

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

**Minutes of a meeting of the
Pastoral Relations Commission
Tuesday, September 27, 2022**

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, September 27, 2022 by video conference. The meeting began at 9:00 a.m.

Members Present : Donna Bowman-Woodall (chair); Todd McDonald (staff); Andrew Comar (ordered); Sung-Ran Kim (ordered); Deirdre Lawrence (lay); Liz Mackenzie (ordered); Beth Moore (lay); Lawrence Nyarko (ordered); Paul Stott (lay)

Regrets : Barbara Hendren (lay); William Haughton (ordered); Robin Pilkey (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.

Donna noted that the meeting model was being adjusted and that going forward the PRC meetings would be recorded for minute taking purposes. Donna Rutz, administrative support for the commission, would review these recordings for her eyes only and take the minutes from it. Other commissions do this for minute taking purposes and helps with the scheduling around other admin work in the region. Donna thanked Donna Rutz for her work with the commission. She also thanked Todd, appreciating his consulting role in meetings, and noted that it was good to not try to be all things, to all people.

Agenda

MOTION by Andrew Comar / 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

The following corrections were requested: Deirdre Lawrence's name was misspelled in the August 30, 2022 minutes; the date of the August minutes was not the 28th, but should be the 30th; the September meeting was held on September 8 not the 7th as noted in certain places. Donna Rutz to follow up with corrections for final set of minutes.

MOTION by Paul Stott / Lawrence Nyarko
that the minutes of the August 30, 2022 meeting and the September 8, 2022 meeting of the commission be approved, as amended with said corrections.

MOTION

CARRIED

Question for Clarification on Additional Salaries

Sung-Ran Kim asked for some clarification on additional salaries and cost of living amounts. Todd explained that minimum salaries are set annually by The United Church of Canada, based on a minister's years of service and the Cost of Living area that the Community of Faith is located in. The PRC Commission's job is to ensure that the minimum salary is met. Anything above the minimum is negotiated by the minister and Community of Faith. Sung-Ran asked if there were criteria in place to support or advise that negotiation. Todd said that the proposed Equity Plan in part is to help empower ministers on how to negotiate with Communities of Faith. He asked to wait for further discussion on this to later in the meeting.

Omnibus Motion

MOTION:

that the Pastoral Relations Commission take the following actions:

1. Calls

... concurs with the request of **Uganda Martyrs Pastoral Charge (Toronto)** and approves the call of **Maryanne Thomson**, ordained minister, beginning December 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 \$28 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.

2. Appointments

... concurs with the request of **Humbercrest Pastoral Charge (Toronto)** and approves the appointment of **Helena Medeiros**, ordained minister, beginning October 3, 2022 to January 1, 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 2.73% which equals \$2000, for a total salary of \$75,295 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 appointment does not require an act of covenant.

... concurs with the request of **Collier Street Pastoral Charge (Barrie)** and approves the appointment of **Robert Murdock**, candidate, beginning September 1, 2022 to December 31, 2022, part time based on 10 hours per week with the following terms for Category Candidate Step One and Cost of Living Group Assignment 4: Salary \$57,781 (pro-rated \$14,445.25) per annum, basic telephone \$800 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 not require an act of covenant.

... concurs with the request of **Markham: St. Andrew's Pastoral Charge (Markham)** and approves the reappointment of **Shannon Mang**, ordained interim minister, beginning September 18, 2022 to March 17, 2023, 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 \$7329.50 (pro-rated \$5497.13) , for a total salary of \$80,624.50 (pro-rated \$60,468.38) 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 reappointment does not require an act of covenant.

... concurs with the request of **The Donway Covenant Pastoral Charge (Toronto)** and approves the appointment of **Johannes Van Nie**, retired ordained minister, beginning October 2, 2022 to September 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 10% which equals \$7329.50, for a total salary of \$80,624.50 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.

