and just recently our Clergy “Day Away”, a day for rest, connection and nourishment.

Concern was expressed for ministers who are not coming to these events—are they okay? We don’t know about every minister, but Todd and Dale do contact ministers as they are able to check in those that we have not heard from for a while.

Break

The members of the commission took an all-purpose break at 11 a.m. The meeting resumed at 11:10 a.m., a quorum was still present.

Equity Task Group - Report – Liz Mackenzie

APPENDIX A

Will Haughton introduced the work of the task group. The goal is to move from conversation to action. The task group is inviting commission members to participate in this action planning.

Liz Mackenzie noted that there are two parts to this, and will end with a motion for the commission to consider. She reminded the commission that the Executive of Shining Waters challenged all the commissions to come up with an equity goal. Our commission’s response was to commission a research project into pastoral relations equity issues, which resulted in a report with 54 recommendations. The task group was formed to review these recommendations. About a third of the recommendations we as a commission have no jurisdiction over, so the commission focused on the other two-thirds. Robin Pilkey, Will Haughton, and Liz comprised the task force that reviewed these recommendations using an appreciative inquiry process, with the support of Todd McDonald. Out of this, the task group came up with three provocative proposals, which group the actions. This is a three-year plan, after which there will be an assessment of the work, and an inquiry into what will be the next steps.

General Council Office is also undertaking an equity project, which is similar but looking at how ministers are being treated within their pastoral relationships as well. They are in the research phase now. Our work in Shining Waters has informed and inspired the national office’s work.

The commission then broke out into three groups to each review one of the proposals and suggest any revisions.

Lunch Break

The members of the commission took a break for lunch at 12:10 p.m. The meeting resumed at 12:50 p.m. A quorum was still present.

Equity Task Group Work - Continued

MOTION by Liz Mackenzie/Deirdre Lawrence
that the Pastoral Relations Commission adopt the Pastoral Relations Commission
Equity Plan (2022 – 2025) as amended.

MOTION

CARRIED

Liz noted that we cannot solely rely on the staff, Todd and Dale, to implement the plan. It will require the participation of Commission members. The “who is responsible?” is a very significant piece of this. Staff will in fact do some of this, such as the equity training of liaisons (already started), but not all of it.

She directed the commission back into small groups to fill out the action plan. This is not about what we want others to do; it is about what we want to do as a commission.

(see action plan as appendix)

Donna thanked Todd and the Task Force for this great piece of work. A short worship was done to celebrate what has been accomplished so far.

Clergy Peer Learning Group Proposal

APPENDIX B

Todd presented the Clergy Peer Learning Group Proposal using a PowerPoint presentation.

In the ensuing discussion, the following points and questions emerged:

- The proposal excludes retired ministers who are not active in ministry. However there is wisdom from this group that could be very useful to the peer learning groups. Can we include them? It was agreed that they should be included and the proposal will be amended.
- Do these groups take the place of the Zoom gatherings that have been happening over the past two years? And the Clergy Day Away? They will take the place of the Zoom gatherings, but not the Clergy Day Away which will continue.
- If we have approximately 160 ministry personnel and a limit of eight groups of eight people, what about the other ministers? Will we need to exclude people?

Research has shown that 6 – 8 people is an ideal size for this kind of initiative. We will start with eight groups as that is what our capacity will be.

MOTION by Deirdre Lawrence/Will Haughton
that the Pastoral Relations Commission support the Clergy Peer Learning Proposal, as amended to include retired ministers (appendix B), to provide direction for Flourish (2023-2025) and that the proposal be forwarded to SWRC Executive for staffing consideration.

MOTION

CARRIED

Marriage License Policy Review

APPENDIX C

Dale introduced the revisions proposed for the Shining Waters Marriage License policy. This is part of our regular review of all policies. In most cases, the changes are minor to reflect updated language of the UCC or provide a bit more clarification.

MOTION by Paul Stott/Beth Moore
that the revised Marriage License Policy be approved.

MOTION

CARRIED

The Commission asked that for future consideration, we look at other denominations' marriage license policies which in some cases provide more latitude for retaining marriage licenses outside of a pastoral relationship.

Retiree's Request

Dale reported that the care of retired ministers falls under the purview of the Pastoral Relations Commission. For the past several years, there is a group based in Toronto that has provided opportunities for retirees to connect over Zoom, or when conditions permit, in person gatherings. They have requested some funds to support the next in person event in the fall.

