

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

**Minutes of a meeting of the
Pastoral Relations Commission
Tuesday, March 28, 2023**

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, March 28, 2023 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 there was a quorum and called the meeting to order. Donna welcomed everyone, acknowledged the indigenous territory that they found themselves on and led the opening prayer.

Agenda

MOTION by Deirdre Lawrence / 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 / Robin Pilkey
that the minutes of the February 28, 2023 meeting of the commission be approved.

MOTION

CARRIED

Omnibus Motion

MOTION by Lawrence Nyarko / Beth Moore
that the Pastoral Relations Commission take the following actions:

a) Appointments

... concurs with the request of **East End Pastoral Charge (Toronto)** and approves the reappointment of **Daniel Benson**, intentional interim ordained minister, from March 8, 2023 to August 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 30.61% which equals \$22,092, for a total salary of \$94,269 per annum, basic telephone \$900 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 reappointment does not require an act of covenant.

... concurs with the request of **Metropolitan Pastoral Charge (Toronto)** and approves the reappointment of **James Harbell**, candidate for ordained ministry, from May 1, 2023 to May 31, 2023, full time based on 40 hours per week with the following terms for Candidate Step 1 and Cost of Living Group Assignment 5: Salary \$64,614 per annum, salary in addition to the minimum at 10 % which equals \$6,461.40, for a total salary of \$71,075.40 per annum, basic telephone \$800 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 reappointment does not require an act of covenant.

... concurs with the request of **Windermere Pastoral Charge (Toronto)** and approves the reappointment of **Randolph Naylor**, retired ordained minister, from April 1, 2023 to May 11, 2023, part time based on 24 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$75,787 (pro-rated \$45,472.20) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1543 (pro-rated \$925.80) 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 **Alpha Korean Pastoral Charge (Toronto)** and approves the appointment of **Dong-Chun Seo**, retired ordained minister, from March 1, 2023 to December 31, 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 (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 require an act of covenant.

b) License to Administer Sacraments

... concurs with the request of **Nobleton-Schomberg Pastoral Charge (Schomberg)** and grants sacramental privileges in accordance with The Manual I.2.4(a) and I.2.4.2, to **William (Richard) Gardner**, candidate for ordained ministry, during his time of appointment at Nobleton-Schomberg Pastoral Charge.

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 **Cynthia Cooper**, ordained minister at Bayview Pastoral Charge (Toronto) effective August 31, 2023 and gives thanks for her ministry.

... in accordance with The Manual I.3.1.4(b) accepts the request for a change in pastoral relations of **Hugh Reid**, ordained minister at Kingsway-Lambton Pastoral Charge (Toronto) effective September 4, 2023 and gives thanks for his ministry.

MOTION

CARRIED

Report from Staff

Todd McDonald reported in on work that the Pastoral Relations Ministers are doing:

a) Liaisons

The following liaisons have been appointed by staff:

Jim Clubine is appointed to Keswick/Ravenshoe Pastoral Charge to support a Community Profile

William Haughton is appointed to Countryside United for a Covenanting service for the Rev. Sung Ran Kim.

b) Pastoral Charge Supervisors

The following pastoral charge supervisors have been appointed by staff:

Lois Brown is appointed to Christian Island United Church

Equity Task Group Report – Liz Mackenzie

APPENDICES A, B and C

Liz Mackenzie referred the commission members to the attached appendices and invited William Haughton to present a draft of the Liaison Training Position Description Good – Equity Revisions (See Appendix C). Liz Mackenzie then reviewed the Equity Advocate position description for search teams. (See Appendix B). After a rich conversation with Pastoral Relations Liaisons Liz and Robin reworked the position description and revised the name from ‘monitor’ to ‘advocate’ to include equity in the search process.

Liz then referred to the latest revised Equity Goal and Plan Rubric document (appendix A) for her report. She focused her discussion on the yellow highlighted points from the report. She noted that holding a negotiation workshop for ministry personnel is an upcoming item.

