

**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.

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Donna Bowman-Woodall  
Chair

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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.

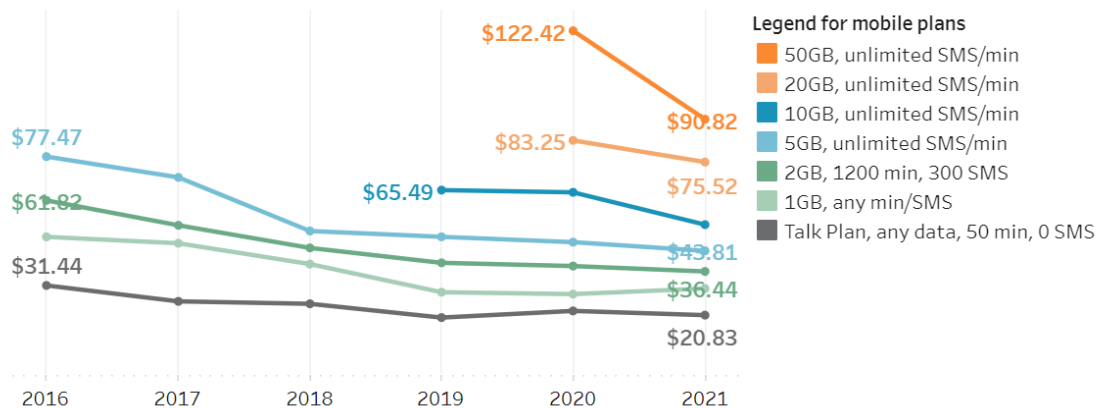
#### A. Research:

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.*