

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

**Minutes of a meeting of the  
Pastoral Relations Commission  
Tuesday, August 30, 2022**

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, August 30, 2022 by video conference. The meeting began at 9:00 a.m.

**Members Present**

Donna Bowman-Woodall (chair); Todd McDonald (staff); Barbara Hendren (lay); Liz Mackenzie (ordered); Lawrence Nyarko (ordered); Robin Pilkey (lay), Paul Stott (lay); Deirdre Lawrence (lay);

**Regrets:** Dale Hildebrand (staff); Sung-Ran Kim (ordered); Andrew Comar (ordered); William Haughton (ordered); Beth Moore (lay);

**Welcome, constituting the meeting and prayer**

Donna Bowman-Woodall welcomed everyone, acknowledged the indigenous territory we find ourselves on, led the opening prayer, and called the meeting to order.

**Agenda**

**MOTION** by Lawrence Nyarko / 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 Paul Stott / Deirdre Lawrence  
that the minutes of the June 14, 2022 meeting of the commission be approved.

**MOTION**

**CARRIED**

**Omnibus Motion**

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

a) **Calls**

... concurs with the request of **Rosedale Pastoral Charge (Toronto)** and approves the call of **Ruth Noble**, ordained minister beginning September 1, 2022, full time based on 40 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$73,295 per annum, salary in addition to the minimum at 30.98% which equals \$22,706.79 , for a total salary of \$96,001.79 per annum, basic telephone \$840 per annum, Continuing Education and Learning Amount \$1493 per annum and all other terms according to The Manual I.2., and that in accordance with The Manual I.1.9 this call does require an act of covenant.

b) **Appointments**

... concurs with the request of **Thornhill Pastoral Charge (Thornhill)** and approves the appointment (Supervised Ministry Education) of **Mini Choi**, candidate, beginning August 8, 2022 to August 2, 2024, full time based on 40 hours per week with the following terms for Category Candidate Step One and Cost of Living Group Assignment 5: Salary \$62,489 per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1493 per annum and all other terms according to The Manual I.2., and that in accordance with The Manual I.1.9 this appointment does require an act of covenant.

... concurs with the request of **Fairlawn Avenue Pastoral Charge (Toronto)** and approves the reappointment of **Douglas duCharme**, ordained interim minister beginning July 1, 2022 to June 30, 2023, full time based on 40 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$73,295 per annum, salary in addition to the minimum at % which equals \$15,313, for a total salary of \$88,608 per annum, basic telephone \$1000 per annum, Continuing Education and Learning Amount \$1493 per annum and all other terms according to The Manual I.2., and that in accordance with The Manual I.1.9 this reappointment does not require an act of covenant.

... concurs with the request of **Metropolitan Pastoral Charge (Toronto)** and approves the appointment (Supervised Ministry Education) of **James Harbell**, candidate, beginning November 1, 2022 to April 30, 2023, full time based on 40 hours per week with the following terms for Category Candidate Step One and Cost of Living Group Assignment 5: Salary \$62,489 per annum, salary in addition to the minimum at 10% which equals \$6,248.90, for a total salary of \$68,737.90 per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1493 per annum and all other terms according to The Manual I.2., and that in accordance with The Manual I.1.9 this appointment does require an act of covenant

... concurs with the request of **Grace Pastoral Charge (Brampton)** and approves the appointment of **Kenneth MacDonald**, ordained minister, beginning September

1, 2022 to February 28, 2023, part time based on 17.5 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$73,295 (pro-rated \$32,066.56) per annum, basic telephone \$1320 per annum, Continuing Education and Learning Amount \$1493 (pro-rated \$653.19) 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 **Royal York Road Pastoral Charge (Toronto)** and approves the appointment of **Helena Medeiros**, ordained minister, beginning June 27, 2022 to September 27, 2022, 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 \$7329.51 (pro-rated \$5497.13), for a total salary of \$80,624.51 (pro-rated \$60,468.38) per annum, basic telephone \$1200 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 re-appointment does not require an act of covenant.

... concurs with the request of **Churchill-Gilford Pastoral Charge (Churchill)** and approves the appointment (Supervised Ministry Education) of **Krista Moore**, candidate, beginning September 1, 2022 to September 1, 2024, full time based on 40 hours per week with the following terms for Category Candidate Step One and Cost of Living Group Assignment 4: Salary \$57,781 per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1493 per annum and all other terms according to The Manual I.2., and that in accordance with The Manual I.1.9 this appointment does require an act of covenant.

... concurs with the request of **Evergreen Pastoral Charge (Windermere)** and approves the reappointment of **Doreen Mason**, designated lay minister, beginning July 1, 2021 to September 30, 2022, part time based on 30 hours per week with the following terms for Category D and Cost of Living Group Assignment 3: Salary \$58,776 (pro-rated \$44,082) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1474 (pro-rated \$1105.50) 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 appointment of **Randolf Naylor**, ordained minister, beginning October 1, 2022 to March 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 \$73,295 (pro-rated \$43,977) per annum, salary in addition to the minimum at 5% which equals \$3664.75 (pro-rated \$2198.85), for a total salary of \$76,959.75 (pro-rated \$46,175.85) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1493 (pro-rated \$895.80) 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 **Eglinton St. George's Pastoral Charge (Toronto)** and approves the re-appointment of **Donald Parsons**, retired ordained minister, beginning July 1, 2022 to August 31, 2023, part time based on 15 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$73,295 (pro-rated \$27,485.63) per annum, salary in addition to the minimum at 20% which equals \$14,659.01 (pro-rated \$5497.13 ), for a total salary of \$87,954.01 (pro-rated \$32,982.76) per annum, basic telephone \$1200 per annum, Continuing Education and Learning Amount \$1493 (pro-rated \$559.88) per annum and all other terms according to The Manual I.2., and that in accordance with The Manual I.1.9 this re-appointment does not require an act of covenant.

... concurs with the request of **Bala-Port Carling Pastoral Charge (Bala)** and approves the appointment of **Ceri Rees**, ordained minister beginning October 17, 2022 to June 1, 2024, full time based on 40 hours per week with the following terms for Category F and Cost of Living Group Assignment 3: Salary \$64,440 per annum, salary in addition to the minimum at 6.43% which equals \$4145, for a total salary of \$68,585 per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1493 per annum and all other terms according to The Manual I.2., and that in accordance with The Manual I.1.9 this appointment does require an act of covenant.

