

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

**Minutes of a meeting of the  
Pastoral Relations Commission and  
Community of Faith Commission  
Tuesday, October 24 2023**

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 24, 2023 at Burton Avenue United Church, 37 Burton Avenue, Barrie, ON. The meeting began at 9:30 a.m.

**Present:** Donna Bowman-Woodall, Andrew Comar, Barbara Hendren, William Haughton, Sung-Ran Kim, Deirdre Lawrence, Elizabeth Mackenzie, Lawrence Nyarko, Robin Pilkey, Chris Bennett, Carolyn Harding, Calin Lau, Sandra Nottegar, Eric Nyarko, Harry Ramsaran, Patti Rodgers, Gloria Tozek

**Present Online:** Beth Moore, Amy Lee, Diane Matheson-Jimenez

**Staff:** Jody Maltby, Todd McDonald, Eun-Joo Park, Donna Rutz, Kathleen Wolfe, Celio de Andrade Santos Jr., Kim Uyede-Kai

**Regrets:** Tom MacNeil, Paul Stott

**Gathering**

**Welcome, constituting the meeting and prayer**

Chris Bennett welcomed everyone to the meeting. There was a time of introductions. Chris gave an acknowledgement of the land and led a time of worship.

**Joint Commission Conversation - Donna Bowman-Woodall**

Focus for today's Joint Commission meeting, Transitions in Ministry

**Transitions and Ministry - Eun-Joo Park**

What is transitional ministry?

- An opportunity for congregational transformation.
- A season of renewal.
- A time of meaningful change in a church.

The transition journey throughout ministry was shared and the benefits of transitional ministry was explained.

### **Collaborative Ministry / Lay Led Congregations** - Todd McDonald

There was a discussion around the challenges faced by the pastoral charges without ministers in First Dawn Eastern Edge Regional Council (Newfoundland and Labrador). They acknowledged the scarcity of ministers and the feelings of abandonment among the congregations. The Future Directions team of First Dawn Eastern Edge Regional Council proposed a new direction which includes hiring at 1-2 ministers to oversee a pastoral unit (4-5 pastoral charges in a unit) and providing training for lay people as licensed lay worship leaders, funeral assistants, and sacrament elders. A minister(s) and a team of trained lay leaders would collaborate together to provide effective ministry within a pastoral unit.

Shining Waters also highlighted the potential for increase of lay led congregations, referencing the pastoral unit concept as one regional council's response in Newfoundland and Labrador. The meeting participants agreed to focus on listening to Shining Waters Regional Council's lay led congregations in order to find a way to support their ministry in the long term.

A video presentation from First Dawn Eastern Edge Regional Council and their Pastoral Units pilot project. Heather Sandford (Regional Minister) & Simon Muwowo (Pastoral Charge Supervisor) <https://youtu.be/5OIT0uJOCIM>

Discussion of the meeting participants how best to listen to lay led congregations

- What do you see as the best next steps to listen to our lay led congregations?
  - To actually listen and hear what their needs are, sitting down, how are they functioning
  - Being kind, being compassionate is helping us to listen
  - Check to see if they are on the right track as a lay minister
  - Not make it about policing but about supporting
  - Connecting with the wider church
- What are the learnings that we hope for from listening to our lay led congregations?
  - What are the challenges?
  - What are the struggles, differences and similarities?
  - Do we have the resources for lay led congregations?
  - How are we going to live as a lay led congregation?
  - We need to learn about their experiences and how they are impacted by their faith?
- Is there anyone else that we need to listen to?
  - to people within the congregation
  - to people connected to lay led congregations within other denominations
  - to all parts of the country

- On – line Comments
  - the importance of training for lay leaders, not just in lay led congregations, but in all Community of Faiths
  - the need to be open to considering models like this
  - Providing educational programs for the lay leaders

## **Break**

The meeting took a 10-minute break.

## **Transitions and Ministry Continued**

### **Communities of Faith Self-Assessment** - Chris Bennett and Jody Maltby

Jody spoke about a new policy that the Communities of Faith Commission will be considering this afternoon: Policy and Procedures for Ministry Plan for Communities of Faith. The purpose of this policy is to provide guidance, clarity and resources for the development of ministry plans by communities of faith. A Ministry Plan includes three pieces: a Living Faith Story or equivalent mission or vision statement, regular Self-Assessments and the covenant between the community of faith and the regional council. We will be creating a page on our website to share resources to support this work. Feedback from the Pastoral Relations Commission would be welcome. Chris spoke about his experience at East End United and the hope that this work will not be onerous but will give direction and meaning to the life of the community of faith.

