

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

**Minutes of a meeting of the
Pastoral Relations Commission
Tuesday, August 30, 2022**

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, August 30, 2022 by video conference. The meeting began at 9:00 a.m.

Members Present

Donna Bowman-Woodall (chair); Todd McDonald (staff); Barbara Hendren (lay); Liz Mackenzie (ordered); Lawrence Nyarko (ordered); Robin Pilkey (lay), Paul Stott (lay); Deirdre Lawrence (lay);

Regrets: Dale Hildebrand (staff); Sung-Ran Kim (ordered); Andrew Comar (ordered); William Haughton (ordered); Beth Moore (lay);

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 Lawrence Nyarko / 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 Paul Stott / Deirdre Lawrence
that the minutes of the June 14, 2022 meeting of the commission be approved.

MOTION

CARRIED

Omnibus Motion

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

a) **Calls**

... concurs with the request of **Rosedale Pastoral Charge (Toronto)** and approves the call of **Ruth Noble**, ordained minister beginning September 1, 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 30.98% which equals \$22,706.79 , for a total salary of \$96,001.79 per annum, basic telephone \$840 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 **Thornhill Pastoral Charge (Thornhill)** and approves the appointment (Supervised Ministry Education) of **Mini Choi**, candidate, beginning August 8, 2022 to August 2, 2024, full time based on 40 hours per week with the following terms for Category Candidate Step One and Cost of Living Group Assignment 5: Salary \$62,489 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 appointment does require an act of covenant.

... concurs with the request of **Fairlawn Avenue Pastoral Charge (Toronto)** and approves the reappointment of **Douglas duCharme**, ordained interim 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, salary in addition to the minimum at % which equals \$15,313, for a total salary of \$88,608 per annum, basic telephone \$1000 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 reappointment does not require an act of covenant.

... concurs with the request of **Metropolitan Pastoral Charge (Toronto)** and approves the appointment (Supervised Ministry Education) of **James Harbell**, candidate, beginning November 1, 2022 to April 30, 2023, full time based on 40 hours per week with the following terms for Category Candidate Step One and Cost of Living Group Assignment 5: Salary \$62,489 per annum, salary in addition to the minimum at 10% which equals \$6,248.90, for a total salary of \$68,737.90 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 appointment does require an act of covenant

... concurs with the request of **Grace Pastoral Charge (Brampton)** and approves the appointment of **Kenneth MacDonald**, ordained minister, beginning September

1, 2022 to February 28, 2023, part time based on 17.5 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$73,295 (pro-rated \$32,066.56) per annum, basic telephone \$1320 per annum, Continuing Education and Learning Amount \$1493 (pro-rated \$653.19) 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 **Royal York Road Pastoral Charge (Toronto)** and approves the appointment of **Helena Medeiros**, ordained minister, beginning June 27, 2022 to September 27, 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, salary in addition to the minimum at 10% which equals \$7329.51 (pro-rated \$5497.13), for a total salary of \$80,624.51 (pro-rated \$60,468.38) per annum, basic telephone \$1200 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 **Churchill-Gilford Pastoral Charge (Churchill)** and approves the appointment (Supervised Ministry Education) of **Krista Moore**, candidate, beginning September 1, 2022 to September 1, 2024, full time based on 40 hours per week with the following terms for Category Candidate Step One and Cost of Living Group Assignment 4: Salary \$57,781 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 appointment does require an act of covenant.

... concurs with the request of **Evergreen Pastoral Charge (Windermere)** and approves the reappointment of **Doreen Mason**, designated lay minister, beginning July 1, 2021 to September 30, 2022, part time based on 30 hours per week with the following terms for Category D and Cost of Living Group Assignment 3: Salary \$58,776 (pro-rated \$44,082) 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 **Windermere Pastoral Charge (Toronto)** and approves the appointment of **Randolf Naylor**, ordained minister, beginning October 1, 2022 to March 31, 2023, 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, salary in addition to the minimum at 5% which equals \$3664.75 (pro-rated \$2198.85), for a total salary of \$76,959.75 (pro-rated \$46,175.85) 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 **Eglinton St. George's Pastoral Charge (Toronto)** and approves the re-appointment of **Donald Parsons**, retired ordained minister, beginning July 1, 2022 to August 31, 2023, 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 20% which equals \$14,659.01 (pro-rated \$5497.13), for a total salary of \$87,954.01 (pro-rated \$32,982.76) per annum, basic telephone \$1200 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 **Bala-Port Carling Pastoral Charge (Bala)** and approves the appointment of **Ceri Rees**, ordained minister beginning October 17, 2022 to June 1, 2024, full time based on 40 hours per week with the following terms for Category F and Cost of Living Group Assignment 3: Salary \$64,440 per annum, salary in addition to the minimum at 6.43% which equals \$4145, for a total salary of \$68,585 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 appointment does require an act of covenant.