... concurs with the request of **Parkdale Pastoral Charge (Toronto)** and approves the appointment (Supervised Ministry Education) of **Christopher Slusar**, beginning June 6, 2022 to June 6, 2024, part time based on 24 hours per week with the following terms for Category Candidate Step One and Cost of Living Group Assignment 5: Salary \$62,489 (pro-rated \$37493.40) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1493 (pro-rated \$895.80) 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 require an act of covenant

... concurs with the request of **Central, Weston Pastoral Charge (Toronto)** and approves the appointment of **Mary Katherine Young**, ordained Intentional Interim minister beginning September 1, 2022 to August 31, 2024, full time based on 40 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$73,295 per annum, salary in addition to the minimum at 13% which equals \$9528.35, for a total salary of \$82823.35 per annum, basic telephone \$900 per annum, Continuing Education and Learning Amount \$1493 per annum and all other terms according to The Manual I.2., and that in accordance with The Manual I.1.9 this appointment does require an act of covenant.

c) **License to Administer Sacraments**

... concurs with the request of **St. Andrews's Pastoral Charge (Toronto)** and grants sacramental privileges in accordance with The Manual I.2.4(a) and I.2.4.2, to **Morgan Bell**, candidate for ordained ministry, during his time

of appointment at St. Andrew's Pastoral Charge

... concurs with the request of **Thornhill Pastoral Charge (Thornhill)** and grants sacramental privileges in accordance with The Manual I.2.4(a) and I.2.4.2, to **Mini Choi**, candidate for ordained ministry, during her time of appointment at Thornhill Pastoral Charge.

... concurs with the request of **Runnymede Pastoral Charge (Toronto)** and grants sacramental privileges in accordance with The Manual I.2.4(a) and I.2.4.2, to **Laura Gallagher-Doucette**, candidate for ordained ministry, during her time of appointment at Runnymede Pastoral Charge.

... concurs with the request of **Metropolitan Pastoral Charge (Toronto)** and grants sacramental privileges in accordance with The Manual I.2.4(a) and I.2.4.2, to **James Harbell**, candidate for ordained ministry, during his time of appointment at Metropolitan Pastoral Charge.

... concurs with the request of **Churchill-Gilford Pastoral Charge (Churchill)** and grants sacramental privileges in accordance with The Manual I.2.4(a) and I.2.4.2, to **Krista Moore**, candidate for ordained ministry, during her time of appointment at Churchill-Gilford Pastoral Charge.

... concurs with the request of **Parkdale Pastoral Charge (Toronto)** and grants sacramental privileges in accordance with The Manual I.2.4(a) and I.2.4.2, to **Christopher Slusar**, candidate for ordained ministry, during his time of appointment at Parkdale Pastoral Charge.

d) **Voluntary Associate Minister Relationship**

... concurs with the request of **St. Andrew's Pastoral Charge (Markham)** and **Timothy Dayfoot**, to enter a Voluntary Associate Minister relationship, beginning August 30, 2022.

... concurs with the request of **Jubilee Pastoral Charge (Toronto)** and **Alison Mock**, to enter a Voluntary Associate Minister relationship, beginning August 30, 2022.

**MOTION**

**CARRIED**

### **Timothy Eaton Memorial Pastoral Charge Appointment**

Moved by Paul Stott / Barb Hendren  
that the Pastoral Relations Commission postpone the decision concerning the appointment of James Byassee to Timothy Eaton Memorial Pastoral Charge, to the September 27 Commission meeting and request an explanation and rationale for the salary differentiation between the skills, effort and responsibility of the two ministers' positions and compensation packages.

**MOTION**

**CARRIED**

The following motion is postponed to the September 27, 2022 meeting of the Commission:

*The Commission concurs with the request of Timothy Eaton Memorial Pastoral Charge (Toronto) and approves the appointment of James Byassee ordained minister, beginning September 1, 2022 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 \$73,295 per annum, salary in addition to the minimum at 125.12% which equals \$91,705, for a total salary of \$165,000 per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$3000 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.*

Robin Pilkey was absent from the meeting for the next motion.

Liz Mackenzie excused herself from the meeting for the following two motions

### **Runnymede Pastoral Charge Appointment**

Moved by Lawrence Nyarko / Barb Hendren  
that the Pastoral Relations Commission concurs with the request of **Runnymede Pastoral Charge (Toronto)** and approves the appointment (Supervised Ministry Education) of **Laura Gallagher-Doucette**, candidate, beginning September 1, 2022 to August 31, 2024, full time based on 40 hours per week with the following terms for Category Candidate Step One and Cost of Living Group Assignment 5: Salary \$62,489 per annum, salary in addition to the minimum at 0.02% which equals \$11, for a total salary of \$62,500 per annum, basic telephone \$1000 per annum, Continuing Education and Learning Amount \$1493 per annum and all other terms according to The Manual I.2., and that in accordance with The Manual I.1.9 this appointment does require an act of covenant

**MOTION**

**CARRIED**

## **Intentional Interim Minister Appointment**

Moved by Paul Stott / Deirdre Lawrence  
that the Pastoral Relations Commission recognizes and approves the appointment of **Elizabeth Mackenzie** as Intentional Interim Minister at **St. Paul's Pastoral Charge (Scarborough)** beginning July 1, 2022 to June 30, 2024 with the terms and conditions approved in its motion on June 14, 2022.

### **MOTION**

### **CARRIED**

St. Paul's request for Intentional Interim Ministry was approved by the Communities of Faith Commission. At its previous meeting of June 14, 2022, the Commission approved the appointment of Liz Mackenzie to St. Paul's prior to the completion of her Intentional Interim Minister re-designation. On June 27<sup>th</sup>, Liz received continuing designation as an Intentional Interim Minister from the Office of Vocation Credentialing Committee. With this motion, the Commission now recognizes this two-year appointment as Intentional Interim Ministry.

## **Report from Chairperson**

- a. **Supervised Ministry Education (SME) matching** (from the June 14 minutes): A representative from the Office of Vocation has been invited to the November 29 Commission meeting to help us understand how communities of faith are matched with Candidates for ministry who require a SME site.
- b. **Marriage Policy (approved at our June 14 meeting)** and marriage policies from other denominations. The Commission decided to take no further action.
- c. **Meeting Schedule for 2022-2023:** **APPENDIX A**  
Normally our meetings land on the last Tuesday of the month (with some exceptions). An error was made for our January and February meeting. Would the Commission like to change those dates to the last Tuesday (January 31 and February 28)?

The Commission decided to revise schedule to hold meeting on Tuesday January 31 and Tuesday February 28 and resend the revised meeting schedule to Commission members.

## **Budget for the Pastoral Relations Commission for 2023**

### **APPENDIX B**

The Commission members discussed the draft budget and did not direct any changes. A motion to approve the budget will be considered at the September 27 Commission meeting.

## **Report from staff**

Staff reported in on the following work they are doing:

### **Equity Plan**

Todd reported that Equity Task Group will meet on September 21 and will bring a report on the Equity Plan working document that was started June 14, 2022.

### **The following appointments were made by staff:**

#### **a) Liaisons**

Mhairi Godley appointed pastoral relations liaison to The Donway Covenant Pastoral Charge (Toronto) for search for short-term appointment and call.

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

The Rev. Tom MacNeil appointed to Grace Pastoral Charge (Brampton) as of July 1, 2022 to August 31, 2022.

Rev. David Allen appointed to Parkdale Pastoral Charge (Toronto) as of June 23, 2022.

### **Next Meeting**

The next meeting of the Pastoral Relations Commission will be held by Zoom video conference on Tuesday, September 27, 2022, at 9:00 a.m.