Living Faith Stories will be shared with the Communities of Faith Commission. The commission hopes to learn from these to better understand and strengthen the ministry we share. Awareness of the different types of ministries throughout the regional council will help to inform plans, and determine what support and resources are needed.

### **Flourish: Fostering Health Joy and Excellence for Ministry Personnel** - Todd McDonald

Former Vision from 2019 – Regional Council create some clear space beyond the job of ministry and a space to have significant conversations and share experiences of ministry with each other as ministry personnel.

October 3, 2023 ministers gathered to articulate a new vision for Flourish by answering this question: What can the regional council offer that can equip you to live out the kind of ministry you are attracted to, that is deeply satisfying?

- be a presence with ministry personnel / leaders
- help ministry personnel connect
- provide opportunities to grow in new ministry leadership skills

The new draft vision for Flourish's work is: Future offerings from Flourish programming seeks to:

1. **Care** – ministers who feel isolated are supported
2. **Connect** – ministers are given opportunities to build trust as colleagues
3. **Collaborate** – ministers develop invigorated leadership skills for collaborative ministry with lay leaders

### **New Growth Animator** – Jody Maltby

Jody welcomed Calin Lau to his new role as Growth Animator for both Canadian Shield and Shining Waters Regional Councils. The Growth Animators are deployed staff from the Department of Growth of the General Council. He will start his role on January 1, 2024. There was discussion about how the work of the Growth Animator may be connected to Self-Assessments and Living Faith Stories and to Collaborative Ministry. Jody confirmed that the Growth Animator will work closely with regional staff and commissions, but is a member of the General Council staff and supervised by the Director of Growth. This is a similar model to stewardship staff who are deployed from the Philanthropy Department. The focus of Calin's work will be as follows:

- 45% renewing existing communities of faith
- 45% seeding new communities of faith
- 10% learning option

### **Supporting Communities of Faith as They Close** - Jody Maltby

Jody discussed the ways that regional staff are trying to support communities of faith that make the decision to disband. As the primary staff person in this work, Jody tries to walk more closely with congregations that have made the decision to disband and to provide resources and opportunities for congregations to talk about their options. We also try to help with some of the practical questions around closing ie: property, legacy, and ongoing presence in the community, and to be more intentional in celebrating the ministry of a congregation that is closing.

There was discussion about the role of clusters when congregations are disbanding. A cluster can be a source of support, offering options to collaborate or amalgamate and welcoming members of a closing congregation into their community. The regional council cannot compel a congregation to work with their cluster or accept suggestions for a way forward but hopefully if there is a strong relationship within the cluster, this support will be welcomed.

### **Intentional Interim Ministry** - Diane Matheson-Jimenez

Diane provided an update on her transition out of her primary support role for intentional interim ministry, with Eun-Joo set to take over this role by the end of the year. Diane will continue to offer secondary support. She explained the purpose

and origins of intentional interim ministry, which aims to provide a stable ministerial relationship in communities of faith. Diane also discussed the decision to use intentional interim ministry for struggling communities, the five focal points of this work, and the potential for a shift to a model of consultants. She emphasized the need to make intentional interim ministry financially accessible and ensure stability for the ministers involved.

### **Equity Project Goal and Plan** - Liz Mackenzie

Liz discussed progress on the Equity Project and Equity Plan led by the Pastoral Relations Commission, acknowledging the contributions of William Haughton and Robin Pilkey to the Equity Task group. The team has been working on a three-year plan, which is set to end in 2024, and presented an overview of their achievements so far at the Annual Meeting Regional Annual Meeting. They also shared their equity plan and commitment to removing barriers to employment for equity seeking ministry personnel. Liz presented the three major directions for the three-year plan, including enhancing equity training, providing support and connection to equity-seeking ministry personnel, and growing equity within pastoral relations, policy, and practice within the Shining Waters Regional Council. She also discussed progress and future plans under each direction.