This is not a budgeted line so staff do not have a filter to respond to these requests. At their last Zoom call, all retirees were invited to participate (not just those from the southern part of the region) and there were some participants from the north. However an invitation for some from the north to give leadership and organize events in the north for retirees there did not yield results.

The commission agreed that this request could be responded to with some funds with the following conditions:

- That the event be open to all retirees in Shining Waters (noting that it will be more difficult for those from the north to participate in a Toronto-based event).
- That any envelope of funds we have also be made available to other parts of the region.
- That we be clear about how many events per year we can support. This therefore needs to be part of budget discussions that the commission has.

Donna noted that we were near the hour of adjournment and asked if the commission could extend the meeting to 3:10 p.m.

MOTION by Robin Pilkey/Lawrence Nyarko
that the meeting of the commission be extended to 3:10 p.m.

MOTION

CARRIED

Next Meetings

APPENDIX D

The meeting schedule of the commission for 2022/23 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 D for schedule of meetings)

The next meeting of the Pastoral Relations Commission will be held by Zoom video conference on Tuesday, August 30, 2022, at 9:00 a.m.

The commission thanked Todd and Dale for their support and Donna Rutz for the background work that she does to prepare for these meetings.

MOTION by Paul Stott/Liz Mackenzie
That the commission expresses its appreciation to Donna Rutz for her support.

MOTION

CARRIED

End of meeting

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

APPENDIX A – Equity Task Group Report

Vision

Striving to be faithful followers of Jesus in our time and place, Shining Waters Regional Council will continue to remove physical and other barriers to participation in the life and work of the Region and society, committing itself to be open to the Spirit. Resisting all forms of oppression, we welcome and celebrate people of all abilities, any sexual orientation and gender identity, racialized persons, and all others who are marginalized, in the life and work of the Region. (Approved May 2019).

Task

To translate the recommendations from the Equity Goal Research Project (June 2021) into an action plan that could impact a variety of pastoral relations practices and policies within Shining Waters Regional Council.

Major Directions

- Enhance equity training
- Provide support, connection and accompaniment to equity seeking ministry personnel
- Grow equity within pastoral relations policy and practice within Shining Waters Regional Council

One-Year Action Plan and Three-Year Goals

- See the attached listing of actions for each major direction

I. Enhance Equity Training

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.

Enhance Equity Training	Where do we want to be after one Year?	Where do we want to be after three years?	Who is responsible?
Search Teams appoint an equity monitor for the team's work. The regional council to provide enhanced	Does this need to be incorporated into a PRC policy document? We will have a position description		

equity training for the monitor. Key role for a monitor would be at the short-listing stage.	for what this equity monitor will do. Equity monitor will also have support from the liaison.		
At the Profile writing stage, the Position Description include a statement of equity commitment and why it is important to the community of faith. We don't want just a canned statement: what is the "why"? And not just certain equity seeking groups, but broad, including ableism. We also want to see this throughout the documents. Equity for who? Critical importance of the equity training that the liaisons do at the beginning—everyone on the search team has to have the awareness. It can't all be on the monitor.	To have a sample equity statement available for Communities of Faith. Question: Do we need a separate policy document to incorporate this?	Mechanism for receiving feedback from the liaisons on the equity work in this area. Could use liaison check-ins for this.	Have each Commission member write a sample equity statement for consideration at a future meeting. Choose 3 or 4. (1-year goal)
The Pastoral Relations Commission will provide an update(s) to the Communities of Faith Commission on our equity work and invite them to consider asking congregations to include an equity lens	To share our learning with the CFC, possibly with a shared meeting or send a few reps from our commission to the CFC	Updated document on writing Living Faith Stories for the website	Paul and Will (1-year goal)

in their Living Faith Stories.			
Create an enhanced equity training module for search team that can be used by PR liaison and the training module be reviewed annually at a Pastoral Relations liaison check in.	Comprehensive Training of the Pastoral Relations Liaison (February 4-5, 2022)	We will have reviewed the training and implemented another round of training for the new liaisons.	Staff