### **End of meeting**

There being no further business, Donna Bowman-Woodall closed the meeting with a prayer.

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Donna Bowman-Woodall, Chair

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Todd McDonald, note taker



**Appendix A**

**Revised Shining Waters Pastoral Relations Commission  
Meeting schedule 2022/2023**

**All meetings are Tuesdays at 9:00 a.m. on Zoom unless otherwise noted**

**August 30, 2022**

**September 27, 2022**

**October 25, 2022 (9:30 am - 3 pm) An in-person joint meeting with the Community of Faith Commission at Lansing UC**

**November 29, 2022**

**December 13, 2022**

**January 31, 2023**

**February 28, 2023**

**March 28, 2023**

**April 25, 2023**

**May 9, 2023 (\*moved up from normal last Tuesday of month to accommodate ordination candidates)**

**June 13, 2023 (in person all day meeting – location to be determined)**

## Appendix B – Draft Budget for the Pastoral Relations Commission for 2023

### Pastoral Relations Commission - Budget 2023

	2022	2021	2023
Emergency Fund		500.00	2,000.00 Discretionary fund for PRMs for ministry personnel
Liaison Expenses	11.97	230.76	1,000.00 Travel for liaisons is expected to increase from pandemic year levels
Health Joy and Excellence		9,447.78	
Clergy Day Away	2,917.02		7,000.00 Space, food, hotel, facilitator fees for our annual Clergy Day Away
Other	3,425.00		1,600.00 Minister Zoom gathering honorariums
Ministry team training	6,342.02	2,750.00	17,500.00 Seven team orientations @ \$2,500 each (Dale contact Jill to clarify actual amounts)
PCS expenses	168.07	290.40	500.00 Travel for PCS work is expected to increase from pandemic year levels
Equity Work		6,230.00	
			1,500.00 Assumption is that these will be on-line. Expense is to hire a consultant
			2,000.00 Food and space (Connect to clergy day away)
Fresh Start	224.00	442.00	700.00 Fund 3 modules for new pastoral relationships
Peer Learning Groups			3,000.00 One north and one south orientation days for those participating in PLGs.
M&P Workshops			Space and lunch for 25 at each gathering
Retirees			500.00 For miscellaneous expenses related to in-person workshops
			2,000.00 Four events at \$500 each
<b>Total expenditures</b>	<b>6,746.06</b>	<b>19,890.94</b>	<b>39,300.00</b>

#### Notes:

Sabbatical Grants    Burton Ave    3,112.00    Paid  
                                  Collier St    3,500.00    Pending  
                                  Deer Park  
 HST is not included in above amounts

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

**Minutes of a meeting of the  
Pastoral Relations Commission  
Thursday, September 8, 2022**

The Pastoral Relations Commission of Shining Waters Regional Council met on Thursday, September 8, 2022 by video conference. The meeting began at 8:30 a.m.

**Members Present**

Donna Bowman-Woodall (chair); Dale Hildebrand (staff); Andrew Comar (ordered); Barbara Hendren (lay); William Haughton (ordered); Sung-Ran Kim (ordered); Liz Mackenzie (ordered); Beth Moore (lay); Lawrence Nyarko (ordered); Paul Stott (lay)

**Regrets:** Todd McDonald (staff), Deirdre Lawrence (lay), Robin Pilkey (lay)

**Guests:** Margaret Szilassy, Peter Hartmans

**Welcome, constituting the meeting and prayer**

Donna Bowman-Woodall welcomed members and guests to the meeting. A question was raised about whether the meeting should be recorded, as has been requested by one Commission member who could not attend. A discussion ensued and it was decided that the meeting not be recorded, with the request that extensive notes be taken for those absent.

Donna Bowman-Woodall acknowledged the indigenous territory we find ourselves on, led the opening prayer, and called the meeting to order.

**Agenda**

**MOTION** by Beth Moore/Will Haughton

that the agenda, consisting of the item to reconsider a motion made on August 30, 2022 and any other business as a result of that reconsideration, be approved.

**MOTION**

**CARRIED**

**Orders of the Day**

The Chairperson, Donna Bowman-Woodall gave a short summary at the Commission meeting on August 30, 2022 and explained the reason for the meeting.

Donna Bowman-Woodall next welcomed Marg Szilassy, legal counsel from General Council and asked her to address the Commission.

After there were no further questions or comments, the following motions were made:

**Motion to Re-consider**

**MOTION** by Lawrence Nyarko/Sung-Ran Kim

that the following motion from the August 30, 2022 meeting of the Pastoral Relations Commission, Shining Waters Regional Council be re-considered:  
“The Commission postpone the decision concerning the appointment of James Byassee to Timothy Eaton Memorial Church, to the September 27 Commission meeting and request an explanation and rationale for the salary differentiation between the skills, effort and responsibility of the two ministers’ positions and compensation packages.”

**MOTION**

**CARRIED**

The commission then returned to the original motion from the August 30, 2022 meeting:

“...that the Commission postpone the decision concerning the appointment of James Byassee to Timothy Eaton Memorial Church, to the September 27, 2022 Commission meeting and request an explanation and rationale for the salary differentiation between the skills, effort and responsibility of the two ministers’ positions and compensation packages.”

It was suggested that the original motion be amended to change the date from September 27, 2022 to the date of today’s meeting, September 8, 2022.

**MOTION** by Beth Moore / Will Haughton

that the Pastoral Relations Commission postpone the decision concerning the appointment of James Byassee to Timothy Eaton Memorial Church, to the September 8, 2022 Commission meeting and request an explanation and rationale for the salary differentiation between the skills, effort and responsibility of the two ministers’ positions and compensation packages.

**MOTION**

**CARRIED**

**MOTION** by Will Haughton /Andy Comar

That the Pastoral Relations Commission concurs with the request of Timothy Eaton Memorial Pastoral Charge (Toronto) and approves the appointment of James Byassee ordained minister, beginning September 1, 2022 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 \$73,295 per annum, salary in addition to the minimum at 125.12% which equals \$91,705, for a total salary of \$165,000 per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$3000 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.

**MOTION**

**CARRIED**

**Next Meeting**

The next meeting of the Pastoral Relations Commission will be held by Zoom video conference on Tuesday, September 27, 2022, at 9:00 a.m.

**End of meeting**

There being no further business, Andy Comar closed the meeting with a prayer.

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Donna Bowman-Woodall, Chair

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Dale Hildebrand, note taker

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

**Minutes of a meeting of the  
Pastoral Relations Commission  
Tuesday, September 27, 2022**

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, September 27, 2022 by video conference. The meeting began at 9:00 a.m.

**Members Present :** Donna Bowman-Woodall (chair); Todd McDonald (staff); Andrew Comar (ordered); Sung-Ran Kim (ordered); Deirdre Lawrence (lay); Liz Mackenzie (ordered); Beth Moore (lay); Lawrence Nyarko (ordered); Paul Stott (lay)

**Regrets :** Barbara Hendren (lay); William Haughton (ordered); Robin Pilkey (lay)

**Welcome, constituting the meeting and prayer**

Donna Bowman-Woodall welcomed everyone, acknowledged the indigenous territory we find ourselves on, led the opening prayer, and called the meeting to order.

