

**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.

August 30, 2022 - 8

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

Pastoral Relations Commission - Budget 2023

	2022	2021	2023
Emergency Fund		500.00	2,000.00 Discretionary fund for PRMs for ministry personnel
Liaison 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.
M&P Workshops			Space and lunch for 25 at each gathering
Retirees			500.00 For miscellaneous expenses related to in-person workshops
			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
 HST is not included in above amounts

**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

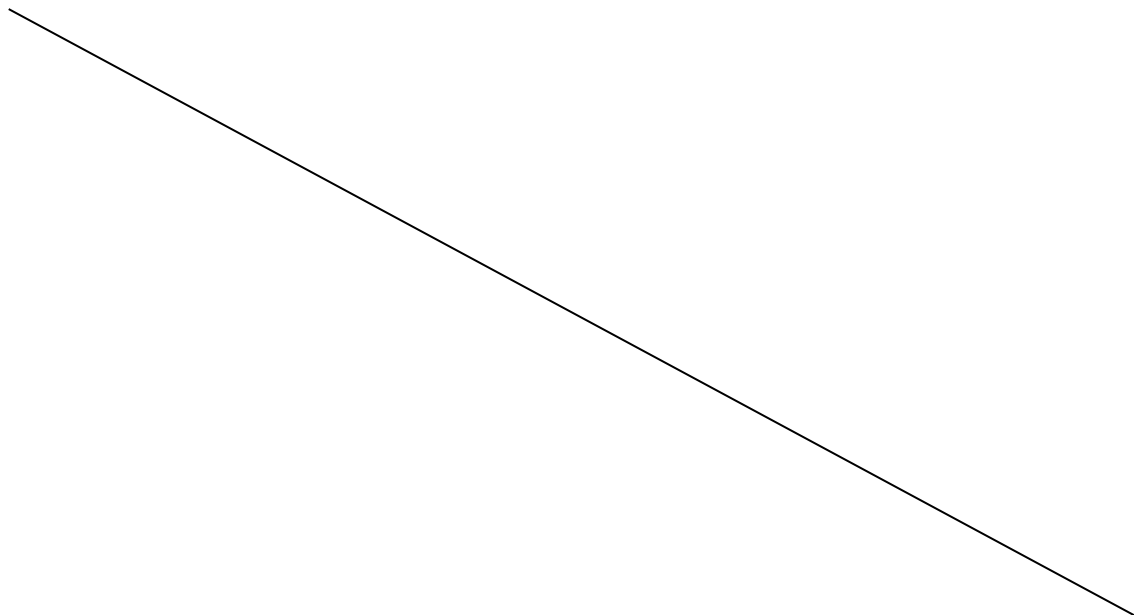
To translate the recommendations from the Equity Goal Research Project (June 2021) into an action plan that could impact a variety of pastoral relations practices and policies within Shining Waters Regional Council.

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



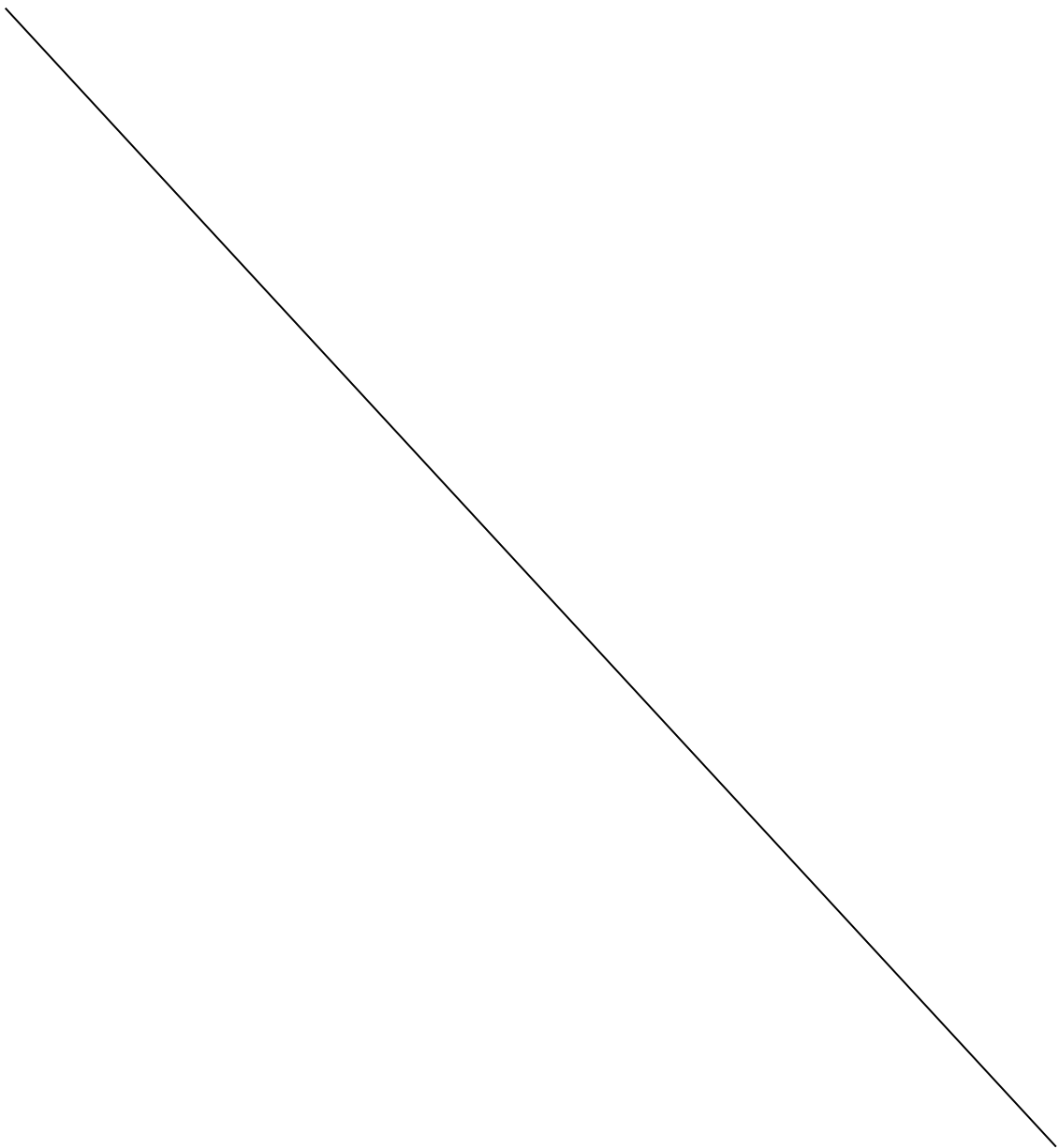
I. Enhance Equity Training

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?
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>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>	Equity Task Group and Staff