- Major Direction 1
  - Enhance equity training
  - Provide support, connection and accompaniment to equity seeking ministry personnel
  - Grow equity within pastoral relations policy and practice with Shining Waters Regional Council.
- Major Direction 2
  - Development of negotiation handbook
  - A supportive beginning for ministry personnel
- Major Direction 3
  - Appointment of equity advocate on PRC
  - One quarterly PR Liaisons' meeting per year will have intentional discussion of emergent equity issues with a report and any recommendations made to PRC

Chris Bennett offered a blessing prayer for lunch.

### **Lunch Break**

The joint commission gathering broke for lunch at 12:30 p.m. p.m. and then reconvened separately.

### **Pastoral Relations Commission Meeting**

The commission members reconvened in the Rainbow Room at Burton Avenue United Church. Donna Bowman-Woodall, Chair, declared there was a quorum present and called the Pastoral Relations Commission meeting to order at 1:20 p.m.

### **Agenda**

**MOTION** by Robin Pilkey / Lawrence Nyarko                      SW PRC 2023-10-24-01  
that the agenda consisting of items that had been circulated to the commission in advance of this meeting be approved.

**MOTION**

**CARRIED**

### **Welcome**

Donna welcomed Eun-Joo Park to the commission and expressed gratitude for her in-person presence. She mentioned Dale Hildebrand's continued presence on staff until spring 2024 and then asked Eun-Joo to describe her role. Eun-Joo shared that she handles pastoral relations and support for communities of faith, specifically those south of Highway 407 and east of Yonge Street, with a plan for another person to pick up Dale's responsibilities after his retirement. Further details will be provided in the coming months.

Andy Comar joined the meeting at 1:25 p.m.

### **Minutes**

Donna thanked Andy Comar for covering for her as acting chair at the September meeting.

**MOTION** by Barbara Hendren / Dee Lawrence                      SW PRC 2023-10-24-02  
that the minutes of the September 26, 2023 meeting of the commission be approved.

**MOTION**

**CARRIED**

### **Omnibus Motion**

It was observed that there were few calls/appointments in this month's omnibus motion and wondered if there were many in progress. Todd explained that the pastoral relations liaisons are extremely busy, each working with at least two communities of faith. There are a

significant number of retirements occurring south of Highway 407 and a growing number north as well. There will be more coming to the commission soon.

**MOTION** by Liz Mackenzie / Barbara Hendren SW PRC 2023-10-24-03  
that the Pastoral Relations Commission take the following actions:

a) **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 **John Kim**, ordained minister at **Richview Pastoral Charge (Toronto)** effective December 31, 2023 and gives thanks for his ministry.

... in accordance with The Manual I.3.1.4(b) accepts the request for a change in pastoral relations of **Karen Ptolemy-Stam**, ordained minister at **Midland: St. Paul's Pastoral Charge (Midland)** effective May 31, 2024 and gives thanks for her ministry.

b) **Appointments**

... concurs with the request of **St. James' Pastoral Charge (Toronto)** and approves the appointment of **Wonchan Hwang**, ordained minister, beginning September 15, 2023 to December 31, 2023, 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 5.24% which equals \$3,970, for a total salary of \$79,757 per annum, basic telephone \$1370 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**

Sung Ran Kim joined the meeting at 1:30 p.m.

**Reconsider a Motion (The Manual 2023, page 195)**

The commission had received correspondence from Rev. Meriel Simpson and the governing body of Scarborough Bluffs Pastoral Charge, requesting the end date of her change in pastoral relationship be moved to April 15, 2024 instead. The pastoral relations liaison supporting Scarborough Bluffs Pastoral Charge is Dan Benson. Todd reviewed the process for reconsidering a motion if no action had yet been taken. The following motions were made:

**MOTION** by Liz Mackenzie / Barbara Hendren SW PRC 2023-10-26-04  
that Shining Waters Regional Council reconsider the motion approved by the  
Pastoral Relations Commission on August 29, 2023 "... in accordance with The  
Manual I.3.1.4(b) accepts the request for a change in pastoral relations of **Meriel  
Simpson**, ordained minister at **Scarborough Bluffs Pastoral Charge (Toronto)**  
effective January 30, 2024 and gives thanks for her ministry."

**MOTION**

**CARRIED**

**MOTION** by Andy Comar / Lawrence Nyarko SW PRC 2023-10-26-05  
that Shining Waters Regional Council, in accordance with The Manual I.3.1.4(b)  
accepts the request for a change in pastoral relations of **Meriel Simpson**, ordained  
minister at **Scarborough Bluffs Pastoral Charge (Toronto)** effective January 30,  
2024 and gives thanks for her ministry.