Donna noted that the meeting model was being adjusted and that going forward the PRC meetings would be recorded for minute taking purposes. Donna Rutz, administrative support for the commission, would review these recordings for her eyes only and take the minutes from it. Other commissions do this for minute taking purposes and helps with the scheduling around other admin work in the region. Donna thanked Donna Rutz for her work with the commission. She also thanked Todd, appreciating his consulting role in meetings, and noted that it was good to not try to be all things, to all people.

**Agenda**

**MOTION** by Andrew Comar / Lawrence Nyarko  
that the agenda consisting of items that had been circulated to the commission in advance of this meeting be approved.

**MOTION**

**CARRIED**

**Minutes**

The following corrections were requested: Deirdre Lawrence's name was misspelled in the August 30, 2022 minutes; the date of the August minutes was not the 28<sup>th</sup>, but should be the 30<sup>th</sup>; the September meeting was held on September 8 not the 7<sup>th</sup> as noted in certain places. Donna Rutz to follow up with corrections for final set of minutes.

**MOTION** by Paul Stott / Lawrence Nyarko  
that the minutes of the August 30, 2022 meeting and the September 8, 2022 meeting of the commission be approved, as amended with said corrections.

**MOTION**

**CARRIED**

### **Question for Clarification on Additional Salaries**

Sung-Ran Kim asked for some clarification on additional salaries and cost of living amounts. Todd explained that minimum salaries are set annually by The United Church of Canada, based on a minister's years of service and the Cost of Living area that the Community of Faith is located in. The PRC Commission's job is to ensure that the minimum salary is met. Anything above the minimum is negotiated by the minister and Community of Faith. Sung-Ran asked if there were criteria in place to support or advise that negotiation. Todd said that the proposed Equity Plan in part is to help empower ministers on how to negotiate with Communities of Faith. He asked to wait for further discussion on this to later in the meeting.

### **Omnibus Motion**

**MOTION:**

that the Pastoral Relations Commission take the following actions:

#### **1. Calls**

... concurs with the request of **Uganda Martyrs Pastoral Charge (Toronto)** and approves the call of **Maryanne Thomson**, ordained minister, beginning December 1, 2022 part time based on 20 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$73,295 (pro-rated \$36647.50) per annum, basic telephone \$400 per annum, Continuing Education and Learning Amount \$1493 (pro-rated \$28 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.

#### **2. Appointments**

... concurs with the request of **Humbercrest Pastoral Charge (Toronto)** and approves the appointment of **Helena Medeiros**, ordained minister, beginning October 3, 2022 to January 1, 2023, full time based on 40 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$73,295 per annum, salary in addition to the minimum at 2.73% which equals \$2000, for a total salary of \$75,295 per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1493 per annum and all other terms

according to The Manual I.2., and that in accordance with The Manual I.1.9 this appointment does not require an act of covenant.

... concurs with the request of **Collier Street Pastoral Charge (Barrie)** and approves the appointment of **Robert Murdock**, candidate, beginning September 1, 2022 to December 31, 2022, part time based on 10 hours per week with the following terms for Category Candidate Step One and Cost of Living Group Assignment 4: Salary \$57,781 (pro-rated \$14,445.25) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1493 (pro-rated \$373.25) 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 **Markham: St. Andrew's Pastoral Charge (Markham)** and approves the reappointment of **Shannon Mang**, ordained interim minister, beginning September 18, 2022 to March 17, 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 reappointment does not require an act of covenant.

... concurs with the request of **The Donway Covenant Pastoral Charge (Toronto)** and approves the appointment of **Johannes Van Nie**, retired ordained minister, beginning October 2, 2022 to September 30, 2023, full time based on 40 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$73,295 per annum, salary in addition to the minimum at 10% which equals \$7329.50, for a total salary of \$80,624.50 per annum, basic telephone \$1000 per annum, Continuing Education and Learning Amount \$1493 per annum and all other terms according to The Manual I.2., and that in accordance with The Manual I.1.9 this appointment does require an act of covenant.

### **3. License to Administer Sacraments**

... concurs with the request of **Collier Street Pastoral Charge (Barrie)** and grants sacramental privileges in accordance with The Manual I.2.4(a) and I.2.4.2, to **Robert Murdock**, candidate for ordained ministry, during his time of appointment at Collier Street Pastoral Charge

### **4. 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 Christopher Cheung, retired ordained minister at Toronto



Chinese Pastoral Charge (Toronto) effective November 1, 2022 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 Evan Swance-Smith, ordained minister at Toronto Urban Native Ministry (Toronto) effective September 30, 2022 and gives thanks for their ministry.

Note: The notice period is shorter than 90 days and The Manual I.3.1.4 states that the Community of faith must also approve the date. The board of Toronto Urban Native Ministry made the following motion: That the resignation of the Rev. Evan Swance-Smith, circulated in a letter dated September 13, 2022, be received and approved with regret, effective September 30, 2022. This formal request was missed by the parties previously, thus the short notice period.

**Omnibus Motion Note:** There was no mover or seconder for the omnibus motion, the vote was therefore not valid. At the chairperson's discretion, the commission followed the process outlined in The Manual 2022, Appendix Section 3.4.2 - Decisions by Email, on page 194. The commission members will hold an email vote on the omnibus motion before the next meeting of the PRC.

## **Report from staff**

Todd reported in on work the staff are doing:

### **a) Liaisons**

Henry Poutiainen appointed to Thornhill Pastoral Charge to arrange for the covenanting of their new SME candidate (two years), Mini Choi.

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

The following pastoral charge supervisors have been appointed by staff:

Rev. Kirsty Hunter and Stephen Loweth (DLM) appointed to Georgina Island Pastoral Charge as of September 13, 2022.

Rev. William Haughton appointed to Westmount Pastoral Charge as of September 15, 2022.

Rev. Ray Whitehead appointed to Toronto Chinese Pastoral Charge as of November 1, 2022.

### **c) Flourish Advisory Group**

Leigh Olson, David Woodall, and Won Hur have agreed to be the Flourish Advisory Group from September 2022 to August 2023. The purpose of the Advisory Group is to guide staff who supports Flourish programming. This year the Clergy Peer Learning Group program and the Clergy Day Away will be the main focus for the Advisory Group's work.

**MOTION** by Liz Mackenzie / Paul Stott  
that the Pastoral Relations Commission appoint Leigh Olson, David Woodall, and Won Hur to the Flourish Advisory Group from September 2022 to August 2023.

**MOTION**

**CARRIED**

### **d) 2023 Minimum Salaries and Reimbursements for Ministry Personnel**

Todd McDonald explained that this is a schedule produced by The United Church of Canada and it is what search teams across the country use when calling/appointing a minister. The salaries are based on years of service of the minister and what Cost of Living area the community of faith is located in, and that makes a comprehensive salary for that particular area. Downtown Toronto is different from rural Saskatchewan for example.

