

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

**Minutes of a meeting of the
Pastoral Relations Commission
Tuesday, September 26, 2023**

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, September 26, 2023 by video conference. The meeting began at 9:00 a.m.

Members Present

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

Regrets: Donna Bowman Woodall; Lawrence Nyarko; Robin Pilkey

Welcome, Constituting the Meeting and Prayer

Andy Comar, acting chair, declared there was a quorum and called the meeting to order. Andy welcomed everyone, acknowledged the indigenous territory that they found themselves on and led the opening prayer.

Agenda

MOTION by Beth Moore / Barbara Hendren
that the agenda consisting of items that had been circulated to the commission in advance of this meeting be approved.

MOTION

CARRIED

Minutes

Andy called for a motion and asked if there were any amendments required to the August meeting minutes.

Sung Ran requested a change in wording on page 4 from "Other Motions" to "Sung Ran recognized a potential conflict of interest and recused herself." Beth emphasized that it's standard procedure for committee members to move into the waiting room during discussions involving a church they're connected to as a volunteer or staff. The commission views this as a potential conflict of interest, and the wording change is meant to clarify that

it's a matter of ensuring no involvement in the discussion rather than implying any wrongdoing.

Dee noted an error that the headline in bold should be changed to 'we met on August 29, 2023. Liz requested that her name be formally spelled as M. Elizabeth Mackenzie for the motion.

MOTION by Paul Stott / Beth Moore
that the minutes of the August 29, 2023 meeting of the commission be approved,
with said amendments.

MOTION

CARRIED

Omnibus Motion

MOTION by Barbara Hendren / Liz Mackenzie
that the Pastoral Relations Commission take the following actions:

a) **Request for Change in Pastoral Relationship**

... in accordance with The Manual I.3.1.4(b) accepts the request for a change in pastoral relations of **Patricia James**, designated lay minister at **Stroud: St. James Pastoral Charge (Innisfil)** effective December 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 **Calin Lau**, ordained minister at **Keswick-Ravenshoe Pastoral Charge (Ravenshoe)** effective January 1, 2024 and gives thanks for his ministry.

b) **Calls**

... concurs with the request of **Chapel in the Park Pastoral Charge (Toronto)** and approves the call to **Paul Shepherd**, ordained minister, beginning December 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, in addition to the minimum at 5% which equals \$3,699.15, for a total salary of \$77,682.15 per annum, basic telephone \$1200 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 call does require an act of covenant.

c) **Appointments**

... concurs with the request of **Coldwater-Eady Pastoral Charge (Coldwater)** and approves the reappointment to **Kathleen Mowat**, retired ordained minister,

beginning September 16, 2023 to December 31, 2023, part time based on 27 hours per week with the following terms for Category F and Cost of Living Group Assignment 4: Salary \$70,917 (pro-rated \$47,868.98) per annum, basic telephone \$850 per annum, Continuing Education and Learning Amount \$1543 (pro-rated \$1041.53) 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 **Fairbank Pastoral Charge (Toronto)** and approves the appointment to **Randy Naylor**, retired ordained minister, beginning September 1, 2023 to December 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 \$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 appointment does not require an act of covenant.

... concurs with the request of **St. Paul's Scarborough Pastoral Charge (Toronto)** and approves the appointment to **Donald Gibson**, retired ordained minister, beginning September 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 not require an act of covenant.

d) **Voluntary Associate Minister Relationship**

... concurs with the request of **Saint Luke's Pastoral Charge (Toronto)** and **Alexandra Gilmour**, to enter a Voluntary Associate Minister relationship, beginning September 26, 2023.

MOTION

CARRIED

Report from Staff

Todd McDonald reported in on the work that the pastoral relations ministers are doing:

a) Liaisons

The following liaisons have been appointed by staff:

Catherine Hions appointed to York United Ministries (York Pines, King City and New Hope Pastoral Charges) for a search for a second minister (20 hours per week)

Paul Stott appointed to St. James Pastoral Charge (Toronto) for a search for an Intentional Interim Minister.

William Haughton appointed to Bala Port Carling Pastoral Charge to support pastoral relations process during a time of transition.

Islay Scott appointed to St. James Pastoral Charge (Stroud) for a search

b) Pastoral Charge Supervisors

The following pastoral charge supervisors were appointed.

Rev. Brad Inglis appointed to Forest Grove Pastoral Charge (Toronto). They are currently vacant and waiting for an Intentional Interim Minister.

c) Staff Report

In the August PRC meeting a question was raised: Why can't the regional council end the pastoral relationship if a church is closing? Todd read the relevant section of The Manual (2023) in response.

The Manual (2023), Section I.3.1.7 - Change Initiated by Regional Council states:

The regional council is responsible for ending the pastoral relationship without a request by the ministry personnel or the community of faith only when notified by the Office of Vocation that the name of the ministry personnel has been placed on the Discontinued Service List (Disciplinary) or Discontinued Lay Ministry Appointment List.