... concurs with the request of **Parkdale Pastoral Charge (Toronto)** and approves the appointment (Supervised Ministry Education) of **Christopher Slusar**, beginning June 6, 2022 to June 6, 2024, part time based on 24 hours per week with the following terms for Category Candidate Step One and Cost of Living Group Assignment 5: Salary \$62,489 (pro-rated \$37493.40) 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 require an act of covenant

... concurs with the request of **Central, Weston Pastoral Charge (Toronto)** and approves the appointment of **Mary Katherine Young**, ordained Intentional Interim 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 13% which equals \$9528.35, for a total salary of \$82823.35 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 appointment does require an act of covenant.

c) **License to Administer Sacraments**

... concurs with the request of **St. Andrews's Pastoral Charge (Toronto)** and grants sacramental privileges in accordance with The Manual I.2.4(a) and I.2.4.2, to **Morgan Bell**, candidate for ordained ministry, during his time

of appointment at St. Andrew's Pastoral Charge

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

... concurs with the request of **Runnymede Pastoral Charge (Toronto)** and grants sacramental privileges in accordance with The Manual I.2.4(a) and I.2.4.2, to **Laura Gallagher-Doucette**, candidate for ordained ministry, during her time of appointment at Runnymede Pastoral Charge.

... concurs with the request of **Metropolitan Pastoral Charge (Toronto)** and grants sacramental privileges in accordance with The Manual I.2.4(a) and I.2.4.2, to **James Harbell**, candidate for ordained ministry, during his time of appointment at Metropolitan Pastoral Charge.

... concurs with the request of **Churchill-Gilford Pastoral Charge (Churchill)** and grants sacramental privileges in accordance with The Manual I.2.4(a) and I.2.4.2, to **Krista Moore**, candidate for ordained ministry, during her time of appointment at Churchill-Gilford Pastoral Charge.

... concurs with the request of **Parkdale Pastoral Charge (Toronto)** and grants sacramental privileges in accordance with The Manual I.2.4(a) and I.2.4.2, to **Christopher Slusar**, candidate for ordained ministry, during his time of appointment at Parkdale Pastoral Charge.

d) **Voluntary Associate Minister Relationship**

... concurs with the request of **St. Andrew's Pastoral Charge (Markham)** and **Timothy Dayfoot**, to enter a Voluntary Associate Minister relationship, beginning August 30, 2022.

... concurs with the request of **Jubilee Pastoral Charge (Toronto)** and **Alison Mock**, to enter a Voluntary Associate Minister relationship, beginning August 30, 2022.

MOTION

CARRIED

Timothy Eaton Memorial Pastoral Charge Appointment

Moved by Paul Stott / Barb Hendren
that the Pastoral Relations Commission postpone the decision concerning the appointment of James Byassee to Timothy Eaton Memorial Pastoral Charge, to the September 27 Commission meeting and request an explanation and rationale for the salary differentiation between the skills, effort and responsibility of the two ministers' positions and compensation packages.

MOTION

CARRIED

The following motion is postponed to the September 27, 2022 meeting of the Commission:
The Commission concurs with the request of Timothy Eaton Memorial Pastoral Charge (Toronto) and approves the appointment of James Byassee 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 125.12% which equals \$91,705, for a total salary of \$165,000 per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$3000 per annum and all other terms according to The Manual I.2., and that in accordance with The Manual I.1.9 this appointment does require an act of covenant.

Robin Pilkey was absent from the meeting for the next motion.

Liz Mackenzie excused herself from the meeting for the following two motions

Runnymede Pastoral Charge Appointment

Moved by Lawrence Nyarko / Barb Hendren
that the Pastoral Relations Commission concurs with the request of **Runnymede Pastoral Charge (Toronto)** and approves the appointment (Supervised Ministry Education) of **Laura Gallagher-Doucette**, candidate, beginning September 1, 2022 to August 31, 2024, full time based on 40 hours per week with the following terms for Category Candidate Step One and Cost of Living Group Assignment 5: Salary \$62,489 per annum, salary in addition to the minimum at 0.02% which equals \$11, for a total salary of \$62,500 per annum, basic telephone \$1000 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 require an act of covenant

MOTION

CARRIED

Intentional Interim Minister Appointment

Moved by Paul Stott / Deirdre Lawrence
that the Pastoral Relations Commission recognizes and approves the appointment of **Elizabeth Mackenzie** as Intentional Interim Minister at **St. Paul's Pastoral Charge (Scarborough)** beginning July 1, 2022 to June 30, 2024 with the terms and conditions approved in its motion on June 14, 2022.