Todd reported the following changes of note for 2023, starting January 1st:

- Minimum salaries: 3.2% increase to the 2022 minimum salaries
- Travel: \$0.55 per kilometer (up from \$0.46). This increase is a changing approach to mileage starting in January 2023 that will have the impact of increasing it to \$0.55 cents, consistent with that paid by other mainline denominations.

Liz Mackenzie suggested that the region send out a notice about the changes so it's not missed. Todd to follow up.

### **Equity Project Goal and Plan Report**

### **APPENDIX A**

The Equity Task Group met on Wednesday, September 21, 2022. Chairperson Liz Mackenzie reviewed the three-year Equity Project Goal and Plan Rubric document (see Appendix A) circulated to the commission and noted the recommendations that were highlighted in appendix A:

Liz concluded by noting that the task group would be happy to have other commission members join them and look at goals and actions, and to contact her if interested. Donna thanked Liz and the task group for their ongoing work.

### **Budget for the Pastoral Relations Commission for 2023**

### **APPENDIX B**

A draft budget for the commission was presented at the August meeting, see Appendix B.

**MOTION** by Andrew Comar / Deirdre Lawrence

That the Pastoral Relations Commission recommend to the Shining Waters Regional Council Executive the draft budget for 2023 as presented.

**MOTION**

**CARRIED**

**Meeting Schedule**

**APPENDIX C**

At the August PRC meeting it was agreed to revise the meetings dates for January and February 2023. The revised meeting schedule for the Commission is Appendix C.

**Next Meeting**

The next meeting of the Pastoral Relations Commission will be a hybrid Zoom / in person joint meeting with the Community of Faith Commission, to be held on Tuesday, October 25, 2022. The meeting will be from 9:30 a.m. to 3:30 p.m., at Lansing United Church, 49 Bogert Ave, North York, ON M2N 1K4. Parking is available on site or short walking distance from Shepherd subway station. Commission members should let Donna Rutz know if they plan to attend in Zoom.

**End of meeting**

There being no further business, Liz Mackenzie closed the meeting with a prayer.

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Donna Bowman-Woodall, Chair

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Donna Rutz, note taker

## **Appendix A - Equity Project Goal and Plan Rubric**

### **Pastoral Relations Commission Equity Plan 2022-2023 Approved by PRC June 14, 2022 (Revised September 27, 2022)**

#### **Vision**

Striving to be faithful followers of Jesus in our time and place, Shining Waters Regional Council will continue to remove physical and other barriers to participation in the life and work of the Region and society, committing itself to be open to the Spirit. Resisting all forms of oppression, we welcome and celebrate people of all abilities, any sexual orientation and gender identity, racialized persons, and all others who are marginalized, in the life and work of the Region. (Approved May 2019).

#### **Task**

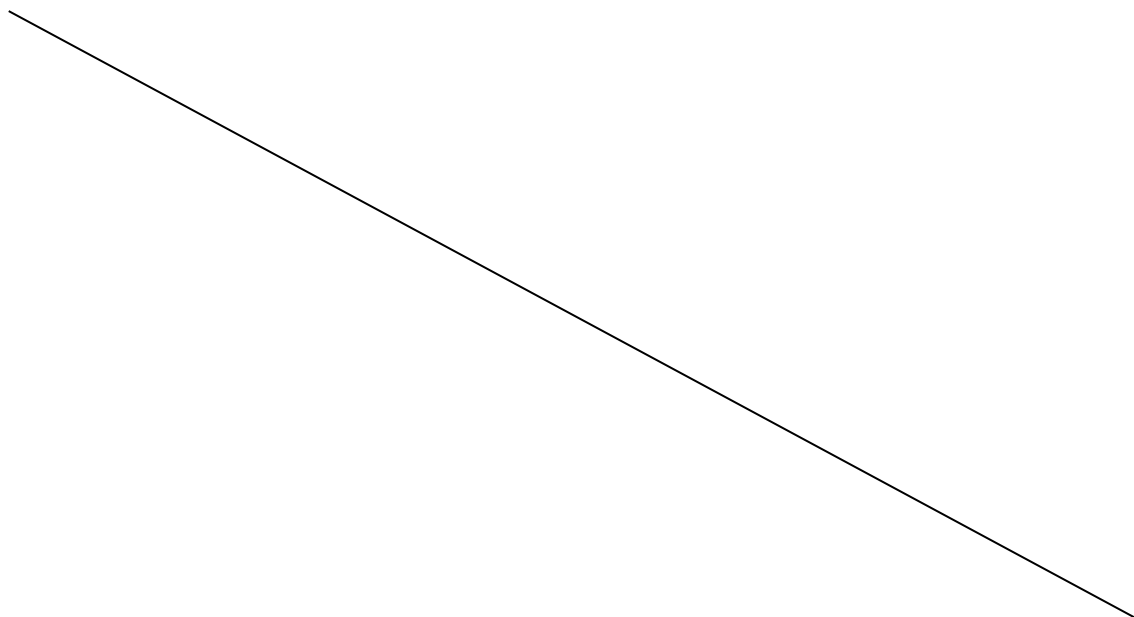
To translate the recommendations from the Equity Goal Research Project (June 2021) into an action plan that could impact a variety of pastoral relations practices and policies within Shining Waters Regional Council.

#### **Major Directions**

- Enhance equity training
- Provide support, connection and accompaniment to equity seeking ministry personnel
- Grow equity within pastoral relations policy and practice within Shining Waters Regional Council