<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>

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
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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?
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>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>

A Supported Beginning: Provide an annual gathering of new arriving ministry personnel to SWRC for the purpose of orientation and relationship building.	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	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?	Staff and planning team
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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 liaison (Policy change).	This is done (we have three currently). This should be shared with the Nominations Committee for the future.		Nomination Committee and chairperson of PRC

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

Pastoral Relations Commission - Budget 2023

	2022	2021	2023
Emergency Fund		500.00	2,000.00
Liason Expenses	11.97	230.76	1,000.00
Health Joy and Excellence		9,447.78	
Clergy Day Away	2,917.02		7,000.00
Other	3,425.00		1,600.00
Ministry team training	6,342.02	2,750.00	17,500.00
PCS expenses	168.07	290.40	500.00
Equity Work		6,230.00	
	Negotiation workshops with hired consultant		
	Annual gathering for newly arrived ministry personnel		
Fresh Start	224.00	442.00	
Peer Learning Groups			
			3,000.00
			Space and lunch for 25 at each gathering
M&P Workshops			500.00
Retirees			2,000.00
			For miscellaneous expenses related to in-person workshops
			Four events at \$500 each
Total expenditures	6,746.06	19,890.94	39,300.00

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)

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

**Minutes of a meeting of the
Pastoral Relations Commission
Tuesday, October 25, 2022**

The Pastoral Relations Commission of Shining Waters Regional Council met for an in-person hybrid (in-person and online) joint meeting with the Community of Faith Commission, on Tuesday, October 25, 2022 at Lansing United Church, 49 Bogert Ave, North York, ON. The meeting began at 9:30 a.m.

Present:

Donna Bowman-Woodall, Andrew Comar, Barbara Hendren, Sung-Ran Kim, Deirdre Lawrence, Beth Moore, Lawrence Nyarko, Robin Pilkey, Paul Stott and Chris Bennett, Carolyn Harding, Calin Lau, Kevin Logie, Tom MacNeil, Sandra Nottegar, Eric Nyarko, Patti Rodgers

Regrets: William Haughton, Liz Mackenzie, Amy Lee, Harry Ramsaran, Gloria Tozek, Kim Uyede-Kai

Staff: Jeffrey Dale, Susie Henderson, Dale Hildebrand, Rachael Howes, Jody Maltby, Diane Matheson-Jimenez, Todd McDonald, Donna Rutz

Welcome, constituting the meeting and prayer

Chris Bennett welcomed everyone to the meeting. Dale Hildebrand gave an acknowledgement of the land. Donna Bowman-Woodall led a time of worship. There was a time of introductions.

Joint Commission Conversation - leader, Chris Bennett

Emerging from Pandemic

Susie Henderson led a facilitated discussion scanning the landscape, taking input from the members under categories of what we have lost, what we want to let go, what to nourish/plant, and what is here to stay.

Lay-Led Communities of Faith

Jody Maltby led a conversation that considered the changing context of communities of faith and our current processes and oversight for lay-led congregations. It focused on the General Council Executive proposal, GCE06 *Ministry Leadership to meet the needs of the church in the 2020s*. The discussions around the proposal revealed that this is an issue that needs to be addressed in our church. The proposal asked, might the question we are grappling with be: How do we create a structure of placing personnel that does not create harm?

She spoke about lay-led congregations in Shining Waters, what types of congregations have lay leaders, as well as the strengths in a lay-led congregation and the challenges in a lay-led congregation.

She also spoke about Licensed Lay Worship Leaders, Congregational Designated Ministry and Pastoral Charge Supervisors. The Pastoral Relations Commission trains Licensed Lay Worship Leaders and appoints Pastoral Charge Supervisors. The Communities of Faith Commission has oversight of congregations. Increasingly there is a rise in lay-led congregations that may be more permanent than in the past.

The 44th General Council also encourages regional councils to explore and implement ways that support rural and other struggling ministries in The United Church of Canada and that what is done at the regional councils be shared back to the national church because we have work to do as a whole church that honours a diversity of faithful forms of leadership.

Break

The meeting took a 10-minute break.

Equity Project Goal and Plan

Paul Stott led a conversation about highlighting the equity lens for the Living Faith Story of congregations.

He spoke about encouraging equity considerations to be included in the development of the Living Faith Stories.

- Does it contain an equity statement reflective of the congregation's current practice and future vision?
- How would a LGBTQ2S+ minister read it?
- How would a differently-abled minister read it?
- How would a racialized minister read it?
- How would a female minister read it?

Intentional Interim Ministry

Diane Matheson-Jimenez and Chris Bennett led a conversation about how we can be more deliberate with our resources, support, and networking for those engaged in the intentional interim ministry process. They shared an overview of how churches move through transition. Is there interest in a shared working group to review the situation and recommend directions?

Some of the questions addressed were:

What are the resources needed?

What do you see as your accountability relative to intentional interim ministry?

What do you see as a vision/opportunity?

What are we going to do about it?

It was suggested to take this away to our respective commissions and create a small working group to look at these questions as a way to support intentional interim ministry.

Some of the comments/thoughts given:

- a great tool, are we using it as a region as effectively as we could to be more strategic in the way we employ intentional interim ministers?
- there is a need to be more prescriptive as to how intentional interim ministry is used.
- there will come a time when intentional interim ministry will become inaccessible to the congregations that desperately need it. If this is a tool we value, how are we going to remedy that?
- there usually is a shortage of trained intentional interim ministers although currently we do have enough, but it could be because of a lack of energy for congregations to create a transition team, etc.
- there are patterns, so we perhaps need resources to support congregations more as they go through transition.

Supporting Communities of Faith as They Close

Todd McDonald led a conversation about support for communities of faith, (both ministry personnel and lay leaders) as they close, based on the story of Minesing United Church, including: naming attitudes/stigma and isolation that they face, challenges of dealing with practical things (assets); naming legacy, telling their story, celebrating history, planting seeds for the future, transitioning members. What's our experience? How can we help? What kind of care and accompaniment can we offer? Can we identify best practices?

Learn from endings; both good endings and those that didn't go well. Calin Lau shared a story of ending well, and the learnings from that. Dee Lawrence spoke about an ending that did not go well and those learnings.

The meeting shared with each other what about the stories of endings filled them with thanksgiving; and what new directions they hope for when considering churches that are closing.

Closing

Donna Bowman-Woodall invited people to share a gratitude and offered a blessing prayer for lunch.

Lunch Break

The joint commission gathering broke for lunch at 12:55 p.m. and then reconvened separately.

Pastoral Relations Commission Meeting

Donna Bowman-Woodall, Chair, called the Pastoral Relations Commission meeting to order at 1:35 p.m. Todd McDonald thanked Paul Stott on behalf of the commission members, for an excellent presentation to the larger joint group that morning.

