

**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

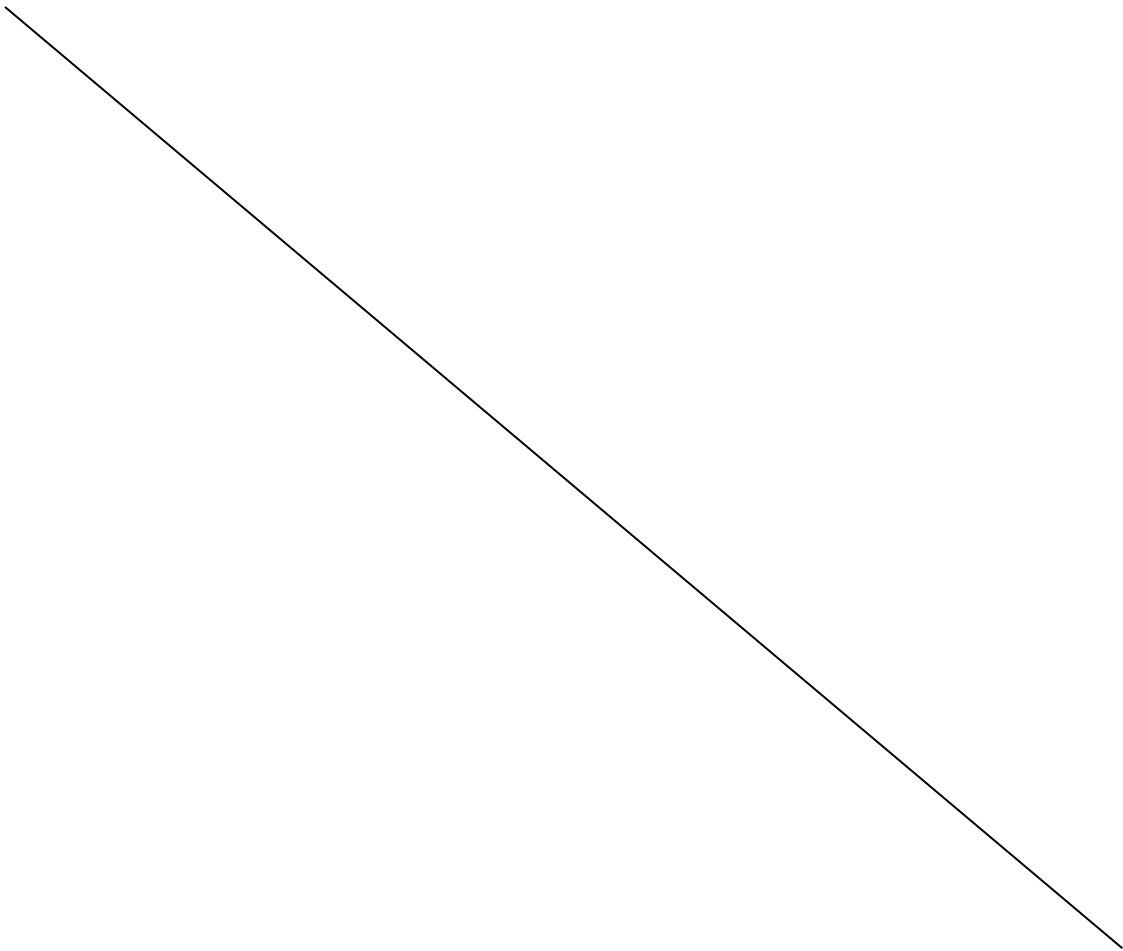
The next meeting of the Pastoral Relations Commission will be held by Zoom video conference on Tuesday, December 13, 2022, at 9:00 a.m.

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?
<p>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>	<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.)
<p>B. At the Profile writing stage, the Position Description include a statement of equity commitment</p>	<p>To have a sample equity statement available for Communities of Faith. 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>

<p>asking congregations to include an equity lens in their Living Faith Stories.</p>	<p>2022 to hear what both Commissions have done.</p>		
<p>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.</p>	<p>Comprehensive Training of the Pastoral Relations Liaison (February 4-5, 2022)</p>	<p>We will have reviewed the training and implemented another round of training for the new liaisons.</p>	<p>Staff COMPLETE</p>

II. Provide support, connection and accompaniment to equity seeking ministry personnel

Pastoral Relations Commission provides support, connection and accompaniment with equity seeking ministry personnel, between equity seeking ministry personnel and for equity seeking ministry personnel.

Provide support, connection and accompaniment to equity seeking ministry personnel	Where do we want to be after one Year?	Where do we want to be after three years?	Who is responsible?
<p>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>	<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> <ol style="list-style-type: none"> Liz review the Negotiation Booklet from 2015.

		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>

<p>to our pastoral relations liaisons.</p>			
<p>C. 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>