#### **One-Year Action Plan and Three-Year Goals**

- A. See the attached listing of actions for each major direction



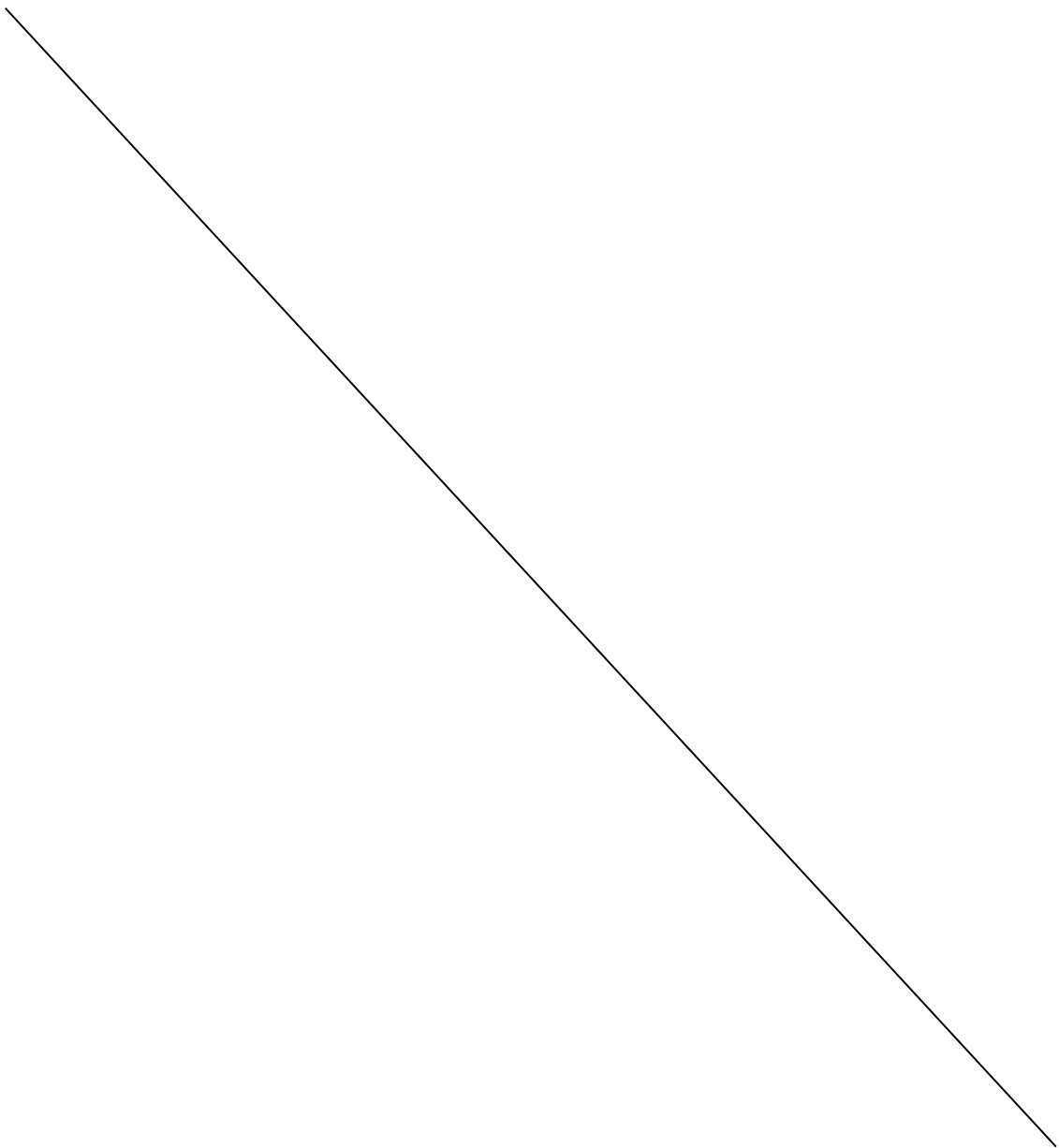
## I. Enhance Equity Training

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?
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>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>	Equity Task Group and Staff

<p>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>
<p>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</p>

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
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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?
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) for Ministry Personnel on how to negotiate.	<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>



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 a 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.

<b>Grow equity within pastoral relations policy and practice within Shining Waters Regional Council</b>	<b>Where do we want to be after one Year?</b>	<b>Where do we want to be after three years?</b>	<b>Who is responsible?</b>
Ensure at least one member of the PR Commission is a PR liaison (Policy change).	This is done (we have three currently). This should be shared with the Nominations Committee for the future.		Nomination Committee and chairperson of PRC

<p>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>PR Commission appoint an equity monitor from its membership to raise equity issues for the Commission.</p>	<p>A basic outline will be in place for this role (in conjunction with the one that is being done for search committees). Part of this would be to track chronic problems.</p>	<p>Monitor whether a more robust Equity Monitor position description needs to be created</p>	<p>Equity Task Group</p>

## APPENDIX B – Draft Budget for the Pastoral Relations Commission for 2023

### Pastoral Relations Commission - Budget 2023

	2022	2021	2023
Emergency Fund		500.00	2,000.00
Liason Expenses	11.97	230.76	1,000.00
Health Joy and Excellence		9,447.78	Travel for liaisons is expected to increase from pandemic year levels
Clergy Day Away	2,917.02		7,000.00
Other	3,425.00		Space, food, hotel, facilitator fees for our annual Clergy Day Away
Ministry team training	6,342.02	2,750.00	1,600.00
PCS expenses	168.07	290.40	Minister Zoom gathering honorariums
Equity Work		6,230.00	17,500.00
			Seven team orientations @ \$2,500 each
			500.00
			Travel for PCS work is expected to increase from pandemic year levels
			1,500.00
			Assumption is that these will be on-line. Expense is to hire a consultant
			2,000.00
			Food and space (Connect to clergy day away)
			700.00
			Fund 3 modules for new pastoral relationships
			3,000.00
			One north and one south orientation days for those participating in PLGs.
			Space and lunch for 25 at each gathering
			500.00
			For miscellaneous expenses related to in-person workshops
			2,000.00
			Four events at \$500 each
<b>Total expenditures</b>	<b>6,746.06</b>	<b>19,890.94</b>	<b>39,300.00</b>

## **APPENDIX C – REVISED MEETING SCHEDULE**

### **Revised Shining Waters Pastoral Relations Commission Meeting schedule 2022/2023**

**All meetings are Tuesdays at 9:00 a.m. on Zoom unless otherwise noted**

**August 30, 2022**

**September 27, 2022**

**October 25, 2022 (9:30 am - 3 pm) An in-person joint meeting with the Community of Faith Commission at Lansing UC**

**November 29, 2022**

**December 13, 2022**

**January 31, 2023**

**February 28, 2023**

**March 28, 2023**

**April 25, 2023**

**May 9, 2023 (\*moved up from normal last Tuesday of month to accommodate ordination candidates)**

**June 13, 2023 (in person all day meeting – location to be determined)**

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

**Minutes of a meeting of the  
Pastoral Relations Commission  
Tuesday, October 25, 2022**

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 25, 2022 at Lansing United Church, 49 Bogert Ave, North York, ON. The meeting began at 9:30 a.m.

**Present:**

Donna Bowman-Woodall, Andrew Comar, Barbara Hendren, Sung-Ran Kim, Deirdre Lawrence, Beth Moore, Lawrence Nyarko, Robin Pilkey, Paul Stott and Chris Bennett, Carolyn Harding, Calin Lau, Kevin Logie, Tom MacNeil, Sandra Nottegar, Eric Nyarko, Patti Rodgers

**Regrets:** William Haughton, Liz Mackenzie, Amy Lee, Harry Ramsaran, Gloria Tozek, Kim Uyede-Kai

**Staff:** Jeffrey Dale, Susie Henderson, Dale Hildebrand, Rachael Howes, Jody Maltby, Diane Matheson-Jimenez, Todd McDonald, Donna Rutz

**Welcome, constituting the meeting and prayer**

Chris Bennett welcomed everyone to the meeting. Dale Hildebrand gave an acknowledgement of the land. Donna Bowman-Woodall led a time of worship. There was a time of introductions.

**Joint Commission Conversation** - leader, Chris Bennett

**Emerging from Pandemic**

Susie Henderson led a facilitated discussion scanning the landscape, taking input from the members under categories of what we have lost, what we want to let go, what to nourish/plant, and what is here to stay.