Agenda

MOTION by Andrew Comar / 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 Beth Moore / Lawrence Nyarko
that the minutes of the September 27, 2022 meeting of the commission be approved.

MOTION

CARRIED

Email Vote

The following decision was made by email vote:

MOTION by Beth Moore / Paul Stott
that the Pastoral Relations commission take the following action on the omnibus motion as recorded in the September 27, 2022 Pastoral Relations meeting pages 2-4: The omnibus motion was CARRIED.

MOTION

CARRIED

Eric Law's R.E.S.P.E.C.T. Communication Guide

APPENDIX A

Todd McDonald circulated copies of Eric Law's Respectful Communication Guide and reviewed it with the members of the commission (See Appendix A). Todd noted that these points are valuable to keep in mind in gatherings. He suggested that the members keep it on file and that they review the guide occasionally, at the discretion of the chair.

Omnibus Motion

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

a) **Calls**

... concurs with the request of **Wesley, Mimico Pastoral Charge (Toronto)** and approves the call to **Hae Bin Jung**, ordained minister, beginning November 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 \$36,647.50) salary in addition to the minimum at 7.65% which equals \$5,605 (pro-rated \$2802.50), for a total salary of \$78,900 (pro-rated \$39,450) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1493 (pro-rated \$746.50) 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 to change the terms of an existing call/appointment of **Downsview Pastoral Charge (Toronto)** and approves the call to **Julia Yun Jung Kim**, ordained minister, beginning November 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 \$48,426) salary in addition to the minimum at 1.8% which equals \$1162.22 (pro-rated \$872), for a total salary of \$65,730.22 (pro-rated \$49,298) 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 not require an act of covenant

b) **Appointments**

... concurs with the request of **King City Pastoral Charge (King City)** and approves the appointment of **Bruce Roffey**, retired ordained minister, beginning September 1, 2022 to August 31, 2025, part time based on 8 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$73,295 (pro-rated \$14,659) per annum, basic telephone \$320 per annum, Continuing Education and Learning Amount \$1493 (pro-rated \$298.60) 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 **New Hope Pastoral Charge (Concord)** and approves the appointment of **Bruce Roffey**, retired ordained minister, beginning September 1, 2022 to August 31, 2025, part time based on 4 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$73,295 (pro-rated \$7,329.50) per annum, basic telephone \$160 per annum, Continuing Education and Learning Amount \$1493 (pro-rated \$149.30) 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 **York Pines Pastoral Charge (Kettleby)** and approves the appointment of **Bruce Roffey**, retired ordained minister, beginning September 1, 2022 to August 31, 2025, part time based on 8 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$73,295 (pro-rated \$14,659) per annum, basic telephone \$320 per annum, Continuing Education and Learning Amount \$1493 (pro-rated \$298.60) 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 appointment of **Nina Fulford**, retired ordained minister, beginning November 1, 2022 to October 31, 2023, 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) per annum, basic telephone \$800 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.

... concurs with the request of **Knox, Agincourt Pastoral Charge (Toronto)** and approves the appointment of **Maryanne Thomson**, ordained minister, beginning November 1, 2022 to June 30, 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) per annum, basic telephone \$210 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.

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 Martha ter Kuile, ordained minister at Bloor Street Pastoral Charge (Toronto) effective December 31, 2022 and gives thanks for her ministry.

MOTION

CARRIED

Report from Staff

Staff reported in on work they are doing:

a) Liaisons

Islay Scott to Coldwater-Eady Pastoral Charge to resume a search after 2 years.

Gail Hamblin to St. Paul's Pastoral Charge (Brampton) for a short-term appointment.

Sadekie Lyttle-Forbes to Nobleton Schomberg Pastoral Charge to search for a new minister.

b) Pastoral Charge Supervisors

There were none appointed by staff.

c) Discussion: Purpose of the Pastoral Relations Commission

APPENDIX B

Todd began by noting that recent new members of the commission haven't had an orientation about the purpose, mandates and work of the commission, and so this presentation was prepared. Todd reviewed his slide presentation (see appendix B).

There were several questions around Slide 5, with regards to the Pastoral Relations Commissions responsibilities as outlined in The Manual 2021, section C.2.8. part c) ending calls, appointments and covenants with ministry personnel and other staff.

When asked for more detail on how a pastoral relationship could end, Todd said that there were three ways to change or end a pastoral relationship. The first is when the ministry personnel writes a letter requesting a change in pastoral relationship. The second way is by a meeting of the community of faith requesting the ending of a pastoral relationship, where the Regional Council must be present so a liaison is appointed to chair that meeting. The third way is through a review process and then the Commission could end the relationship.

When asked what does 'other staff' refer to, Dale Hildebrand responded that would be congregational designated ministries (CDM). While CDMs are accountable to the community of faith, in a disciplinary process it is actually the regional council that has oversight. Would the Office of Vocation be involved? Only for ministry personnel. Designated Lay Ministers (DLM) are considered ministry personnel.

With regards to Slide 6, The Manual 2021, section C.2.11, part b) assisting with informal conflict resolution processes, Todd said that this was actually part of the Pastoral Relations Minister's (PRM) job description.

d) Team Ministry Orientation and Development program

The Pastoral Relations Commission has mandated that all new ministry teams receive Team Ministry Orientation and Development training. Toronto United Church Council (TUCC) provides this training. The PRM will write a letter to the ministers and the M&P Chair of the community of faith to explain the policy and connect them with TUCC. Usually this is really welcomed, but occasionally there is pushback. Sometimes the team will have already done their own team orientation as they recognize the importance of this work. In that case the training is adjusted with TUCC, who look at the curriculum and see if any supplementation is required. However, what if a community of faith or the ministers in the team do not want to participate in the program? It was decided that if a community of faith requests an exemption, the Commission will make a decision whether or not to accept the request.

Timothy Eaton Memorial Church has requested an exemption to this mandatory team training. After much discussion it was decided to accept their request. Dale will write a letter to all three expressing Shining Waters Regional Council's disappointment and describe the merits and benefits of taking the training, to educate them on what it entails, and how long the training actually takes. Dale will report back at a future meeting.

It was also decided to initiate informing the community of faith of the mandatory team training with TUCC earlier in the search process, not after the ministry team has already formed. This could be rolled into the liaison's work and would have a two-fold benefit. First it would prevent ministry teams from starting their own process. Secondly if any issues or pushback arose, it could be worked out before the minister is hired.

e) Flourish Updates

Todd reported that the Flourish advisory group will be meeting next week. The main focus will be orientation and to start work on the Clergy Day Away to be held in June 2023.

Planning has begun for an upcoming Ministry Personnel Zoom Gathering on January 31, 2023, focusing on Medical Assistance in Dying (MAiD). There have been requests for more guidance around a spirituality of MAiD.

