

**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.

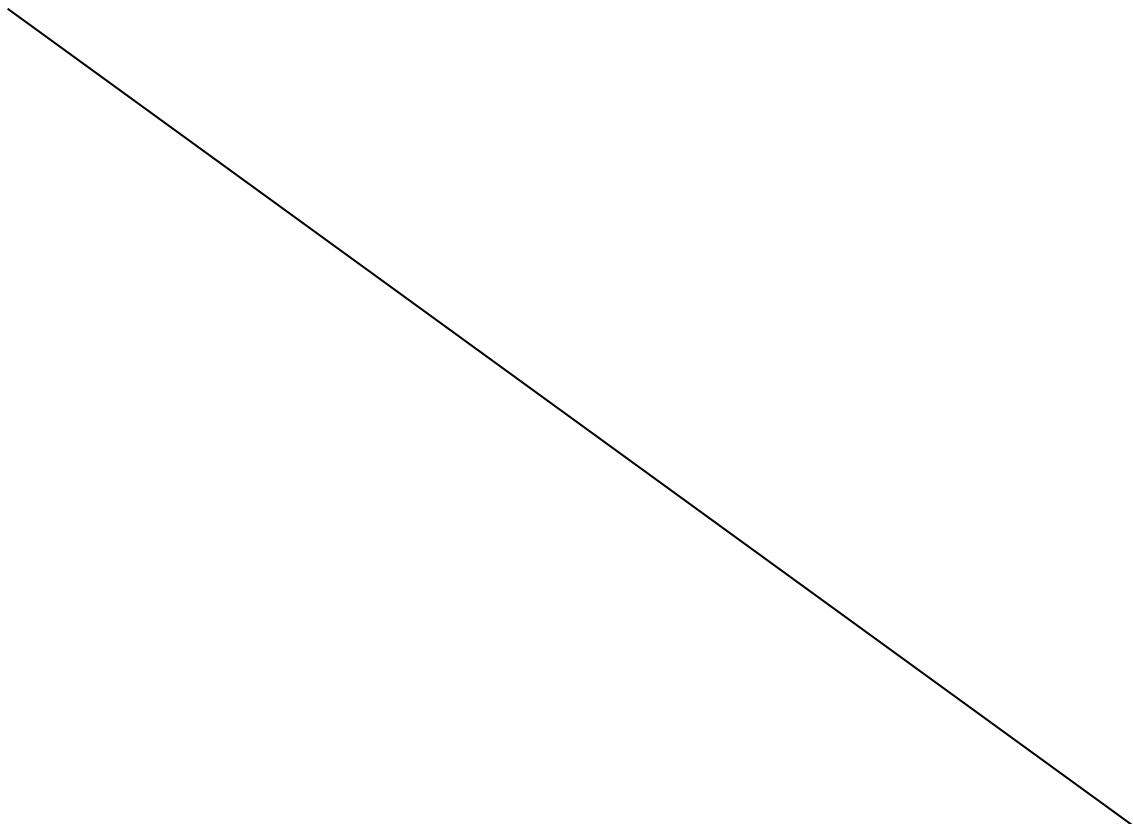
P = PONDER what you hear and feel before you speak

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



<p>Purpose</p>	<p>The Pastoral Relations Commission will set policy and give direction within their mandate.</p>	<p>The Pastoral Relations Commission will provide support for ministry personnel throughout their ministry, including equipping, covenanting, pastoral relationships and retirement.</p>
----------------	---	--

This slide contains two columns of text. The left column is a teal box with the word 'Purpose' in white. The right column contains two paragraphs of text. A vertical grey bar is on the right edge.

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.2.4)
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.