Lawrence suggested that after ministers have been helped with their negotiation skills, that these ideas could be then shared with M&P Committees. Todd appreciated the suggestion and will have a conversation with Dale Hildebrand about following up.

Sung Ran noted that workplace discrimination, harassment and violence response policy should also be taught, because those ministry personnel who are seeking equity are really vulnerable in communities of faith. Todd noted that there is a fall workshop being planned for M&P Committees and church leadership on ~~the on~~ that very policy because a lot of our churches aren't aware of it.

Donna asked about June 13 hosting new ministers gathering, the day before the Clergy Day Together. Todd responded that is yet to be discussed with the Equity Task Group, as 'Dale's Dime' and 'Todd's Tab', informal minister group meet ups, partially serve the same purpose. Todd to report on that at a future meeting.

Report from Regional Meeting Planning Group Representative: Sung Ran Kim

Sung Ran had been elected to represent the Pastoral Relations Commission on the planning group for the regional meeting. She gave a brief update on the planning has been going. Donna encouraged Sung Ran to consult with Liz and the Equity Task Group as she plans for the meeting.

Liz asked about the Pastoral Relations report that the commission submits to the regional meeting, and if there is a responsibility for providing information for that report from the Equity Task Group. Donna is meeting with the pastoral relations ministers to review the report.

Next Meeting

The next meeting of the Pastoral Relations Commission will be held by Zoom video conference on Tuesday, April 25, 2023, at 9:00 a.m.

End of meeting

There being no further business, William Haughton closed the meeting with a prayer.

Donna Bowman-Woodall
Chair

Donna Rutz
Note taker

Appendix A – Equity Project Goal and Plan Rubric

The Pastoral Relations Commission Equity Plan
2022-2023
Approved by PR Commission June 14, 2022 (revised for March 28, 2023)

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

The Pastoral Relations Commission Equity Plan
2022-2023
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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.	Create PRC policy that incorporates all the equity items from the Plan into one Equity policy. 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.	Next policy review of all policies, to incorporate equity lens. Under Pastoral Relations website resources "Need a New Minister" include a link to the Equity Policy. Forward paragraph to National church for Pastoral Relations handbook revisions.	Equity Task Group and Staff 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.)

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<p>B. 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? 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>3. Revised Draft of Equity Advocate to PRC mtg, March 28, 2023</p> <p>Will Houghton and Paul Scott, with staff support</p> <p>1. Position Description consultation with PR Liaisons on February 17 by Paul and/or Will</p> <p>2. Final revisions to sample Position descriptions presented at March 28, 2023 meeting</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 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 COMPLETE</p>

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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
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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?
<p>A. Interview/Negotiation:</p> <p>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 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> <ol style="list-style-type: none"> 1. Liz reviewed the Compensation Workbook for Ministry Personnel (Feb 2016). 2. Handbook for ministry personnel development. 3. Workshop include how a minister can compare what previous ministers was compensated using Yearbook; YouTube video with role playing 4. Workshop for ministry personnel

The Pastoral Relations Commission Equity Plan
2022-2023
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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
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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?
A. Ensure at least one member of the PR	We currently have three members who are pastoral relations liaisons. This should be		SWRC Executive: Change to PRC policy, Membership section to say the following: A Chair and six

The Pastoral Relations Commission Equity Plan

2022-2023

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Commission is a PR liaison (Policy change).	shared with the Nominations Committee for the future.	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. The Executive considered this change on December 8, 2022 and referred to Nominations Committee for guidance.
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	This should be added to the liaison check in agenda. Report could come to the June 2023 in person PRC meeting.	One of our pastoral relations liaisons could report back from the liaison check-ins. A PR liaison from PRC to report.

The Pastoral Relations Commission Equity Plan
2022-2023
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relations. So make the report accessible 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

Appendix B – SWRC Search Committee Equity Advocate

Proposal for an Equity Advocate Role/Position Description For Community of Faith Search Committees from SWRC PRC Equity Task Group

After the Pastoral Relations Liaison delivers Anti-bias Training with the Community of Faith Search Committee, the Search Committee members will be asked to choose a member to take on the role of Equity Advocate for the duration of the search and selection process.