3. License to Administer Sacraments

... concurs with the request of **Collier Street Pastoral Charge (Barrie)** and grants sacramental privileges in accordance with The Manual I.2.4(a) and I.2.4.2, to **Robert Murdock**, candidate for ordained ministry, during his time of appointment at Collier Street Pastoral Charge

4. 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 Christopher Cheung, retired ordained minister at Toronto

Chinese Pastoral Charge (Toronto) effective November 1, 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 Evan Swance-Smith, ordained minister at Toronto Urban Native Ministry (Toronto) effective September 30, 2022 and gives thanks for their ministry.

Note: The notice period is shorter than 90 days and The Manual I.3.1.4 states that the Community of faith must also approve the date. The board of Toronto Urban Native Ministry made the following motion: That the resignation of the Rev. Evan Swance-Smith, circulated in a letter dated September 13, 2022, be received and approved with regret, effective September 30, 2022. This formal request was missed by the parties previously, thus the short notice period.

Omnibus Motion Note: There was no mover or seconder for the omnibus motion, the vote was therefore not valid. At the chairperson's discretion, the commission followed the process outlined in The Manual 2022, Appendix Section 3.4.2 - Decisions by Email, on page 194. The commission members will hold an email vote on the omnibus motion before the next meeting of the PRC.

Report from staff

Todd reported in on work the staff are doing:

a) Liaisons

Henry Poutiainen appointed to Thornhill Pastoral Charge to arrange for the covenanting of their new SME candidate (two years), Mini Choi.

b) Pastoral Charge Supervisors

The following pastoral charge supervisors have been appointed by staff:

Rev. Kirsty Hunter and Stephen Loweth (DLM) appointed to Georgina Island Pastoral Charge as of September 13, 2022.

Rev. William Haughton appointed to Westmount Pastoral Charge as of September 15, 2022.

Rev. Ray Whitehead appointed to Toronto Chinese Pastoral Charge as of November 1, 2022.

c) Flourish Advisory Group

Leigh Olson, David Woodall, and Won Hur have agreed to be the Flourish Advisory Group from September 2022 to August 2023. The purpose of the Advisory Group is to guide staff who supports Flourish programming. This year the Clergy Peer Learning Group program and the Clergy Day Away will be the main focus for the Advisory Group's work.

MOTION by Liz Mackenzie / Paul Stott
that the Pastoral Relations Commission appoint Leigh Olson, David Woodall, and Won Hur to the Flourish Advisory Group from September 2022 to August 2023.

MOTION

CARRIED

d) 2023 Minimum Salaries and Reimbursements for Ministry Personnel

Todd McDonald explained that this is a schedule produced by The United Church of Canada and it is what search teams across the country use when calling/appointing a minister. The salaries are based on years of service of the minister and what Cost of Living area the community of faith is located in, and that makes a comprehensive salary for that particular area. Downtown Toronto is different from rural Saskatchewan for example.

Todd reported the following changes of note for 2023, starting January 1st:

- Minimum salaries: 3.2% increase to the 2022 minimum salaries
- Travel: \$0.55 per kilometer (up from \$0.46). This increase is a changing approach to mileage starting in January 2023 that will have the impact of increasing it to \$0.55 cents, consistent with that paid by other mainline denominations.

Liz Mackenzie suggested that the region send out a notice about the changes so it's not missed. Todd to follow up.

Equity Project Goal and Plan Report

APPENDIX A

The Equity Task Group met on Wednesday, September 21, 2022. Chairperson Liz Mackenzie reviewed the three-year Equity Project Goal and Plan Rubric document (see Appendix A) circulated to the commission and noted the recommendations that were highlighted in appendix A:

Liz concluded by noting that the task group would be happy to have other commission members join them and look at goals and actions, and to contact her if interested. Donna thanked Liz and the task group for their ongoing work.

Budget for the Pastoral Relations Commission for 2023

APPENDIX B

A draft budget for the commission was presented at the August meeting, see Appendix B.

MOTION by Andrew Comar / Deirdre Lawrence

That the Pastoral Relations Commission recommend to the Shining Waters Regional Council Executive the draft budget for 2023 as presented.