## **Lay-Led Communities of Faith**

Jody Maltby led a conversation that considered the changing context of communities of faith and our current processes and oversight for lay-led congregations. It focused on the General Council Executive proposal, GCE06 *Ministry Leadership to meet the needs of the church in the 2020s*. The discussions around the proposal revealed that this is an issue that needs to be addressed in our church. The proposal asked, might the question we are grappling with be: How do we create a structure of placing personnel that does not create harm?

She spoke about lay-led congregations in Shining Waters, what types of congregations have lay leaders, as well as the strengths in a lay-led congregation and the challenges in a lay-led congregation.

She also spoke about Licensed Lay Worship Leaders, Congregational Designated Ministry and Pastoral Charge Supervisors. The Pastoral Relations Commission trains Licensed Lay Worship Leaders and appoints Pastoral Charge Supervisors. The Communities of Faith Commission has oversight of congregations. Increasingly there is a rise in lay-led congregations that may be more permanent than in the past.

The 44th General Council also encourages regional councils to explore and implement ways that support rural and other struggling ministries in The United Church of Canada and that what is done at the regional councils be shared back to the national church because we have work to do as a whole church that honours a diversity of faithful forms of leadership.

## **Break**

The meeting took a 10-minute break.

## **Equity Project Goal and Plan**

Paul Stott led a conversation about highlighting the equity lens for the Living Faith Story of congregations.

He spoke about encouraging equity considerations to be included in the development of the Living Faith Stories.

- Does it contain an equity statement reflective of the congregation's current practice and future vision?
- How would a LGBTQ2S+ minister read it?
- How would a differently-abled minister read it?
- How would a racialized minister read it?
- How would a female minister read it?

## **Intentional Interim Ministry**

Diane Matheson-Jimenez and Chris Bennett led a conversation about how we can be more deliberate with our resources, support, and networking for those engaged in the intentional interim ministry process. They shared an overview of how churches move through transition. Is there interest in a shared working group to review the situation and recommend directions?

Some of the questions addressed were:

What are the resources needed?

What do you see as your accountability relative to intentional interim ministry?

What do you see as a vision/opportunity?

What are we going to do about it?

It was suggested to take this away to our respective commissions and create a small working group to look at these questions as a way to support intentional interim ministry.

Some of the comments/thoughts given:

- a great tool, are we using it as a region as effectively as we could to be more strategic in the way we employ intentional interim ministers?
- there is a need to be more prescriptive as to how intentional interim ministry is used.
- there will come a time when intentional interim ministry will become inaccessible to the congregations that desperately need it. If this is a tool we value, how are we going to remedy that?
- there usually is a shortage of trained intentional interim ministers although currently we do have enough, but it could be because of a lack of energy for congregations to create a transition team, etc.
- there are patterns, so we perhaps need resources to support congregations more as they go through transition.

## **Supporting Communities of Faith as They Close**

Todd McDonald led a conversation about support for communities of faith, (both ministry personnel and lay leaders) as they close, based on the story of Minesing United Church, including: naming attitudes/stigma and isolation that they face, challenges of dealing with practical things (assets); naming legacy, telling their story, celebrating history, planting seeds for the future, transitioning members. What's our experience? How can we help? What kind of care and accompaniment can we offer? Can we identify best practices?

Learn from endings; both good endings and those that didn't go well. Calin Lau shared a story of ending well, and the learnings from that. Dee Lawrence spoke about an ending that did not go well and those learnings.

The meeting shared with each other what about the stories of endings filled them with thanksgiving; and what new directions they hope for when considering churches that are closing.

## **Closing**

Donna Bowman-Woodall invited people to share a gratitude and offered a blessing prayer for lunch.

## **Lunch Break**

The joint commission gathering broke for lunch at 12:55 p.m. and then reconvened separately.

## **Pastoral Relations Commission Meeting**

Donna Bowman-Woodall, Chair, called the Pastoral Relations Commission meeting to order at 1:35 p.m. Todd McDonald thanked Paul Stott on behalf of the commission members, for an excellent presentation to the larger joint group that morning.

## **Agenda**

**MOTION** by Andrew Comar / 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 Beth Moore / Lawrence Nyarko  
that the minutes of the September 27, 2022 meeting of the commission be approved.

**MOTION**

**CARRIED**

## **Email Vote**

The following decision was made by email vote:

**MOTION** by Beth Moore / Paul Stott  
that the Pastoral Relations commission take the following action on the omnibus motion as recorded in the September 27, 2022 Pastoral Relations meeting pages 2-4: The omnibus motion was CARRIED.

**MOTION**

**CARRIED**



## Eric Law's R.E.S.P.E.C.T. Communication Guide

## APPENDIX A

Todd McDonald circulated copies of Eric Law's Respectful Communication Guide and reviewed it with the members of the commission (See Appendix A). Todd noted that these points are valuable to keep in mind in gatherings. He suggested that the members keep it on file and that they review the guide occasionally, at the discretion of the chair.

### Omnibus Motion

**MOTION** by Lawrence Nyarko / Paul Stott  
that the Pastoral Relations Commission take the following actions:

a) **Calls**

... concurs with the request of **Wesley, Mimico Pastoral Charge (Toronto)** and approves the call to **Hae Bin Jung**, ordained minister, beginning November 1, 2022, part time based on 20 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$73,295 (pro-rated \$36,647.50) salary in addition to the minimum at 7.65% which equals \$5,605 (pro-rated \$2802.50 ), for a total salary of \$78,900 (pro-rated \$39,450) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1493 (pro-rated \$746.50) 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.

... concurs with the request to change the terms of an existing call/appointment of **Downsview Pastoral Charge (Toronto)** and approves the call to **Julia Yun Jung Kim**, ordained minister, beginning November 1, 2022, part time based on 30 hours per week with the following terms for Category A and Cost of Living Group Assignment 5: Salary \$64,568 (pro-rated \$48,426) salary in addition to the minimum at 1.8% which equals \$1162.22 (pro-rated \$872), for a total salary of \$65,730.22 (pro-rated \$49,298) 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 call does not require an act of covenant

b) **Appointments**

... concurs with the request of **King City Pastoral Charge (King City)** and approves the appointment of **Bruce Roffey**, retired ordained minister, beginning September 1, 2022 to August 31, 2025, part time based on 8 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$73,295 (pro-rated \$14,659) per annum, basic telephone \$320 per annum, Continuing Education and Learning Amount \$1493 (pro-rated \$298.60) 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.

... concurs with the request of **New Hope Pastoral Charge (Concord)** and approves the appointment of **Bruce Roffey**, retired ordained minister, beginning September 1, 2022 to August 31, 2025, part time based on 4 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$73,295 (pro-rated \$7,329.50) per annum, basic telephone \$160 per annum, Continuing Education and Learning Amount \$1493 (pro-rated \$149.30) 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.