**MOTION**

**DEFEATED**

**MOTION** by Robin Pilkey / Dee Lawrence SW PRC 2023-10-26-06  
that Shining Waters Regional Council, in accordance with The Manual I.3.1.4(b)  
accepts the request for a change in pastoral relations of **Meriel Simpson**, ordained  
minister at **Scarborough Bluffs Pastoral Charge (Toronto)** effective April 15,  
2024 and gives thanks for her ministry

**MOTION**

**CARRIED**

## **Report from Staff**

Todd reported in on work they are doing:

### **a) Liaisons**

The following liaisons were appointed by staff:

Dan Benson appointed to Richview Pastoral Charge (Toronto) for search for an appointed  
supply minister. The called minister, John Kim, is retiring and the community of faith is  
uncertain if they will be able to call a minister. Thus, the search for an appointed minister.

## **Upcoming Pastoral Relations (PR)Liaison Check In and Proposed Training**

Todd mentioned that only three PR liaisons currently possess the necessary training to  
support communities of faith interested in doing an intentional interim ministry (IIM)  
process. Eun-Joo has suggested training all pastoral relations liaisons to equip them to  
assist IIM sites. The search process for those seeking to become an IIM site differs and  
therefore needs additional training. This training is scheduled for the upcoming liaison



check-in meeting in November, with Eun-Joo allocating 30 minutes of the 90-minute meeting for this purpose.

There was some discussion with the following points made about Intentional Interim Ministry training for ministry personnel:

- There was a suggestion to encourage ministry personnel to consider taking IIM training, even if they don't go on to an IIM site, especially as ministers navigate post-pandemic situations. There is value in the training itself, even without certification, as a form of continuing education. There is potential for IIM training to enhance leadership skills, aligning with growth strategies and the strategic plan.
- Eun-Joo mentioned the similarity between United Fresh Start modules and IIM training, and staff are discussing how to utilize this program more effectively in various pastoral settings.

#### **b) Pastoral Charge Supervisors**

No pastoral charge supervisors were appointed by staff.

#### **c) Flourish Updates**

Todd reported that the Flourish Advisory Group met on October 19, 2023, and the visioning from that meeting informed his morning presentation. He noted that there is growing enthusiasm for the impact of Flourish on ministers' lives.

The advisory group plans to meet again in December to affirm the draft vision.

There is a Flourish event on November 8 - 9, 2023. This is an in-person retreat for ministry personnel entitled "Embracing the Next Normal: Forging a New Path". It is a shared event with Canadian Shield Regional Council. There are 25 ministry personnel attending.

#### **Equity Project Goal and Plan Rubric Update**

The Equity Task Group will meet soon and report at the November 29, 2023, commission meeting. Donna expressed gratitude to Liz Mackenzie for her earlier presentation to the larger group. Liz shared her excitement about finding an equity statement in a position description while interviewing at St. Bartholomew's United Church in Brampton, noting the liaison's effective work and that she was happy to see their equity group work out in the 'real world'.

#### **Policy Review in light of General Council Executive Proposal 5-APPENDICES A&B**

General Council met earlier in the week and considered a proposal related to designated lay ministers (DLMs) In the regional council, there are only three active DLMs, as well as

some retired ones or soon retiring. DLMs are ministry personnel with specific training who perform a full range of ministerial duties in an appointment but cannot take a call. Their status is renewed periodically, and when they retire, they return to being laypeople, losing various privileges.

The following proposal was considered by General Council, calling for changes for retired DLMs:

*For People who Retired as Designated Lay Ministers*

*Proposal 5:*

*The General Council strongly encourages regional councils to review their practices under C.2.1 b) and I.2.4.1 b) of The Manual to consider, in light of the leadership roles and acquired experience of many lay members who retired as designated lay minister, granting both license to administer the sacraments and membership in the regional council to lay members who retired as designated lay ministers and are resident within the regional council. Further, that regional councils be encouraged to review their policies on voluntary associate ministry and eligibility to practice other functions of ministry as may apply to lay members who have retired as designated lay ministers.*

The commission members discussed the region's Draft Voluntary Associate Minister Policy (Appendix A) and the Draft Ministry Personnel Marriage Policy (Appendix B) Todd noted that the regional council membership for retired DLMs does not fall under the purview of the commission, but lays with the Executive. The Commission recognized that revisions to the VAM and Ministry Personnel Marriage policies are part of a larger discussion about retired DLM's regional council membership.