Todd reported that he attended the Queen's Theology Conference held October 17 – 19, 2022 and along with Bill Lord, presented a workshop on Clergy Peer Learning Groups. The preparation for this event helped to prepare for the upcoming November 1 Ministry Personnel Zoom Gathering.

f) Clergy Peer Learning Group Program

The Clergy Peer Learning Group Program will be introduced and launched at the November 1, 2022 Ministry Personnel Gathering. It will be followed by rolling out the program by an email campaign and website registration. There will be a gathering in

February 8, 2023 at Lansing United Church for the registered groups. Todd will update the commission as the program progresses.

g) Designated Lay Ministers (DLM) Check In

Todd and Dale contacted the DLMs to check in and see how the group are doing after the General Council 44 announcement over the summer. Going forward the commission will need to grant sacramental privileges to DLMs when they retire, similar to what happens now when candidates enter appointments.

It was suggested that the PRC could support the DLM's by encouraging Shining Waters' GC commissioners to think more about this situation before the next General Council meeting on the topic. Perhaps a Zoom gathering could be organized with the GC Commissioners and our DLMs, to hear their concerns first hand. Todd and Dale will follow up with Peter Hartmans.

h) M&P Committee Check in and Managing Lay Employees Workshop

Dale reported that he and Rob Smith, Pastoral Relations Minister for Canadian Shield Regional Council were holding a Managing Lay Employees workshop on October 26, 2023. He noted that there were over 50 people registered and it looked like it would be a good event. It was suggested that in the future the word 'manage' in the title of the workshop be changed to 'support', to be more co-operative and lessen the power dynamic. The workshop would be recorded and available on the region's website after the fact.

Equity Project Goal and Plan Rubric updates

The subcommittee will meet next week and will report at the November 29, 2022 commission meeting.

Next Meeting

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

End of Meeting

There being no further business, Robin Pilkey closed the meeting with a prayer.

Donna Bowman-Woodall
Chair

Rachael Howes and Donna Rutz
Note takers

APPENDIX A

Eric Law's Respectful Communication Guidelines

R = take RESPONSIBILITY for what you say and feel without blaming others.

E = use EMPATHETIC listening.

S = be SENSITIVE to differences in communication styles.

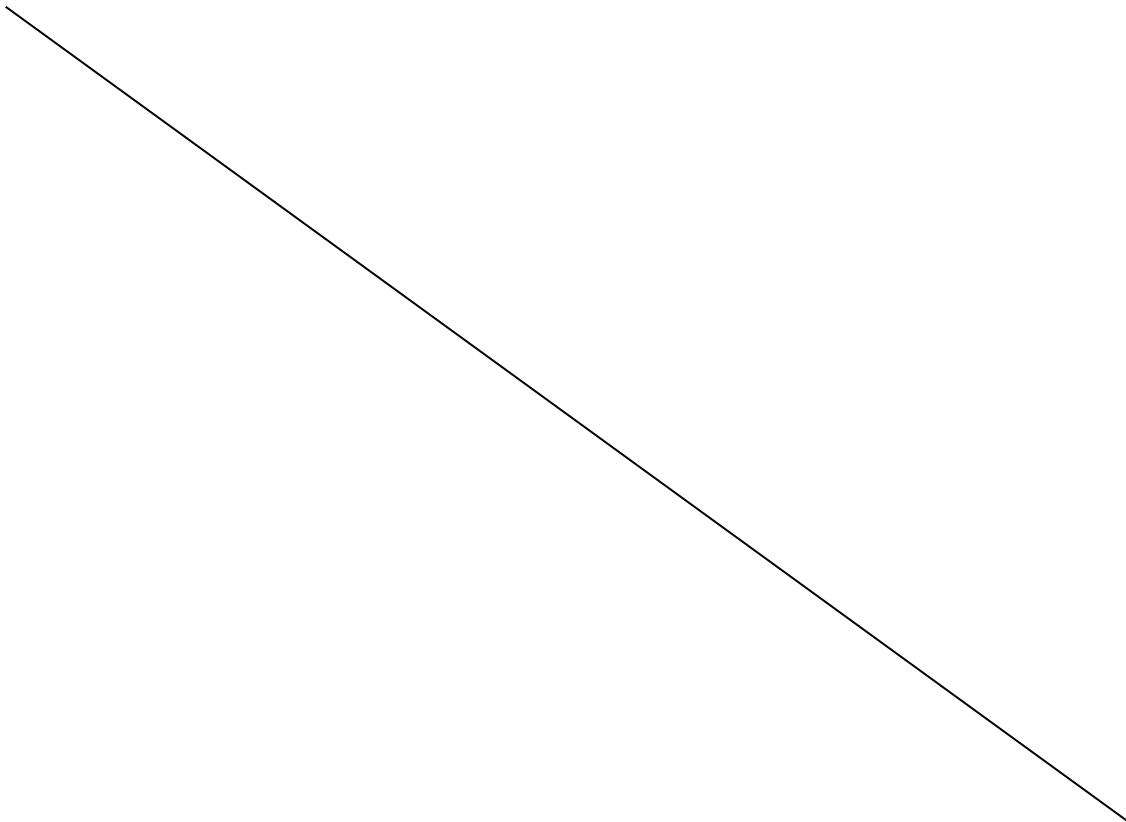
P = PONDER what you hear and feel before you speak

E = EXAMINE your own assumptions and perceptions

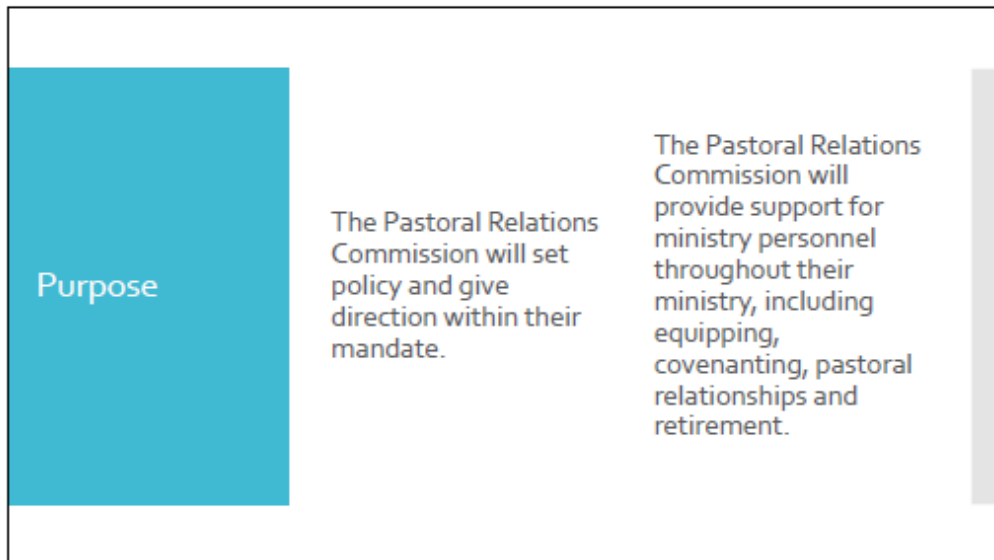
C = keep CONFIDENTIALITY (Share CONSTRUCTIVELY to uphold the wellbeing of the COMMUNITY)