MOTION

CARRIED

Meeting Schedule

APPENDIX C

At the August PRC meeting it was agreed to revise the meetings dates for January and February 2023. The revised meeting schedule for the Commission is Appendix C.

Next Meeting

The next meeting of the Pastoral Relations Commission will be a hybrid Zoom / in person joint meeting with the Community of Faith Commission, to be held on Tuesday, October 25, 2022. The meeting will be from 9:30 a.m. to 3:30 p.m., at Lansing United Church, 49 Bogert Ave, North York, ON M2N 1K4. Parking is available on site or short walking distance from Shepherd subway station. Commission members should let Donna Rutz know if they plan to attend in Zoom.

End of meeting

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

Donna Bowman-Woodall, Chair

Donna Rutz, note taker

Appendix A - Equity Project Goal and Plan Rubric

**Pastoral Relations Commission Equity Plan 2022-2023
Approved by PRC June 14, 2022 (Revised September 27, 2022)**

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

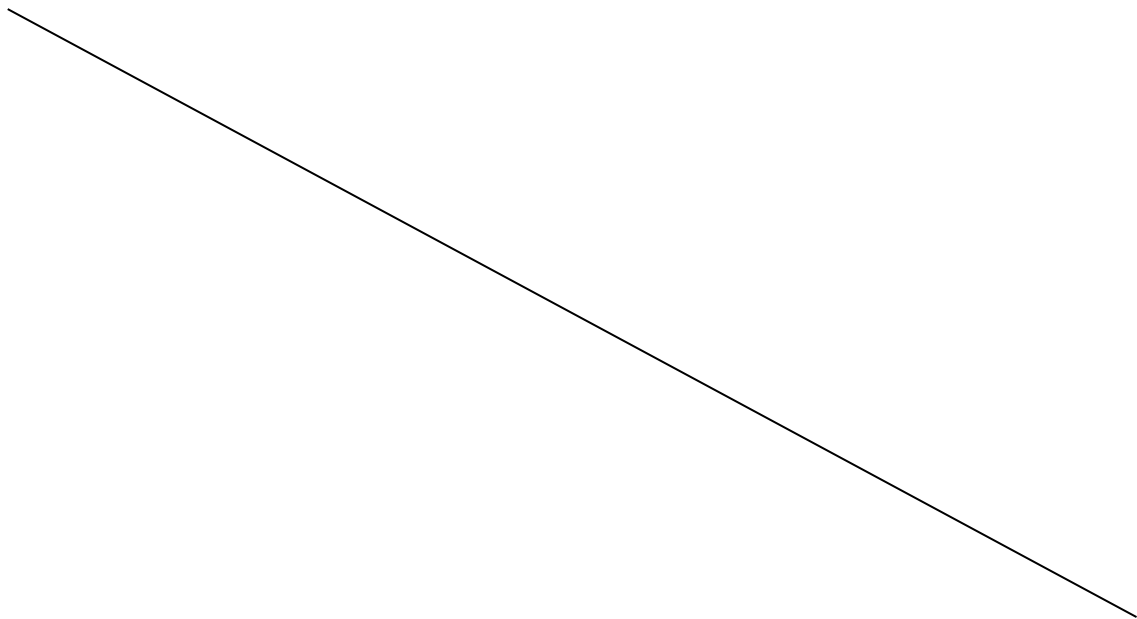
To translate the recommendations from the Equity Goal Research Project (June 2021) into an action plan that could impact a variety of pastoral relations practices and policies within Shining Waters Regional Council.

