

**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:

June 14, 2022 - 10

- 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.

Donna Bowman-Woodall, Chair

Dale Hildebrand, note taker

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		

<p>equity training for the monitor. Key role for a monitor would be at the short-listing stage.</p>	<p>for what this equity monitor will do. Equity monitor will also have support from the liaison.</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>Mechanism for receiving feedback from the liaisons on the equity work in this area. Could use liaison check-ins for this.</p>	<p>Have each Commission member write a sample equity statement for consideration at a future meeting. Choose 3 or 4. (1-year goal)</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</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>Updated document on writing Living Faith Stories for the website</p>	<p>Paul and Will (1-year goal)</p>

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>	

<p>with ministry personnel? How does the accompaniment happen for ministry personnel who are entering into negotiations?</p>		<p>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>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?</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.</p>	<p>Well oiled machine after three years. Two such gatherings a year in the north and south.</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</p>	<p>This is done (we have three currently). This</p>		

liaison (Policy change).	should be shared with the Nominations Committee for the future.		
<p>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.</p>	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)