T = TRUST ambiguity because we are NOT here to debate who is right or wrong

From *The Bush Was Blazing But Not Consumed* by Eric H.F. Law, Chalice Press, 1996



APPENDIX B – The Purpose of the Pastoral Relations Commission



Authority

The decisions of the Commission are non-debatable. The commission's decision is as effective as a decision of the governing body or executive that appointed it. (The Manual 2021 C.3.3.2)

Responsibilities (Mandate)

Covenanting: (The Manual 2021 C.2.1)

The Pastoral Relations Commission will be responsible for:

- a) recognizing a new pastoral relationship by entering into a covenantal relationship with it;
- b) living in a covenantal relationship with ministry personnel.

Preparation for Ministry: (The Manual 2021 C.2.7)

The Pastoral Relations Commission is responsible for licensing Licensed Lay Worship Leaders.

A Licensed Lay Worship Leaders Committee will be established that will report to the Pastoral Relations Commission.

Responsibilities (Mandate)

Pastoral Relations: (The Manual 2021 C.2.8)

The Pastoral Relations Commission is responsible for co-operating with communities of faith in,

- a) recruiting, choosing, calling, appointing, and covenanting with ministry personnel and communities of faith;
- b) ending calls, appointments, and covenants with ministry personnel and other staff; and
- c) appointing a regional council liaison officer to assist a community of faith in pastoral relations matters at designated times. (The Manual 2019 I.1.5)

Support to retirees and celebrating retirements: (The Manual 2021 C.2.10)

The Regional Council is responsible for celebrating the retirements of ministry personnel. The Pastoral Relations Commission will offer support.

Responsibilities (Mandate)

Ministry Personnel: (The Manual 2021 C.2.11)

The Pastoral Relations Commission is responsible for,

- a) encouraging and supporting ministry personnel toward health, joy, and excellence in ministry practice; and
- b) assisting with informal conflict resolution processes. This responsibility is shared with the Community of Faith Commission.

Sacramental Privileges (The Manual 2021 C.2.9)

The Pastoral Relations Commission is responsible for granting a licence to administer the sacraments to diaconal ministers, designated lay ministers, people who retired while serving as designated lay ministers, and sacrament elders, as set out in The Manual 2019 I.2.4.

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

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

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, November 29, 2022 by video conference. The meeting began at 9:00 a.m.

Members Present

Andrew Comar (acting chair); Todd McDonald (staff); Dale Hildebrand (staff); Barbara Hendren (lay); William Haughton (ordered); Sung-Ran Kim (ordered); Liz Mackenzie (ordered); Lawrence Nyarko (ordered); Paul Stott (lay)

Regrets: Donna Bowman-Woodall (chair), Deirdre Lawrence (lay); Beth Moore (lay), Robin Pilkey (lay)

Welcome, constituting the meeting and prayer

Acting chair Andrew Comar welcomed everyone, acknowledged the indigenous territory we find ourselves on, led the opening prayer, and called the meeting to order. There being some technical difficulties joining the meeting and late comers, the commission did not yet have quorum so motion portions of the agenda were delayed until more people arrived.

Report from staff

Staff reported in on work they are doing:

a) Liaisons

The following liaisons have been appointed by staff:

Islay Scott appointed as pastoral relations liaison as of November 2, 2022 to Bradford Pastoral Charge.

b) Pastoral Charge Supervisors

Patti Rodgers appointed as pastoral charge supervisor (PCS) as of November 25, 2022 to Churchill Gilford Pastoral Charge because the pastoral charge is a Supervised Ministry Education (SME) site.

c) New Admission Matching Pilot Project

Todd reported on a new admission matching pilot project that was presented at the recent Pastoral Relations Ministers meeting held in Montreal.

- The United Church currently has 82 admission ministers who have not found their first appointment
- This project seeks to match a Community of Faith that does not have a minister and an Admission minister
- Regional Councils are being asked to partner with the Admission Matching Pilot Project Committee.
- Todd has volunteered to be a member of this Committee and bring the experience of the Equity Goal Research Project and subsequent work on living out the Equity Project Goal and Plan 2022-2023.

There was some discussion with the following comments:

- Many congregations are not willing to even interview admission ministers from non-white countries. This is a deep concern.
- How can we educate our communities of faith to understand admission ministry better?
- There is a lot of misinformation around moving costs and immigration. As a denomination we don't have anyone dedicated to help navigate the immigration system.

Todd noted that a lot of these same comments were shared at the presentation in Montreal as well and that he would be attending a meeting later that day and would report back as the project progressed.

Quorum Declared

There being more commission members in attendance, Andrew Comar, acting chair, declared there was a quorum present and the meeting continued.

Agenda

MOTION by Lawrence Nyarko / 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 Barbara Hendren / Sung-Ran Kim
that the minutes of the October 25, 2022 meeting of the commission be approved.

MOTION

CARRIED

Omnibus Motion

MOTION by Liz Mackenzie / William Haughton
that the Pastoral Relations Commission take the following actions:

a) **Calls**

... concurs with the request of **Grace Pastoral Charge (Brampton)** and approves the provisional call to **Thomas Shin**, ordained minister, conditional on admission prior to start date, beginning June 1, 2023, full time based on 40 hours per week with the following terms for Category E and Cost of Living Group Assignment 5: Salary \$73,983 per annum, salary in addition to the minimum at 1.55% which equals \$1,145, for a total salary of \$75,128 per annum, basic telephone \$1200 per annum, Continuing Education and Learning Amount \$2000 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) **Appointments**

... concurs with the request of **Lake of Bays Pastoral Charge (Huntsville)** and approves the appointment of **Nina Fulford**, retired ordained minister, beginning September 1, 2022 to September 30, 2022, part time based on 25 hours per week with the following terms for Category F and Cost of Living Group Assignment 3: Salary \$64,440 (pro-rated \$40,275) 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 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 November 1, 2022 to April 30, 2023, 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 10 % which equals \$7,155 (pro-rated \$3,577.50), for a total salary of \$78,705 (pro-rated \$39,352.50) 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 **Grace Pastoral Charge (Brampton)** and approves the appointment of **Thomas Shin**, ordained minister, beginning March 1, 2023 to May 31 2023, full time based on 40 hours per week with the following terms for Category E and Cost of Living Group Assignment 5: Salary \$73,983 per annum, salary in addition to the minimum at 1.55 % which equals \$1,145, for a total salary of \$75,128 per annum, basic telephone \$1200 per annum, Continuing Education and Learning Amount \$2000 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 **Toronto Chinese Pastoral Charge (Toronto)** and approves the appointment of **Cathy Zou**, ordained minister, beginning November 1, 2022 to October 31, 2024, 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 appointment does require an act of covenant.