Todd discussed the issue of ministers having to write letters to end their relationships when a community of faith decides to close. They have adjusted the process since the August meeting. In the new approach, when a community of faith votes to close or make any decision affecting the pastoral relationship, a motion for ending the pastoral relationship would be made immediately, giving a 90-day notice.

Liz inquired whether it could be more than 90 days. Todd clarified that the notice period starts from the PRC meeting decision, not the congregation's meeting. Liz also mentioned that if a church plans to close in six months for example, the notice to end the pastoral relationship could align with that timeline.

Equity Task Group Report

APPENDIX A

Liz Mackenzie reported that the equity group had met last week and identified three goals that the commission will work on for 2023-2024. She reviewed the highlighted portions of the rubric under section 2 (See appendix A). Andy thanked the Equity Task Group for their hard work, acknowledging the work that lies ahead.

Liz added that an equity monitor should be named to the Pastoral Relations Commission, using the recently passed description to guide the selection. To be followed up at a future meeting.

Barb inquired about the timeline for implementing this description in guidelines for communities of faith and search committees. Todd said he was currently working on it and would discuss it at the next Liaison meeting on Friday. The equity monitor description is available on the regional website's Liaison page, so liaisons can access and introduce it to search teams.

Regarding inclusion in national guidelines, Liz mentioned that the final report had been sent to the national level, and it's up to Marlene Britton and Adele Halliday to make recommendations for implementation. Given the report's size, the process may take some time. They also discussed the possibility of sending a letter recommending the adoption of the equity monitor description into the national handbook for search committees, so it is a standard practice across all regions.

MOTION by Beth Moore / Barbara Hendren
that the Pastoral Relations Commission send a letter to the General Council Office communicating that the equity advocate role be included in all search teams.

MOTION

CARRIED

Appointment of Flourish Advisory Group Members

Todd noted that this will be a two year appointment to help with continuity during this staff transition period, and that all three members have agreed. An effort was made to round out the skills and gifts of those in the group as well.

MOTION by Liz Mackenzie / Dee Lawrence
that the Pastoral Relations Commission appoint Cynthia O'Connell, Leigh Olson and David Woodall to be the members of the Flourish Advisory Group from September 2023 to June 2025.

MOTION

CARRIED

Pastoral Relations Minister Salary Schedule Discussion

Todd brought to the commission's attention

Next Meeting

The next meeting of the Pastoral Relations Commission will be held in person at Burton Avenue United Church (37 Burton Ave, Barrie, ON L4N 3J3) on Tuesday, October 24, 2023, 9:30 a.m. to 3:30 p.m.

Todd briefly mentioned some of the topics to be discussed at the in-person meeting, including one he will be leading about lay led congregations and collaborative ministry, highlighting a pilot project from First Dawn Eastern Edge Regional Council.

General Council Executive Meeting Salary Increase Decision

Todd informed the commission about a letter from the General Council regarding a 6.3% increase in Ministry Personnel's basic salary for 2024, based on the Stats Canada Consumer Price Index (CPI). However, General Council and Regional Council staff will receive a 2% increase, after being decoupled from the CPI and using different criteria.

At least 40 pastoral charges moved from cost-of-living area 5 to COL 6, plus other increases over the last few years, resulting in significant salary increases for some individuals. Todd is concerned about the impact on Communities of Faith, fearing reduced hours or a shift to lay-led congregations. There may be future repercussions.

Todd added that he will be part of a national total compensation study in the summer of 2024.

End of meeting

There being no further business, Sung Ran closed the meeting with a prayer.