There was much discussion with the following points made:

- Under Definition and Eligibility (Appendix A) the first line, problem with the use of wording of ministry personnel. Suggested using 'for the purposes of this policy' to help clarify wording. Todd to follow up.
- A presentation on the ethical standards and standards of practice for ministry personnel will be given at a future meeting. Todd to follow up.
- Is there a way to still include DLMs when in between appointments?
- Under Notes section ii) (Appendix B) There's a concern about the cancellation of a marriage license after six months, which affects retired ministry personnel wanting to return as a VAM to their previous community. Currently, there's a one-year waiting period after the pastoral relationship ends before returning to their old community of faith, which is a challenge especially for ministry personnel in rural areas. This is not a policy but it is a best practice and expectation.
- It is suggested staff explore keeping the marriage license valid for one year with a mind to changing the note in the policy. Todd to follow up.

There being no further discussion, Donna called for a motion.

**MOTION** by Liz Mackenzie / Beth Moore

SW PRC 2023-10-24-07

That the draft policies for Voluntary Associate Minister Policy and Ministry Personnel Marriage Licence policy be forwarded to the Shining Waters Regional Council Executive and request that the Executive explore the issue of regional council membership for retired Designated Lay Ministers.

**MOTION**

**CARRIED**

### **Next Meeting**

The next meeting of the Pastoral Relations Commission will be held by Zoom video conference on Tuesday, November 28, 2023, at 9:00 a.m.

### **End of Meeting**

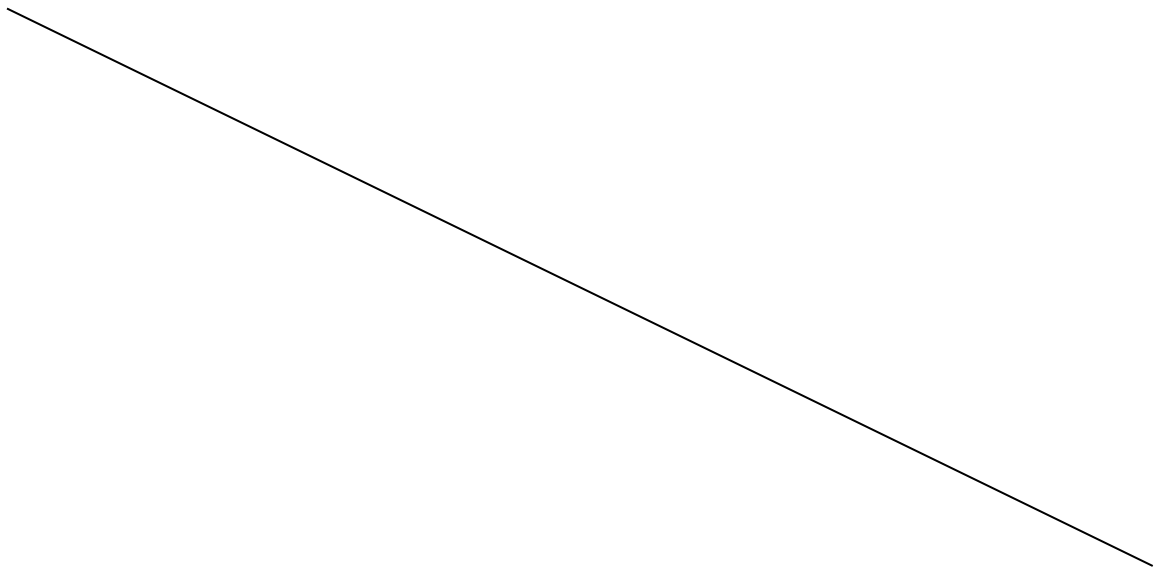
Donna thanked everyone for making the effort to attend in person and that it was good to be together. There being no further business, Donna Bowman-Woodall closed the meeting with a reading from Richard Wagamese's book 'Embers'.

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Donna Bowman-Woodall  
Chair

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Kathleen Wolfe and Donna Rutz  
Note takers



## Appendix A – Draft Voluntary Associate Minister Policy

The United Church of Canada  
Shining Waters Regional Council

### PASTORAL RELATIONS COMMISSION: VOLUNTARY ASSOCIATE MINISTER (VAM)

This policy outlines the regulations regarding Voluntary Associate Ministers (VAMs) in Shining Waters Regional Council.