c) **Voluntary Associate Minister Relationship**

... concurs with the request of **Bracebridge Pastoral Charge (Bracebridge)** and **Johanne Hills**, to enter a Voluntary Associate Minister relationship, beginning November 29, 2022.

d) **Recommendations from Licensed Lay Worship Leader Committee**

...concurs with the recommendation of the Licensed Lay Worship Leader Committee that **Marilyn-Ann Elphick** be exempt from the approved Licensed Lay Worship Leaders preparatory course having achieved equivalent education.

e) **Request for Change of Pastoral Relationship**

... in accordance with *The Manual* I.3.1.4(b) accepts the request for a change in pastoral relations of **Steven Loweth**, designated lay minister at **Fairbank Pastoral Charge (Toronto)** effective February 28, 2023 and give thanks for his ministry.

MOTION

CARRIED

Equity Project Goal and Plan Report

APPENDIX A

The Equity Task Group met on November 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 yellow.

With regards to updating the Pastoral Relations Commission policy that describes membership, to include one person who is a pastoral relations liaison to be named by the PRC, Todd noted that the Executive is the body that must make this policy change. Donna Bowman-Woodall, chair of the PRC, wrote to Peter Hartmans, the Executive Minister of Shining Waters, requesting this change to the Pastoral Relations Commission policy. Peter responded that this change in policy would be considered at the December 8, 2022 Executive meeting.

Request from Community of Faith Commission (CFC) re: Interim Ministry

The Community of Faith Commission wants to set up a joint task group to address pieces missing for support to communities of faith regarding the possibility of interim ministry. No more than 2 meetings. 1-2 persons needed. Paul Stott agreed to serve on the task group.

Request from Regional Council re: Planning Group for the 2023 Regional Meeting

There was a request from the Regional Council to name a representative to work with the President and President-elect in planning the agenda for the Regional Meeting in 2023. This would be a 5-month commitment. Sung-Ran Kim agreed to serve on the planning group.

Supervised Ministry Education (SME) Sites: How are Candidates for Ministry and a SME Site Matched?

Kellie McComb, Office of Vocation Minister for Shining Waters was unable attend the meeting. There were a few questions that came up in discussion for the future meeting:

- How does a candidate for ministry become eligible for an appointment before the supervised ministry education time?
- How does the candidacy board ensure a range of ministry experience before a person is ordained?

Todd to follow up with Kellie and arrange another meeting with the commission.

Clergy Peer Learning Groups Update

Todd gave a brief update on the new Clergy Peer Learning Groups project. The program launch was on November 1, and has been followed up with two blog posts focused on clergy peer learning groups. He has had two or three serious inquiries on next steps. Some have great ideas, but the struggle seems to be putting the groups together. Instead of finding their own group they go to Todd for help connecting. There are no applications submitted

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yet, however the deadline is January 15. Todd will update the commission at our next meeting

Next Meeting

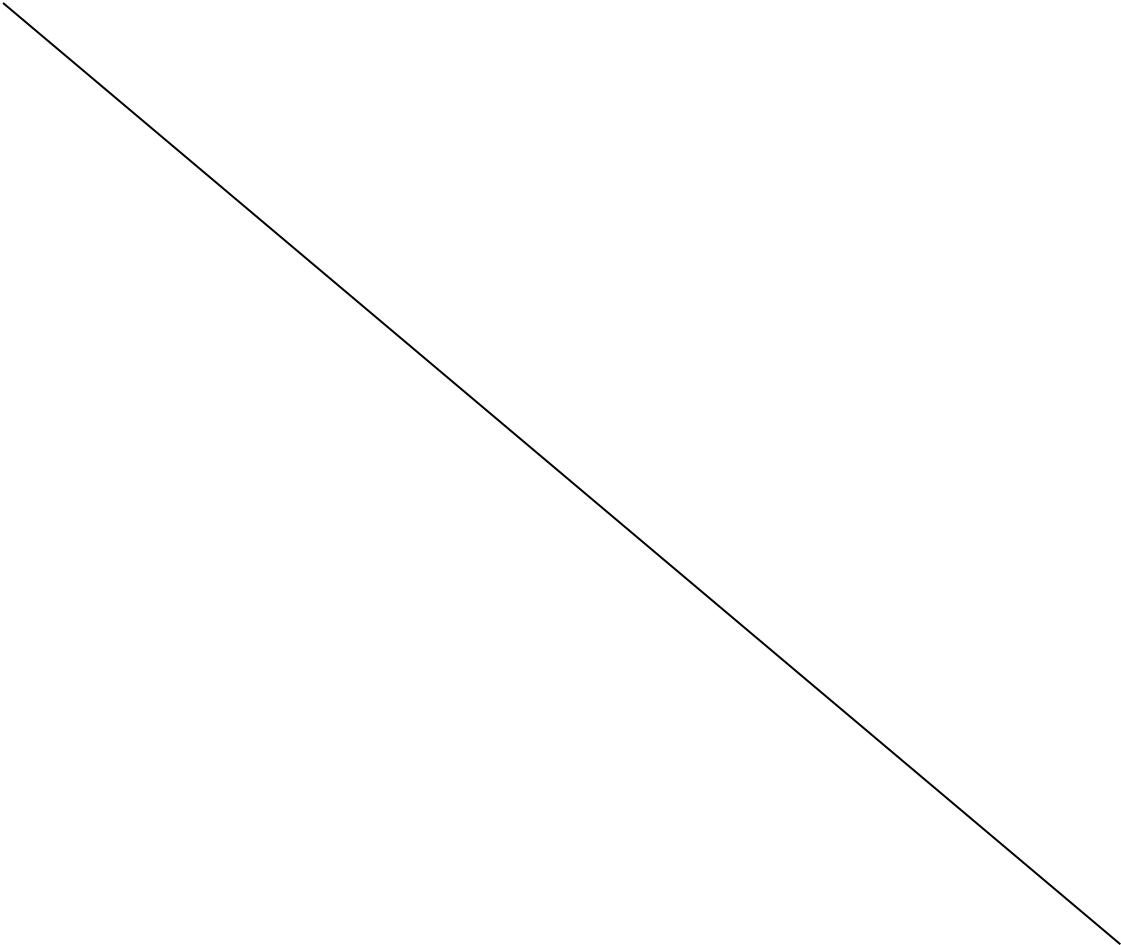
The next meeting of the Pastoral Relations Commission will be held by Zoom video conference on Tuesday, December 13, 2022, at 9:00 a.m.