II. Provide support, connection and accompaniment to 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.

Provide support, connection and accompaniment to equity seeking ministry personnel	Where do we want to be after one Year?	Where do we want to be after three years?	Who is responsible?
<p>Interview/Negotiation: Pastoral Relations Commission provide a negotiation resource and post it to the website, and accompany the resource with a semi-annual workshop (one in north and one in the south) for Ministry Personnel on how to negotiate.</p> <p>Who writes this resource? Should congregations/ congregations also be trained on negotiations</p>	<p>Have a consultant expert hired to assist with this work. (\$) Staff will liaise with this person and oversee their work.</p> <p>There will be a task group from the commission to help out with this work.</p>	<p>Resource will be finished and distributed and being used.</p> <p>There will be annual check-ins on how this resource is being used.</p> <p>Sept 2023 and April 2024 for the workshops.</p> <p>Also an additional training on negotiations for liaisons so that</p>	

with ministry personnel? How does the accompaniment happen for ministry personnel who are entering into negotiations?		they can be a resource for this. (Note: there is a negotiation resource focussed on what a minister's household budget needs are, but not on what is "fair")	
A Supported Beginning: Provide an annual gathering of new arriving ministry personnel to SWRC for the purpose of orientation and relationship building. (also north and south). Can the pastoral relations ministers also incorporate equity issues into their training and check-ins with the M&P committees?	Not just for people coming from outside the region but those changing pastoral relationships. A planning group and staff liaison will be in place for this annual gathering.	Well oiled machine after three years. Two such gatherings a year in the north and south.	

III. Grow equity within pastoral relations policy and practice within Shining Waters Regional Council

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.

Grow equity within pastoral relations policy and practice within Shining Waters Regional Council	Where do we want to be after one Year?	Where do we want to be after three years?	Who is responsible?
Ensure at least one member of the PR Commission is a PR	This is done (we have three currently). This		

liaison (Policy change).	should be shared with the Nominations Committee for the future.		
Annually, at a quarterly Pastoral Relations liaison gathering, liaisons will come prepared to report on any equity issues they are identifying (provide 5 equity concerns identified in Report as a guide) . A report and any recommendations are provided to PR Commission. The report as a whole provides quite a lot of guidance to people about equity so we should use the report as a guide to provide concrete examples of inequity in pastoral relations. So make the report accessible to our pastoral relations liaisons.	This should be added to the liaison check in agenda.	A mechanism in place to address chronic problems (e.g., a change in training).	One of our pastoral relations liaisons could report back from the liaison check-ins.
PR Commission appoint an equity monitor from its membership to raise equity issues for the Commission.	A job description will be in place for this role (in conjunction with the one that is being done for search committees). Part of this would be to track chronic problems.		

APPENDIX B –

**Shining Waters Regional Council
United Church of Canada
A Proposal
June 14, 2022**

Project Name: Clergy Peer Learning Group program (a program of Flourish: fostering joy, health and excellence for ministry personnel)

Authors: Dale Hildebrand (PRM), Todd McDonald (PRM) with guidance from the Flourish Advisory Group: Won Hur, Emily Gordon and Japhet Ndhlovu. (See appendix one, page 4 for Advisory Group meeting notes)

Pastoral Relations Commission approved the following motion (Jun 14, 2022):

Moved by: Deirdre Lawrence/Will Haughton
that the Pastoral Relations Commission supports the Clergy Peer Learning Proposal, as amended to include retired ministers (appendix B), to provide direction for Flourish (2023-2025) and that the proposal be forwarded to SWRC Executive for staffing consideration.

Background

There is a shift happening within Shining Waters Regional Council: Dale Hildebrand has requested a reduction of hours (60% time) starting September 1, 2022. This shift causes concern for the future of the Flourish programming. But it also holds opportunity for creative thinking and an enhanced Flourish. It is out of a framework of opportunity that this proposal arises.

Flourish has been about fostering health, joy and excellence for ministry personnel in Shining Waters since 2019. Currently, Flourish programs are staff supported¹, following the direction of a Flourish Advisory Group. The opportunity is to re-vision Flourish to be less program staff directed, and instead move to ministers helping each other to thrive, with staff support. Clergy peer learning groups hold the most potential to live out this re-vision: ministers helping each other thrive.

¹ Both full-time pastoral relations minister's position descriptions allocate 30% of time as support to ministry personnel toward health, joy and excellence in ministry. Part of that time is given to provide support to the Region with respect to finding ways to foster support and collegiality for ministry personnel, such as facilitating local gatherings of ministry personnel for support and collegiality. As of September 1, 2022, one pastoral relations minister position will move to half time.

Overview

The United Church of Canada has embarked on a journey to live out Deep Spirituality, Bold Discipleship, and Daring Justice.