Andrew Comar
Acting Chair

Donna Rutz
Note taker

APPENDIX A – Equity Project Goal and Plan Rubric 2022 - 2025

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

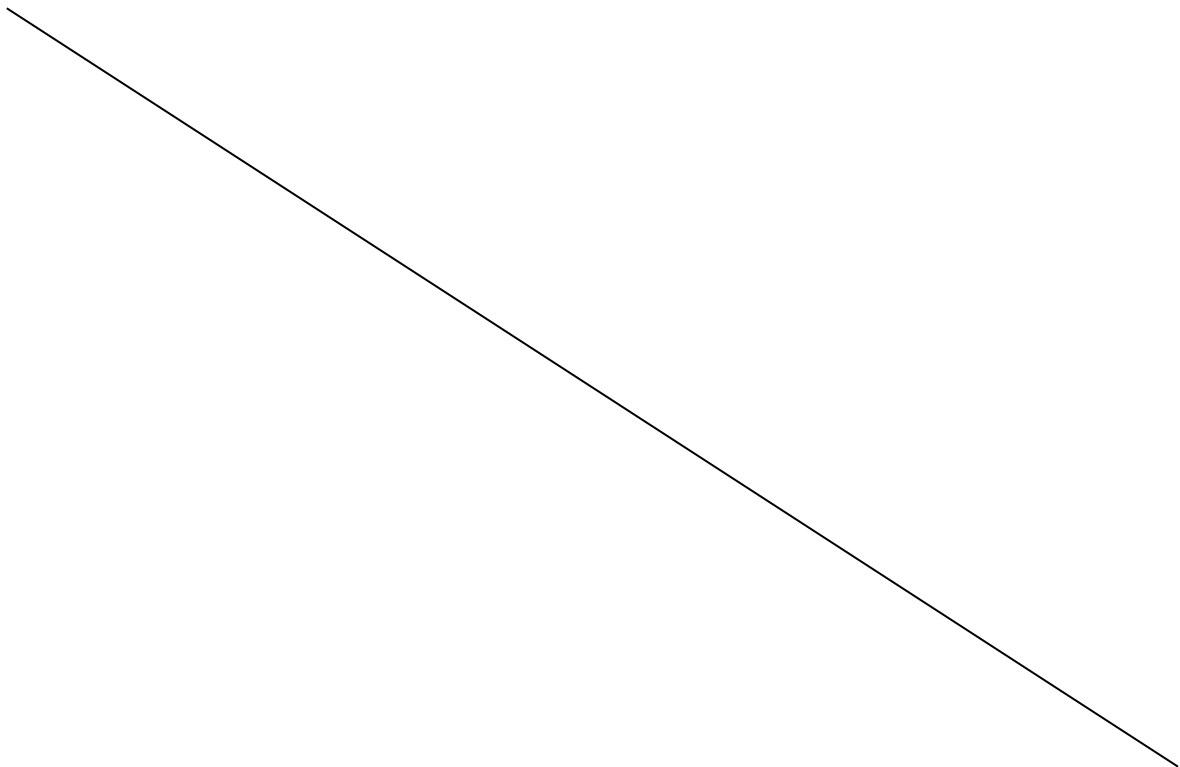
To translate the recommendations from the Equity Goal Research Project (June 2021) into an action plan that could impact a variety of pastoral relations practices and policies within Shining Waters Regional Council.

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? |
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| <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.) 3. Revised Draft of Equity Advocate to PRC mtg, March 28, 2023 <p>COMPLETE</p> |

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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?</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> <ol style="list-style-type: none"> 1. Position Description consultation with PR Liaisons on February 17 by Paul and/or Will 2. Final revisions to sample Position descriptions presented at March 28, 2023 meeting <p>COMPLETE</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</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</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> <p>COMPLETE</p> |

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| include an equity lens in their Living Faith Stories. | 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? |
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| 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>Liz reviewed the Compensation Workbook for Ministry Personnel (Feb 2016).</p> <p>Handbook for ministry personnel on Negotiation.</p> <p>Workshop include how a minister can compare what previous ministers was compensated using Yearbook;</p> | <p>Equity Task Group (William, Liz lead on handbook writing)</p> <p>Liz and William</p> <p>Minister Zoom Gathering 2024: Todd, Equity Task Group</p> |

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| | | YouTube video with role playing | |
| <p>B. A Supported Beginning: Provide an annual gathering of new arriving ministry personnel to SWRC for the purpose of orientation and relationship building.</p> | | <p>Pastoral Relations Ministers also incorporate equity issues into their training and check-ins with the M&P</p> <p>A welcome letter containing pertinent contact information for Regional Staff and neighbouring ministers as well as opportunities for Flourish and service roles, Pastoral Relations Liaisons</p> <p>Intentional orientation—pastoral relations Liaisons explicitly emphasize importance of welcoming new ministers and initiating networking opportunities</p> <p>An annual lunch for ministers-new-to-the-region along with certain Regional staff members (time/date tbd,</p> | <p>Pastoral Relations Minister</p> <p>Liz, supported by Todd</p> <p>Todd, during Liaison check-in</p> <p>Request to Peter from PRC</p> |

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| | | Annual Meeting or autumn have been discussed as possibilities) | |
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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 Commission is a PR liaison (Policy change). | We currently have three members who are pastoral relations liaisons. This should be shared with the Nominations Committee for the future. | | SWRC Executive: Change to PRC policy, Membership section to say the following: A 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. The Executive considered this change on |

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| | | | <p>December 8, 2022 and referred to Nomination Committee for guidance.</p> <p>Executive Approved,</p> <p>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 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>C. PR Commission appoint an equity monitor from its membership to raise equity issues</p> | <p>A basic outline will be in place for this role (in conjunction with the one that is</p> | <p>Monitor whether a more robust Equity Monitor position</p> | <p>Equity Task Group</p> |

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| for the Commission. | being done for search committees). Part of this would be to track chronic problems. | description needs to be created | |
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