Date Approved: December 12, 2018 Revised policy approved: February 22, 2022	Review date by Pastoral Relations Commission: 2025
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#### DEFINITION AND ELIGIBILITY

A Voluntary Associate Minister (VAM) is a ministry personnel who is not called or appointed to a community of faith and has entered into a formal association with a pastoral charge to exercise agreed upon functions of ministry. A VAM must be on the Office of Vocation registry of accredited ministry personnel, with the following criteria met: a) in good standing; and b) in compliance with the current standards of The United Church of Canada (including: racial justice training; boundaries course; boundaries refreshers when applicable; police records check and annual declaration with respect to criminal charges).

A community of faith and the called or appointed minister must request approval by the Pastoral Relations Commission for the appointment of a VAM. Ministry personnel may not apply to become a Voluntary Associate Minister to a Community of Faith that has no appointed or called minister.

#### MEMBERSHIP

Voluntary Associate Ministers are members of the Regional Council ~~and not of the community of faith with which they are associated.~~ Volunteer Associate status shall be seen as equivalent to any appointment in terms of membership and discipline.

#### THE PROCESS

An ordered minister ~~or a retired Designated Lay Minister who is a member of Shining Waters Regional Council,~~ may enter into an agreement with a community of faith and the incumbent minister/s to serve as a Voluntary Associate Minister.

The VAM application form is available on the [Shining Waters Regional Council website](#). The on-line form requires the agreement of the Pastoral Charge, the called or appointed Ministry Personnel, and the Voluntary Associate Minister.

The completed form will be sent to Shining Waters Regional Council and presented to the Pastoral Relations Commission for consideration and approval.

Once the request has been approved, Shining Waters Regional Council will retain a copy and provide an emailed copy to the ~~governing body of the~~ community of faith ~~(Secretary or Board/Session (or equivalent))~~, the called or appointed Ministry Personnel, and the Voluntary Associate Minister.

If the request is not approved, Shining Waters Regional Council will contact all parties.

By submitting the Voluntary Associate Minister form, the Voluntary Associate Minister and other parties are agreeing to the following:

1. Pastoral functions performed come under the oversight and discipline of the Office of Vocation.
2. The Voluntary Associate Minister named in the agreement may receive honoraria for weddings or funerals and for presiding and/or preaching in regular worship; however, there is no

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expectation of honoraria, stipend, or travel allowance from the community of faith to which they are accountable.

3. The Voluntary Associate Minister and the incumbent minister/s will have a conversation at the time of application regarding expectations of the Voluntary Associate Minister and agreed upon areas where the Voluntary Associate Minister may be involved in assisting with ministry functions and tasks. These areas are listed on the VAM application form.
4. When there is a change in a pastoral relationship within a Community of Faith, the incumbent Voluntary Associate Minister may continue in that Community of Faith. When a newly appointed or called minister begins, the Voluntary Associate Minister and the newly called or appointed minister will have a conversation, facilitated by the M&P Committee, regarding expectations of the Voluntary Associate Minister and agreed upon areas where the Voluntary Associate Minister may be involved in assisting with ministry functions and tasks. A report of this conversation will be filed with the M&P Committee.
5. In situations of team ministry, when one member of the team leaves the pastoral relationship or when a member is added, the same conversation as is outlined above should take place.
6. If a Voluntary Associate Minister enters into a call at another community of faith, their VAM status shall end on the beginning date of the call. If a VAM enters into an appointment longer than six months, their VAM status will be put on hold on the beginning date of their appointment. They may resume their VAM status at the original Community of Faith after their appointment has ended.

## Appendix B – Draft Ministry Personnel Marriage Licence Policy

### PASTORAL RELATIONS COMMISSION: MINISTRY PERSONNEL MARRIAGE LICENCE POLICY

This policy outlines the regulations regarding marriage licences for ministry personnel in Shining Waters Regional Council.

Date Approved: December 12, 2018	Date reviewed: June 14, 2022	Next review date by Pastoral Relations Commission: June 2025
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#### ELIGIBILITY

##### a) Permanent licences

Those eligible to hold a permanent licence to conduct a wedding within the Province of Ontario are:

1. Ministry personnel in a covenanted relationship with a ministry recognized by a regional council of The United Church of Canada within the Province of Ontario. This includes ministry candidates who are serving in appointments.