The purpose of Clergy Peer Learning Group initiative is to provide a safe and supported space for up to eight groups of ministers to meet in order to decrease feelings of isolation and more importantly, to provide a space for new learning rooted in Deep Spirituality, Bold Discipleship, Daring Justice. Participation in Clergy Peer Learning Groups have proven to support minister's health joy and excellence in many ways: ministers are better at balancing their personal life and ministry; ministers are more active in community outreach, as are the congregations they serve; the kind of shared ministry that ministers experience in peer groups is also reflected in the churches they serve and among area churches; ministers with a history of peer group participation lead congregations that grow in their vision and ministry². It is hoped that the benefits of peer learning will be a sustaining new direction for ministers of Shining Waters Regional Council.

Goal

To establish Clergy Peer Learning Groups throughout the Regional Council in order to foster the health, joy and excellence for ministry personnel; to deepen learning in areas of Deep Spirituality, Bold Discipleship, and Daring Justice.

Specifications

- Staff support be provided by a staff position which provides administrative and cheerleading support to the application process, coordinates time, place and leadership for each clergy peer learning group's monthly meetings or retreats, collects annual reports and collaborates with the full-time pastoral relations minister on the oversight of the program. Estimated time allotment is estimated at 10 hours per week. Part of the 10 hours will be to monitor the vitality of the groups and encourage their sustainability.
- Program supports approximately eight clergy peer learning groups; each group must be 7-8 persons. Groups are welcome to include clergy from other denominations. Groups can be made up of active and retired ministers. "Self selected groups" means that groups form without institutional restraint, usually beginning with one person asking two others and so forth until a group of eight is self-identified. Existing Clergy Peer Learning Groups are welcome to apply.
- Once self-selected, each group crafts their own unique application focusing on a topic of interest for new learning rooted in Deep Spirituality, Bold Discipleship, Daring Justice, without institutional restraint. The application will also tell how

² So Much Better: How Thousands of Pastors Help Each Other Thrive, 2013, page 7.

- often the group will meet and what they hope to achieve together. Finally, the application will ask for a preliminary group covenant that can be changed and enhanced by the peer learning group in the future. Each group takes responsibility for its own learning and leadership. Once selected into the program, regional council staff will support the logistics of the groups meeting together. One report is required by each Clergy Peer Learning Group annually to help participants evaluate their experience and also help the regional council to make any changes in the future (1-2 page report). Each Clergy Peer Learning Group will be supported for a year, with an opportunity to renew for one additional year.
- The Peer Learning Group Program will give priority to at least one group comprising ministers in their first 5 years of ministry and at least one group that includes equity seeking ministers³.

Milestones

- Draft Proposal to Flourish Advisory Group: April 2022
- Advisory Group recommendation to the Pastoral Relations Commission June 2022
- Forward Proposal to Peter Hartmans, Executive Minister for staffing consideration and budget – June 2022
- Detailed program design – August, September 2022
- Orientation of administrative staff support – September, October 2022
- Promotion and application process: October – December
- Clergy Peer Learning Groups begin meeting soon after January 1, 2023

³ When referring to all those affected by racism (including language, colour, ethnicity, and citizenship), sexism, ableism, homophobia, transphobia and other forms of discrimination, we use the term “equity-seeking” ministers. This is not meant to gloss over the very real differences experienced between those affected by different demographic identities but to also appreciate their similarities when advocating for equity. (See Equity Goal Research Project Final Report, 2021, page 7. <https://shiningwatersregionalcouncil.ca/wp-content/uploads/2021/06/Equity-Goal-Research-Project-Final-Report.pdf>)

APPENDIX C – Marriage Licence Policy

PASTORAL RELATIONS COMMISSION: MINISTRY PERSONNEL MARRIAGE POLICY

This policy outlines the regulations regarding marriage licences for ministry personnel in Shining Waters Regional Council.

Date Approved: December 12, 2018	Date reviewed: June 14, 2022	Next review date by Pastoral Relations Commission: June 2025
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ELIGIBILITY

a) Permanent licences

Those eligible to hold a permanent licence to conduct a wedding within the Province of Ontario are:

1. Ministry personnel in a covenanted relationship with a ministry recognized by a regional council of The United Church of Canada within the Province of Ontario. This includes ministry candidates who are serving in appointments.

b) Temporary licences

Those eligible to hold a temporary licence to conduct a wedding within the Province of Ontario are:

1. Ministry personnel on the accredited list of ministry personnel maintained by the Office of Vocation who are not in an on-going covenanted relationship with a ministry recognized by a regional council of The United Church of Canada.
2. Ministry personnel from other regional councils within The United Church of Canada who are on the accredited list of ministry personnel and reside outside Ontario.
3. Ministry personnel from other communions, which are recognized by the Canadian Council of Churches or the World Council of Churches.