End of meeting

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

Andrew Comar
Acting 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 Nov 29, 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

- 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?
A. 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>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> <ol style="list-style-type: none"> 1. Paragraph of responsibility description created by February 28, 2023 (Liz and Robin) 2. Presentation to PR Liaisons at check in on February 17, 2023 by Liz and Robin. (See Guidelines for Search and Selection handbook, page 14 for format.)
B. At the Profile writing stage, the Position Description include a statement of equity commitment	<p>To have a sample equity statement available for Communities of Faith.</p> <p>Question: Do we need a separate policy document</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> <ol style="list-style-type: none"> 1. Position Description consultation with PR Liaisons on

<p>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 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>February 17 by Paul and/or Will</p> <p>2. Final revisions to sample Position descriptions on website page June 30, 2023</p>
<p>C. The Pastoral Relations Commission will provide an update(s) to the Communities of Faith Commission on our equity work and invite them to consider</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,</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 COMPLETE</p>

asking congregations to include an equity lens in their Living Faith Stories.	2022 to hear what both Commissions have done.		
D. 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 COMPLETE

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?
A. 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 or in partnership with United in Learning) for Ministry Personnel on how to negotiate.	<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</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>1. Liz review the Negotiation Booklet from 2015.</p>

		are, but not on what is “fair”)	
B. A Supported Beginning: Provide an annual gathering of new arriving ministry personnel to SWRC for the purpose of orientation and relationship building.	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 an annual gathering of the new ministers the day before the Clergy Day Away	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?	Staff and planning team

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?
A. Ensure at least one member of the PR Commission is a	We currently have three members who are pastoral		SWRC Executive: Change to PRC policy, Membership section to say the following: A

<p>PR liaison (Policy change).</p>	<p>relations liaisons. This should be shared with the Nominations Committee for the future.</p>		<p>Chair and six to ten members to allow for some regional representation with a balance of ministry personnel and laity to work with the Pastoral Relations Ministers, to include one person who is a pastoral relations liaison to be named by the PRC.</p> <p>The Executive will consider this change on December 8, 2022.</p> <p>1. COMPLETE</p>
<p>B. 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</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>

to our pastoral relations liaisons.			
C. PR Commission appoint an equity monitor from its membership to raise equity issues for the Commission.	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.	Monitor whether a more robust Equity Monitor position description needs to be created	Equity Task Group

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

**Minutes of a meeting of the
Pastoral Relations Commission
Tuesday, December 13, 2022**

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, December 13, 2022 by video conference. The meeting began at 9:00 a.m.

Members Present

Donna Bowman-Woodall (chair); Todd McDonald (staff); Andrew Comar (ordered); Barbara Hendren (lay); William Haughton (ordered); Sung-Ran Kim (ordered); Deirdre Lawrence (lay); Liz Mackenzie (ordered); Beth Moore (lay); Lawrence Nyarko (ordered); Robin Pilkey (lay), Paul Stott (lay)

Welcome, constituting the meeting and prayer

Donna Bowman-Woodall, chair, declared that there was a quorum present and called the meeting to order. She welcomed everyone, acknowledged the indigenous territory we find ourselves on, and led the opening prayer.

Agenda

Todd McDonald requested the addition of an appreciative note to be added to the end of the meeting 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 / Liz Mackenzie
that the minutes of the November 29, 2022 meeting of the commission be approved.

MOTION

CARRIED

Omnibus Motion

MOTION by Andrew Comar / William Haughton
that the Pastoral Relations Commission take the following actions:

a) **Calls**

... concurs with the request of **Humber Valley Pastoral Charge (Toronto)** and approves the call to **Trevor Brisbin**, ordained minister, beginning January 1, 2023, part time based on 35 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$75,787 (pro-rated \$66,313.63) per annum, salary in addition to the minimum at 27.88% which equals \$21,129.42 (pro-rated \$18,468.37), for a total salary of \$96,916.42 (pro-rated \$84,800) per annum, basic telephone \$1200 per annum, Continuing Education and Learning Amount \$1543 (pro-rated \$1350.13) 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 **Lawrence Park Community Pastoral Charge (Toronto)** and approves the call to **Roberta Howey**, ordained minister, beginning January 1, 2023, part time based on 17 hours per week with the following terms for Category C and Cost of Living Group Assignment 5: Salary \$70,372 (pro-rated \$29,908.10) per annum, salary in addition to the minimum at 43.2% which equals \$30,400.70 (pro-rated \$12,921), for a total salary of \$100,772.70 (pro-rated \$42,829.10) per annum, basic telephone \$965 per annum, Continuing Education and Learning Amount \$1543 (pro-rated \$655.78) 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 **St. Paul's Pastoral Charge (Brampton)** and approves the appointment of **Constance denBok**, retired ordained minister, from November 1, 2022 to April 30, 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 appointment does not require an act of covenant.

... concurs with the request of **Bradford Pastoral Charge (Bradford)** and approves the appointment of **Bruce Sweet**, retired ordained minister, from January 1, 2023 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 \$75,787 per

annum (pro-rated \$37893.50) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1543 (pro-rated \$771.50) 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) **Voluntary Associate Minister Relationship**

... concurs with the request of **Bloor Street Pastoral Charge (Toronto)** and **Martha ter Kuile** to enter a Voluntary Associate Minister relationship, beginning December 13, 2022.

MOTION

CARRIED

Other Motions

Paul Stott recused himself for the following motions as a member of Trinity St. Paul's United:

MOTION by Lawrence Nyarko / Sung-Ran Kim

that the Pastoral Relations Commission concurs with the request of **Trinity – St. Paul's Pastoral Charge (Toronto)** and approves the appointment of **Jaylynn Byasse**, ordained minister, from January 3, 2023 to March 31, 2023, full time based on 40 hours per week with the following terms for Category D and Cost of Living Group Assignment 5: Salary \$72,177 per annum, salary in addition to the minimum at 20% which equals \$14,435, for a total salary of \$86,612 per annum, basic telephone \$1440 per annum, Continuing Education and Learning Amount \$1543 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.

MOTION

CARRIED

MOTION by Beth Moore / Liz Mackenzie

that the Pastoral Relations Commission concurs with the request of **Trinity – St. Paul's Pastoral Charge (Toronto)** and approves the appointment of **Cheri DiNovo**, retired ordained minister, from January 1, 2023 to December 31, 2025, full time based on 40 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$75,787 per annum, salary in addition to the minimum at 32.94% which equals \$24,965, for a total salary of \$100,752 per annum, basic telephone \$1440 per annum, Continuing Education and Learning Amount \$1543 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.

MOTION CARRIED

Beth Moore recused herself for the following motion:

MOTION by Liz Mackenzie / Barbara Hendren
that the Pastoral Relations Commission concurs with the request of Birchcliff Bluffs Pastoral Charge (Toronto) and approves the re-appointment of Ellen Redcliffe, retired ordained minister, from January 1, 2023 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 \$75,787 per annum (pro-rated \$37,893.50) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1543 (pro-rated \$771.50) 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.