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

- A. See the attached listing of actions for each major direction



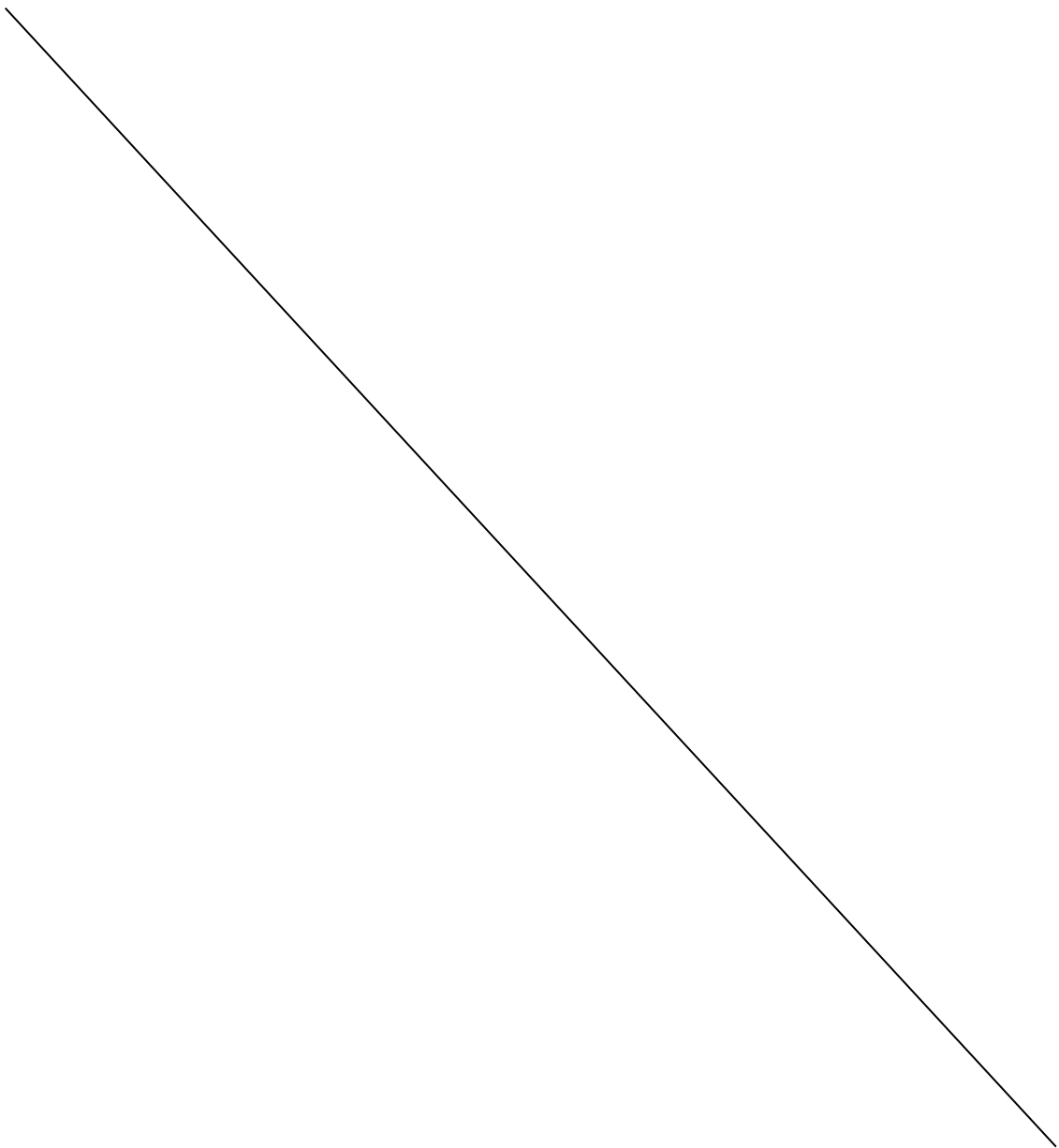
I. Enhance Equity Training

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?
<p>Search Teams appoint an equity monitor for the team's work. The regional council to provide enhanced equity training for the monitor. Key role for a monitor would be at the short-listing stage.</p>	<p>Create PRC policy that incorporates all the equity items from the Plan into one Equity policy.</p> <p>A short paragraph created for what this equity monitor will do during Profile and Search stages, highlighting when the equity monitor's role is most important. Equity monitor will also have support from the pastoral relations liaison.</p>	<p>Next policy review of all policies, to incorporate equity lens.</p> <p>Under Pastoral Relations website resources "Need a New Minister" include a link to the Equity Policy.</p> <p>Forward paragraph to National church for Pastoral Relations handbook revisions.</p>	<p>Equity Task Group and Staff</p>