Notes

- i) Retired Designated Lay Ministers are not eligible to be licensed because they are not in an appointment and are therefore considered to be lay persons, and are not eligible to become Voluntary Associate Ministers.
- ii) A marriage licence will be valid for six months after the end of an appointment or call. If a minister has not entered into another appointment or call, or into a Voluntary Associate Minister covenanted relationship within this six-month period, then their licence will be cancelled.

PROCEDURES

a) Permanent licences

1. All ministry personnel in a covenanted relationship with a community of faith or a ministry recognized by the regional council will be authorized by the regional council to apply for a marriage licence. The Regional Council supports the application with required documentation; however, the Regional Council cannot procure a licence for ministry personnel and it is the responsibility of ministry personnel to ensure that they have an active marriage licence before conducting marriages. The Ontario government marriage office maintains a public online list of all active licences (<https://data.ontario.ca/dataset/registered-marriage-officiants>). If your name is not on the list, contact your Pastoral Relations Minister.
2. A covenanted relationship for those not called or appointed to a community of faith, or a ministry recognized by the regional council, will consist of a joint statement from the ministry personnel and a community of faith indicating a mutual agreement that conducting weddings is part of the duties of the ministry personnel as specified in the Shining Waters Regional Council VAM Application Form.

Ministry personnel will be on the list of accredited ministry personnel. In Shining Waters Regional Council, this joint statement is included in the Voluntary Associate Minister form, which must be approved by the appointed or called ministry personnel and the community of faith, and approved by the Pastoral Relations Commission. Shining Waters Regional Council will depend on The United Church of Canada's Church Hub to verify that a minister is on the list of accredited ministry personnel. This means anyone applying for Voluntary Associate Minister status must be registered on www.ChurchHub.ca.

3. The regional council will periodically determine whether a covenanted relationship continues to exist between a ministry personnel and a community of faith.
4. All marriages shall be registered in a marriage register kept by a United Church of Canada community of faith or regional council recognized ministry.

b) Temporary licences for United Church of Canada Ministry Personnel

1. Ministry personnel without a permanent licence for conducting weddings will contact the marriage registration governing official requesting a temporary licence.
2. The governing official will confirm that the ministry personnel is on the list of accredited ministry personnel by checking with the regional council's Office of Vocation Minister.
3. Ministry personnel requesting a temporary licence shall supply a letter of support from the ministry personnel serving the United Church of Canada community of faith in which the wedding is taking place.

4. For “off-site,” non-church weddings, ministry personnel shall provide a letter from a United Church of Canada community of faith whose marriage register is being used to register the marriage.
5. All marriages shall be registered in a marriage register kept by a United Church of Canada community of faith or regional council recognized ministry.
6. Temporary licences for weddings to be conducted on the premises of other denominations shall be requested through the governing official of the other denomination.
7. The maximum number of temporary registrations to be authorized for any individual in any calendar year is three. Those wishing to conduct more than three weddings per calendar year will be required to enter into a covenanted relationship with a community of faith or regional council recognized ministry.
8. Ministry personnel applying for a temporary licence must be on the list of accredited ministry personnel
9. Whatever personal record the officiant makes of the event, it must be entered into the marriage register of a congregation according to #4 or #5 above.

c) Temporary Licences for Ministry Personnel who are not recognized by The United Church of Canada

Ministry personnel of a denomination that is a member church of the Canadian Council of Churches or the World Council of Churches will provide a letter of standing from their denomination of accountability. The ministry personnel would be subject to #1 and #3-7, and #9 above.

Ministry personnel from another denomination applying for a temporary licence must have a police records check valid within the last six months.

June 14, 2022 - 22

APPENDIX D

Shining Waters Pastoral Relations Commission Meeting schedule 2022/2023

All meetings are Tuesdays at 9:00 a.m. on Zoom unless otherwise noted

August 30, 2022

September 27, 2022

**October 25, 2022 (9:30 a.m. - 3 p.m.) An in-person joint meeting with the
Community of Faith Commission**

November 29, 2022

December 13, 2022

January 24, 2023

February 21, 2023

March 28, 2023

April 25, 2023

**May 9, 2023 (*moved up from normal last Tuesday of month to accommodate
ordination candidates)**

June 13, 2023 (in person all day meeting)