##### b) Temporary licences

Those eligible to hold a temporary licence to conduct a wedding within the Province of Ontario are:

1. Ministry personnel on the accredited list of ministry personnel maintained by the Office of Vocation who are not in an on-going covenanted relationship with a ministry recognized by a regional council of The United Church of Canada.
2. Ministry personnel from other regional councils within The United Church of Canada who are on the accredited list of ministry personnel and reside outside Ontario.
3. Ministry personnel from other communions, which are recognized by the Canadian Council of Churches or the World Council of Churches.

#### Notes

- i) ~~Retired Designated Lay Ministers are not eligible to be licensed because they are not in an appointment and are therefore considered to be lay persons, and are not eligible to become Voluntary Associate Ministers.~~
- ii) A marriage licence will be valid for six months after the end of an appointment or call. If a minister has not entered into another appointment or call, or into a Voluntary Associate Minister covenanted relationship within this six month period, then their licence will be cancelled.

#### PROCEDURES

##### a) Permanent licences

1. All ministry personnel in a covenanted relationship with a community of faith or a ministry recognized by the regional council will be authorized by the regional council to apply for a marriage licence. The Regional Council supports the application with required documentation; however, the Regional Council cannot procure a licence for ministry personnel and it is the responsibility of ministry personnel to ensure that they have an active marriage licence before conducting marriages. The Ontario government marriage office maintains a public online list of all active licences (<https://data.ontario.ca/dataset/registered-marriage-officiants>). If your name is not on the list, contact your Pastoral Relations Minister.

2. A covenanted relationship for those not called or appointed to a community of faith, or a ministry recognized by the regional council, will consist of a joint statement from the ministry personnel and a community of faith indicating a mutual agreement that conducting weddings is part of the duties of the ministry personnel as specified in the Shining Waters Regional Council VAM Application Form.

Ministry personnel will be on the list of accredited ministry personnel. In Shining Waters Regional Council, this joint statement is included in the Voluntary Associate Minister form, which must be approved by the appointed or called ministry personnel and the community of faith, and approved by the Pastoral Relations Commission. Shining Waters Regional Council will depend on The United Church of Canada's Church Hub to verify that a minister is on the list of accredited ministry personnel. This means anyone applying for Voluntary Associate Minister status must be registered on [www.ChurchHub.ca](http://www.ChurchHub.ca).

3. The regional council will periodically determine whether a covenanted relationship continues to exist between a ministry personnel and a community of faith.
4. All marriages shall be registered in a marriage register kept by a United Church of Canada community of faith or regional council recognized ministry **in the province where the wedding is taking place.**

**b) Temporary licences for United Church of Canada Ministry Personnel**

1. Ministry personnel without a permanent licence for conducting weddings will contact the marriage registration governing official requesting a temporary licence.
2. The governing official will confirm that the ministry personnel is on the list of accredited ministry personnel by checking with the regional council's Office of Vocation Minister.
3. Ministry personnel requesting a temporary licence shall supply a letter of support from the ministry personnel serving the United Church of Canada community of faith in which the wedding is taking place.
4. For "off-site," non-church weddings, ministry personnel shall provide a letter from a United Church of Canada community of faith whose marriage register is being used to register the marriage.
5. All marriages shall be registered in a marriage register kept by a United Church of Canada community of faith or regional council recognized ministry.
6. Temporary licences for weddings to be conducted on the premises of other denominations shall be requested through the governing official of the other denomination.
7. The maximum number of temporary registrations to be authorized for any individual in any calendar year is three. Those wishing to conduct more than three weddings per calendar year will be required to enter into a covenanted relationship with a community of faith or regional council recognized ministry.
8. Ministry personnel applying for a temporary licence must be on the list of accredited ministry personnel
9. Whatever personal record the officiant makes of the event, it must be entered into the marriage register of a congregation according to #4 or #5 above.

**c) Temporary Licences for Ministry Personnel who are not recognized by The United Church of Canada**

Ministry personnel of a denomination that is a member church of the Canadian Council of Churches or the World Council of Churches will provide a letter of standing from their denomination of accountability. The ministry personnel would be subject to #1 and #3-7, and #9 above.

Ministry personnel from another denomination applying for a temporary licence must have a police records check valid within the last six months.