MOTION

CARRIED

North York Korean Pastoral Charge Search Process

Earlier this year the Pastoral Relations Commission passed a motion formally halting the search process at North York Korean based on a recommendation from the Communities of Faith Commission (CFC). In May 2022, the CFC appointed Rev. Richard Choe to review and to discern with North York Korean Pastoral Charge on the relationship between North York Korean Pastoral Charge and Shining Waters Regional Council, through the facilitation of a listening and dialogue process.

The CFC is now recommending to the Pastoral Relations Commission that North York Korean Pastoral Charge be permitted to commence a search for a short-term supply minister.

There was some discussion with the following questions:

- Was appointing an intentional interim minister (IIM) considered? Richard Choe is trained as an IIM but would the congregation benefit from that? The review and the work that Richard did with NYKUC was similar to the work that an IIM would do. There was no request from the CFC for an intentional interim minister to be appointed.
- As the body that approves appointments to communities of faith coming out of a review, does the PRC ever receive the results or are updated on what the review was about, or need to collaborate with the CFC on these kinds of situations? Todd wasn't sure that the details of a review and its findings was needed other than for the PRC members to know that the choice of person for the short-term supply appointment is very intentional. With the guidance of the CFC, the staff are involved in that kind of decision making and are very aware of the results of the reviews. It was requested that a little bit of explanation of that would be helpful in the appointment notes in the future.

MOTION by Andrew Comar \ William Haughton
That North York Korean Pastoral Charge be permitted to commence a search for a short-term supply minister.

MOTION

CARRIED

Report from staff

Staff reported in on work they are doing:

a) Liaisons

The following liaisons have been appointed by staff:

Amy Yea Kyong Lee has been appointed to Fairbank Pastoral Charge (Toronto) for short term appointment and call search.

b) Pastoral Charge Supervisors

There were no pastoral charge supervisors appointed by staff.

Telephone Allowance Recommendation from Staff

APPENDIX A

Todd reported that Dale Hildebrand had completed the attached recommendation (see Appendix A) and asked if there were any questions:

- Does anyone else make similar guidelines around telephone allowances for non-ministerial staff? The PRC's only authority is with ministry personnel. For lay employees at a local pastoral charge, the governing body is the employer. Governing bodies can use our research but it's up to that community of faith to decide. The CFC wouldn't get involved either, as these are employment issues at the local level with lay employees.
- Why are the cost of living group changes coming in July and not in January? The cost of living salary increases by 3.4% across the board as of January 1. However, as some pastoral charges will also be moving up a cost of living group assignment based on the General Council's re-assessment, they didn't want pastoral charges to have to deal with this all at once, so they spread it out by 6 months.
- How was the research done to arrive at the COL groups and can they be appealed? The COL groups were reviewed by an independent contractor who did the research with a much more holistic approach, including many factors and not just the cost of housing. The COL assignment is not appealable because the tool that was used was hard data.

MOTION by Beth Moore / Deirdre Lawrence
that the 2023 minimum telephone allowance for all new appointments and calls be
\$800.00 per year.

MOTION

CARRIED

Equity Project Goal and Plan Report

Donna thanked the Equity subcommittee for their ongoing work, and the commission members look forward to their next report in the New Year.

Appreciative Note

Todd McDonald shared a communication from Peter Hartmans, Executive Minister:
At our recent Executive meeting for SWRC (December 8), as part of our normal meeting,
we received PRC minutes. The Executive commented on and expressed appreciation for
the incredible amount of work the PRC does and provides oversight for. Thought I would
share the conversation with you, Thank you.

Donna also expressed her thanks for the commission members hard work throughout the
year. Liz thanked Donna for her leadership on behalf of the commission members.

Next Meeting

The next meeting of the Pastoral Relations Commission will be held by Zoom video
conference on Tuesday, January 31, 2022, at 9:00 a.m.

End of meeting

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

Donna Bowman-Woodall
Chair

Donna Rutz
Note taker

APPENDIX A – TELEPHONE ALLOWANCE RECOMMENDATION

Issue: Setting of minimum telephone allowance rate for 2023

The PRC's [telephone allowance policy](#) requires the PRC to review the minimum telephone allowance rate annually. The rate has not been increased since it was set at \$800 in January 2021.

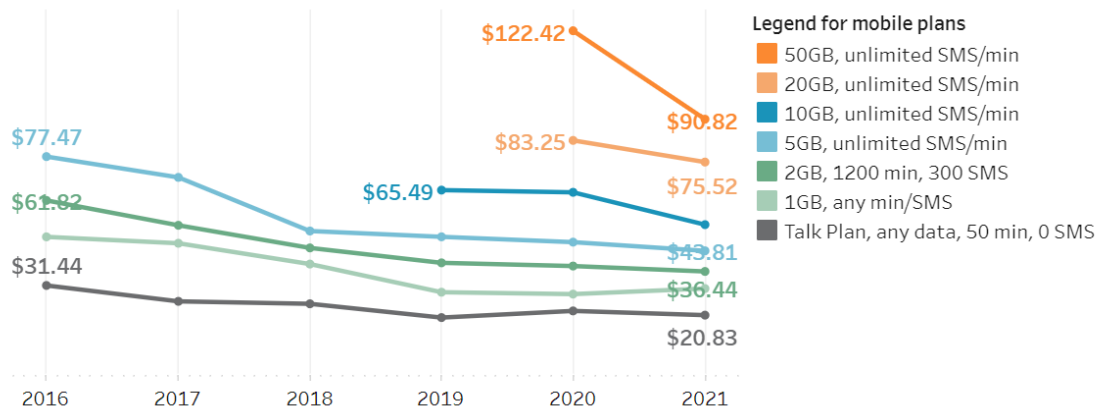
A. Research:

Data on mobile phone costs has a lag time, much like the setting of our national cost of living allowance. Most of the data sets include 2021, but not 2022. The most reliable data comes from comprehensive research of the government agency, the Canadian Radio and Telecommunication Commission (CRTC).

Its most recent report (modified October 27, 2022) can be found here:

<https://crtc.gc.ca/eng/publications/reports/PolicyMonitoring/mob.htm>

The most relevant data set is this one:



The data shows that prices have declined in the past 5 years for all types of mobile phone data plans, with the largest decreases being for high end high usage plans. There is no evidence that prices have increased in 2022.

B. Staff recommendation:

In light of the data above, and also recognizing the increases for pastoral charges in terms of salary increases for 2023 (3.4%) and further increases for many pastoral charges resulting from changes to the UCC's Cost of Living groups coming for July 1, 2023, it is recommended that the minimum telephone allowance for SWRC remain at \$800 per year for 2023.