The Equity Advocate:

- Consults with PR Liaison regarding additional equity training/resources that might be helpful to the role or for Search Committee members as a whole
- Ensures equity considerations are intentionally discussed during the various search and selection processes - position description, determining interviewees, questions for interviews, selection decisions, etc.
- Provides Equity Advocate contact information with the Community of Faith's Church Hub profile and any Search Committee communication to potential interviewees in order that equity-seeking ministry personnel can access the information/accommodation they may need for the search and selection process
- Arranges for any reasonable accommodation that an equity-seeking ministry personnel may require during the selection process (e.g. ASL interpretation, accessible physical space, accessible language/print materials, time and length of interviews, etc.) in consultation with the equity-seeking ministry personnel and the PR Liaison, as necessary
- Takes the lead in the discussion of how equity considerations were intentionally included in the search and selection process in the Search Committee's debriefing with the PR Liaison and shares any information/concerns/questions that should be passed on to the SWRC Pastoral Relations Commission

Appendix C – Liaison Training Position Description Good – Equity Revisions

Ministry Position Description: Good Example

Community of Faith name: Third St. United Church

Position Title: Minister of Word, Sacrament, and Pastoral Care

Position Profile: ☒ Full-time ☐ Part-time If Part-time number of hours/week _____

Solo X Team ministry If Team, # of other Ministry

Personnel:

The Minister of Word, Sacrament and Pastoral Care will work with our Minister for Youth and Young Families.

Equity Commitment:

In thankful recognition of the diversity of members and gifts within the Body of Christ, Third St. United Church is committed to filling this position with **any qualified** person whose skills and gifts best match this Position Description. **We are committed to making accommodations that are requested and reasonable, including those listed under the Accessibility for Ontarians with Disabilities Act (2005).**

Position Summary: (2-4 sentences that summarize the position including the covenant with God)

Third St. United Church is seeking a Minister of Word, Sacrament and Pastoral Care (hereafter referred to as “the minister”) who, in covenant with God and our congregation, will provide leadership and support for our church’s vision, mission, goals and priorities.

Our ideal candidate will engage enthusiastically and compassionately with all members of the congregation.

Autonomy in Decision-Making

The minister will have full autonomy within the scope of the position description, normally in collaboration with the Church Board. Principal areas of responsibility and associated duties include worship leadership, pastoral care, overall congregational support, and strengthening and supporting the renewal of stewardship education and related initiatives. Choices regarding music in worship should be in collaboration with our Director of Music but the minister will have final decision-making authority.

The minister will work collaboratively with the M&P committee to develop annual workplans with reference to the mission and vision of the church. Accountability is to the Church Board via the M&P committee. The minister supervises the Office Administrator. The minister has authority for specified budget lines. Total annual expenditures of more than 10% above the budget line require consultation with the board.

1. Administration (8 hours/week):

Administrative support is available through the Office Administrator who works 25 hrs/week. This includes basic reception of visitors and answering phones, formatting and printing of the weekly bulletin, mail sorting and delivery, and office maintenance. Because the Office Administrator is not full time, there will be occasions when the minister is required to do some office administrative work, estimated at 3 hours/week. Areas of administration for the minister include:

- attend all Church board, Congregational and Trustee meetings
- serve as an ex-officio member of all committees of the board (except Ministry & Personnel) and attend meetings as required; the minister will attend at least two committee meetings per year of each committee. Communicate with committee chairs on a regular basis
- lead the staff team (Director of Music, the Minister of Youth and Young Families, the Office Administrator, and the Property Manager) . This includes calling, setting the agenda, and leading monthly staff meetings to ensure coordination and good communication among the staff.
- contribute to the monthly church newsletter and maintain a presence on the church Facebook page and other social media

2. Community outreach and social justice (4 hours/week):

Third St. United Church has a strong identity as a social-justice oriented church and we look to our minister to be a passionate leader, inspiring congregants to take action and providing leadership to social justice initiatives. In this area, the minister will:

- support the work of the social justice committee as an advisor
- participate in visioning activities with congregants and take initiative in motivating them to involvement in the social justice initiatives of the church
- be a visible presence at community social justice events, representing the church and creating strong relationships with other community leaders
- act as a spokesperson for the church on issues of social justice, including with the media, at community events, and with legislators

3. Continuing Education (3 hours/week):

Third St. United encourages our ministry personnel to take time for personal and professional development, in line with United Church of Canada policies and allowances. The minister pursues personal, vocational and professional goals for continuing education in consultation with the Ministry & Personnel Committee. The minister also conducts an annual self-assessment as part of the annual assessment process for ministry personnel and proposes continuing education plans as part of the assessment process.

4. Denomination and Communities (3 hours/week):

As per the expectations of all UCC ministry personnel, the minister is actively involved in the life of the regional council and/or the General Council. Third St. United is part of a local ecumenical group of faith communities, including Muslim and Jewish communities of faith. The minister will represent Third St. United at ecumenical meetings and activities, approximately once per month.

5. Faith Formation and Christian Education (2 hours/week):

Discipleship and adult education is a crucial component of Third St. United. The minister will provide leadership and teaching to various groups in the church. Specific responsibilities are:

- Work to ensure that the congregation has an intentional well articulated faith exploration and formation process
- Assist the Minister for Youth and Young Families in confirmation classes for youth
- Lead a weekly bible study for congregants (September – April)
- Provide faith formation leadership at the annual church fall retreat and at special faith formation events (approximately 4 times per year)

6. Leadership (3 hours/week)

Lead the church in development and recruitment for a growing congregation:

- In partnership with the church board, develop and implement programs that grow membership and giving
- Provide vision, leadership for, and participate in the Mission and Vision Planning Committee
- Connect with potential members and prepare them to become members
- Guide the congregation in extending our welcoming, supportive and nurturing culture
- Encourage and engage the talents and gifts of members so as to involve them in the mission and life of the church. Affirm and invite involvement in committees, music, spiritual growth, special programs, and church maintenance

7. Pastoral Care (3 hours/week):

The minister is the primary pastoral care provider to congregants.

- provide pastoral care to the church body, especially to those with acute needs, by visiting those unable to attend church, those who are sick and/or hospitalized, and others who request pastoral care.

- provide pastoral counseling and support to members during important life transitions and in time of celebration
- plan funerals and offer grief care to congregants who have experienced loss
- equip and inspire the lay pastoral care team, equipping and supporting them to provide secondary pastoral care. This includes quarterly meetings with the team.
- maintain regularly scheduled office hours for drop in appointments at least twice a week for a minimum of a half day

8. Worship (10 hours/week):

Sunday morning worship is the focal community building and nurturing opportunity for Third St. United. The minister will:

- Work with the Worship Committee and the Director of Music to plan worship themes and seasons
- Lead worship and preach twice a month in addition to special services during Christian holidays (Youth and Young Families minister preaches once per month and other services are planned and led by guest preachers and lay leaders)
- Lead our once a month alternative worship service for young families on Wednesdays
- Engage the congregation through messages that are delivered with conviction, passion, and relevance in a manner that challenges people to grow spiritually and act out the gospel of Christ
- Encourage and promote lay involvement and leadership regularly in worship services
- Deliver the sacraments of communion and baptism; offer support and guidance to families requesting baptism and confirmation

Required Knowledge, Skills and Abilities:

- Excellent relationship builder and ability to plan collaboratively with staff and lay people
- Demonstrates sensitivity to different congregational preferences and opinions for traditional and contemporary liturgical practices
- Demonstrates passionate commitment to social justice
- Experience with different styles of contemporary worship
- Clear self-awareness and has well-developed, active listening skills

March 28, 2023 - 18

- Ability to engage with all members of all ages
- Projects energy, enthusiasm and excitement
- Skilled at planning and managing time effectively
- Possesses knowledge of governance models and systems

Other Preferred Knowledge, Skills and Abilities:

- Knowledge of community development and ability to engage with community leaders