<p>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.</p>	<p>To have a sample equity statement available for Communities of Faith. Question: Do we need a separate policy document to incorporate this?</p> <p>Revisions to sample PD on PR Liaison website page. Revisions to include equity statement commitment for both PD examples (Good and bad examples) Review General Council PD example that have equity statement included.</p>	<p>Mechanism for receiving feedback from the liaisons on the equity work in this area. Could use liaison check-ins for this.</p>	<p>Will Haughton and Paul Stott, with staff support</p>
<p>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.</p>	<p>To share our learning with the CFC, possibly with a shared meeting or send a few reps from our commission to the CFC</p> <p>Raise this issue on October 25, 2022 to hear what both Commissions have done.</p>	<p>Offer to collaborate with Communities of Faith Commission on updated document on writing Living Faith Stories</p>	<p>Paul and Will (1 year goal) – presentation on October 25, 2022</p>

<p>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.</p>	<p>Comprehensive Training of the Pastoral Relations Liaison (February 4-5, 2022)</p>	<p>We will have reviewed the training and implemented another round of training for the new liaisons.</p>	<p>Staff</p>
--	--	---	--------------



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>Have a consultant expert hired to help format a handbook and create a workshop. There will be a task group from the commission to help out with this work.</p> <p>Who writes this resource? Should congregations/ congregations also be trained on negotiations with ministry personnel? How does the accompaniment happen for ministry personnel who are entering into negotiations?</p>	<p>Resource will be finished and distributed and being used. There will be annual check-ins on how this resource is being used. Sept 2023 and April 2024 for the workshops.</p> <p>Also an additional training on negotiations for liaisons so that 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”)</p>	<p>Equity Task Group (William Liz lead on handbook writing)</p> <p>Consultant – Format a handbook and create a workshop with collaboration possibly United in Learning</p>

<p>A Supported Beginning: Provide an annual gathering of new arriving ministry personnel to SWRC for the purpose of orientation and relationship building.</p>	<p>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. June 2023, hosting a annual gathering of the new ministers the day before the Clergy Day Away</p>	<p>Well oiled machine after three years. Two such gatherings a year in the north and south. Can the pastoral relations ministers also incorporate equity issues into their training and check-ins with the M&P committees?</p>	<p>Staff and planning team</p>
--	---	---	--------------------------------

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.

<p>Grow equity within pastoral relations policy and practice within Shining Waters Regional Council</p>	<p>Where do we want to be after one Year?</p>	<p>Where do we want to be after three years?</p>	<p>Who is responsible?</p>
<p>Ensure at least one member of the PR Commission is a PR liaison (Policy change).</p>	<p>This is done (we have three currently). This should be shared with the Nominations Committee for the future.</p>		<p>Nomination Committee and chairperson of PRC</p>

<p>Annually, at a quarterly Pastoral Relations liaison gathering, liaisons will come prepared to report on any equity issues they are identifying. 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.</p>	<p>This should be added to the liaison check in agenda.</p> <p>Report could come to the June 2023 in person PRC meeting.</p>	<p>A mechanism in place to address chronic problems (e.g., a change in training).</p>	<p>One of our pastoral relations liaisons could report back from the liaison check-ins. A PR liaison from PRC to report.</p>
<p>PR Commission appoint an equity monitor from its membership to raise equity issues for the Commission.</p>	<p>A basic outline 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.</p>	<p>Monitor whether a more robust Equity Monitor position description needs to be created</p>	<p>Equity Task Group</p>

APPENDIX C – REVISED MEETING SCHEDULE

**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)