MOTION

CARRIED

St. Paul's request for Intentional Interim Ministry was approved by the Communities of Faith Commission. At its previous meeting of June 14, 2022, the Commission approved the appointment of Liz Mackenzie to St. Paul's prior to the completion of her Intentional Interim Minister re-designation. On June 27th, Liz received continuing designation as an Intentional Interim Minister from the Office of Vocation Credentialing Committee. With this motion, the Commission now recognizes this two-year appointment as Intentional Interim Ministry.

Report from Chairperson

- a. **Supervised Ministry Education (SME) matching** (from the June 14 minutes): A representative from the Office of Vocation has been invited to the November 29 Commission meeting to help us understand how communities of faith are matched with Candidates for ministry who require a SME site.
- b. **Marriage Policy (approved at our June 14 meeting)** and marriage policies from other denominations. The Commission decided to take no further action.
- c. **Meeting Schedule for 2022-2023:** **APPENDIX A**
Normally our meetings land on the last Tuesday of the month (with some exceptions). An error was made for our January and February meeting. Would the Commission like to change those dates to the last Tuesday (January 31 and February 28)?

The Commission decided to revise schedule to hold meeting on Tuesday January 31 and Tuesday February 28 and resend the revised meeting schedule to Commission members.

Budget for the Pastoral Relations Commission for 2023

APPENDIX B

The Commission members discussed the draft budget and did not direct any changes. A motion to approve the budget will be considered at the September 27 Commission meeting.

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Report from staff

Staff reported in on the following work they are doing:

Equity Plan

Todd reported that Equity Task Group will meet on September 21 and will bring a report on the Equity Plan working document that was started June 14, 2022.

The following appointments were made by staff:

a) Liaisons

Mhairi Godley appointed pastoral relations liaison to The Donway Covenant Pastoral Charge (Toronto) for search for short-term appointment and call.

b) Pastoral Charge Supervisors

The Rev. Tom MacNeil appointed to Grace Pastoral Charge (Brampton) as of July 1, 2022 to August 31, 2022.

Rev. David Allen appointed to Parkdale Pastoral Charge (Toronto) as of June 23, 2022.

Next Meeting

The next meeting of the Pastoral Relations Commission will be held by Zoom video conference on Tuesday, September 27, 2022, at 9:00 a.m.

End of meeting

There being no further business, Donna Bowman-Woodall closed the meeting with a prayer.

Donna Bowman-Woodall, Chair

Todd McDonald, note taker

Appendix A

**Revised 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 am - 3 pm) An in-person joint meeting with the Community of Faith Commission at Lansing UC

November 29, 2022

December 13, 2022

January 31, 2023

February 28, 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 – location to be determined)

Appendix B – Draft Budget for the Pastoral Relations Commission for 2023

	2022	2021	2023
Emergency Fund		500.00	2,000.00 Discretionary fund for PRMs for ministry personnel
Liason Expenses	11.97	230.76	1,000.00 Travel for liaisons is expected to increase from pandemic year levels
Health Joy and Excellence		9,447.78	
Clergy Day Away	2,917.02		7,000.00 Space, food, hotel, facilitator fees for our annual Clergy Day Away
Other	3,425.00		1,600.00 Minister Zoom gathering honorariums
Ministry team training	6,342.02	2,750.00	17,500.00 Seven team orientations @ \$2,500 each (Dale contact Jill to clarify actual amounts)
PCS expenses	168.07	290.40	500.00 Travel for PCS work is expected to increase from pandemic year levels
Equity Work		6,230.00	
			1,500.00 Assumption is that these will be on-line. Expense is to hire a consultant
			2,000.00 Food and space (Connect to clergy day away)
Fresh Start	224.00	442.00	700.00 Fund 3 modules for new pastoral relationships
Peer Learning Groups			3,000.00 One north and one south orientation days for those participating in PLGs.
			Space and lunch for 25 at each gathering
M&P Workshops			500.00 For miscellaneous expenses related to in-person workshops
Retirees			2,000.00 Four events at \$500 each
Total expenditures	6,746.06	19,890.94	39,300.00

Notes:		
Sabbatical Grants	Burton Ave	3,112.00 Paid
	Collier St	3,500.00 Pending
	Deer Park	
		3,500.00

HST is not included in above amounts