... concurs with the request of **York Pines Pastoral Charge (Kettleby)** and approves the appointment of **Bruce Roffey**, retired ordained minister, beginning September 1, 2022 to August 31, 2025, part time based on 8 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$73,295 (pro-rated \$14,659) per annum, basic telephone \$320 per annum, Continuing Education and Learning Amount \$1493 (pro-rated \$298.60) 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.

... concurs with the request of **Evergreen Pastoral Charge (Windermere)** and approves the appointment of **Nina Fulford**, retired ordained minister, beginning November 1, 2022 to October 31, 2023, part time based on 27 hours per week with the following terms for Category F and Cost of Living Group Assignment 3: Salary \$64,440 (pro-rated \$43,497) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1493 (pro-rated \$1007.78) 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.

... concurs with the request of **Knox, Agincourt Pastoral Charge (Toronto)** and approves the appointment of **Maryanne Thomson**, ordained minister, beginning November 1, 2022 to June 30, 2023, part time based on 10 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$73,295 (pro-rated \$18,323.75) per annum, basic telephone \$210 per annum, Continuing Education and Learning Amount \$1493 (pro-rated \$373.25) 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.

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 Martha ter Kuile, ordained minister at Bloor Street Pastoral Charge (Toronto) effective December 31, 2022 and gives thanks for her ministry.

**MOTION**

**CARRIED**

## **Report from Staff**

Staff reported in on work they are doing:

### **a) Liaisons**

Islay Scott to Coldwater-Eady Pastoral Charge to resume a search after 2 years.

Gail Hamblin to St. Paul's Pastoral Charge (Brampton) for a short-term appointment.

Sadekie Lyttle-Forbes to Nobleton Schomberg Pastoral Charge to search for a new minister.

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

There were none appointed by staff.

### **c) Discussion: Purpose of the Pastoral Relations Commission**

### **APPENDIX B**

Todd began by noting that recent new members of the commission haven't had an orientation about the purpose, mandates and work of the commission, and so this presentation was prepared. Todd reviewed his slide presentation (see appendix B).

There were several questions around Slide 5, with regards to the Pastoral Relations Commissions responsibilities as outlined in The Manual 2021, section C.2.8. part c) ending calls, appointments and covenants with ministry personnel and other staff.

When asked for more detail on how a pastoral relationship could end, Todd said that there were three ways to change or end a pastoral relationship. The first is when the ministry personnel writes a letter requesting a change in pastoral relationship. The second way is by a meeting of the community of faith requesting the ending of a pastoral relationship, where the Regional Council must be present so a liaison is appointed to chair that meeting. The third way is through a review process and then the Commission could end the relationship.

When asked what does 'other staff' refer to, Dale Hildebrand responded that would be congregational designated ministries (CDM). While CDMs are accountable to the community of faith, in a disciplinary process it is actually the regional council that has oversight. Would the Office of Vocation be involved? Only for ministry personnel. Designated Lay Ministers (DLM) are considered ministry personnel.

With regards to Slide 6, The Manual 2021, section C.2.11, part b) assisting with informal conflict resolution processes, Todd said that this was actually part of the Pastoral Relations Minister's (PRM) job description.

#### **d) Team Ministry Orientation and Development program**

The Pastoral Relations Commission has mandated that all new ministry teams receive Team Ministry Orientation and Development training. Toronto United Church Council (TUCC) provides this training. The PRM will write a letter to the ministers and the M&P Chair of the community of faith to explain the policy and connect them with TUCC. Usually this is really welcomed, but occasionally there is pushback. Sometimes the team will have already done their own team orientation as they recognize the importance of this work. In that case the training is adjusted with TUCC, who look at the curriculum and see if any supplementation is required. However, what if a community of faith or the ministers in the team do not want to participate in the program? It was decided that if a community of faith requests an exemption, the Commission will make a decision whether or not to accept the request.

Timothy Eaton Memorial Church has requested an exemption to this mandatory team training. After much discussion it was decided to accept their request. Dale will write a letter to all three expressing Shining Waters Regional Council's disappointment and describe the merits and benefits of taking the training, to educate them on what it entails, and how long the training actually takes. Dale will report back at a future meeting.

It was also decided to initiate informing the community of faith of the mandatory team training with TUCC earlier in the search process, not after the ministry team has already formed. This could be rolled into the liaison's work and would have a two-fold benefit. First it would prevent ministry teams from starting their own process. Secondly if any issues or pushback arose, it could be worked out before the minister is hired.

#### **e) Flourish Updates**

Todd reported that the Flourish advisory group will be meeting next week. The main focus will be orientation and to start work on the Clergy Day Away to be held in June 2023.

Planning has begun for an upcoming Ministry Personnel Zoom Gathering on January 31, 2023, focusing on Medical Assistance in Dying (MAiD). There have been requests for more guidance around a spirituality of MAiD.

Todd reported that he attended the Queen's Theology Conference held October 17 – 19, 2022 and along with Bill Lord, presented a workshop on Clergy Peer Learning Groups. The preparation for this event helped to prepare for the upcoming November 1 Ministry Personnel Zoom Gathering.

#### **f) Clergy Peer Learning Group Program**

The Clergy Peer Learning Group Program will be introduced and launched at the November 1, 2022 Ministry Personnel Gathering. It will be followed by rolling out the program by an email campaign and website registration. There will be a gathering in

February 8, 2023 at Lansing United Church for the registered groups. Todd will update the commission as the program progresses.

#### **g) Designated Lay Ministers (DLM) Check In**

Todd and Dale contacted the DLMs to check in and see how the group are doing after the General Council 44 announcement over the summer. Going forward the commission will need to grant sacramental privileges to DLMs when they retire, similar to what happens now when candidates enter appointments.

It was suggested that the PRC could support the DLM's by encouraging Shining Waters' GC commissioners to think more about this situation before the next General Council meeting on the topic. Perhaps a Zoom gathering could be organized with the GC Commissioners and our DLMs, to hear their concerns first hand. Todd and Dale will follow up with Peter Hartmans.

#### **h) M&P Committee Check in and Managing Lay Employees Workshop**

Dale reported that he and Rob Smith, Pastoral Relations Minister for Canadian Shield Regional Council were holding a Managing Lay Employees workshop on October 26, 2023. He noted that there were over 50 people registered and it looked like it would be a good event. It was suggested that in the future the word 'manage' in the title of the workshop be changed to 'support', to be more co-operative and lessen the power dynamic. The workshop would be recorded and available on the region's website after the fact.

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

The subcommittee will meet next week and will report at the November 29, 2022 commission meeting.

#### **Next Meeting**

The next meeting of the Pastoral Relations Commission will be held by Zoom video conference on Tuesday, November 29, 2022, at 9:00 a.m.

#### **End of Meeting**

There being no further business, Robin Pilkey closed the meeting with a prayer.

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Donna Bowman-Woodall  
Chair

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Rachael Howes and Donna Rutz  
Note takers

## **APPENDIX A**

### **Eric Law's Respectful Communication Guidelines**

R = take RESPONSIBILITY for what you say and feel without blaming others.

E = use EMPATHETIC listening.

S = be SENSITIVE to differences in communication styles.

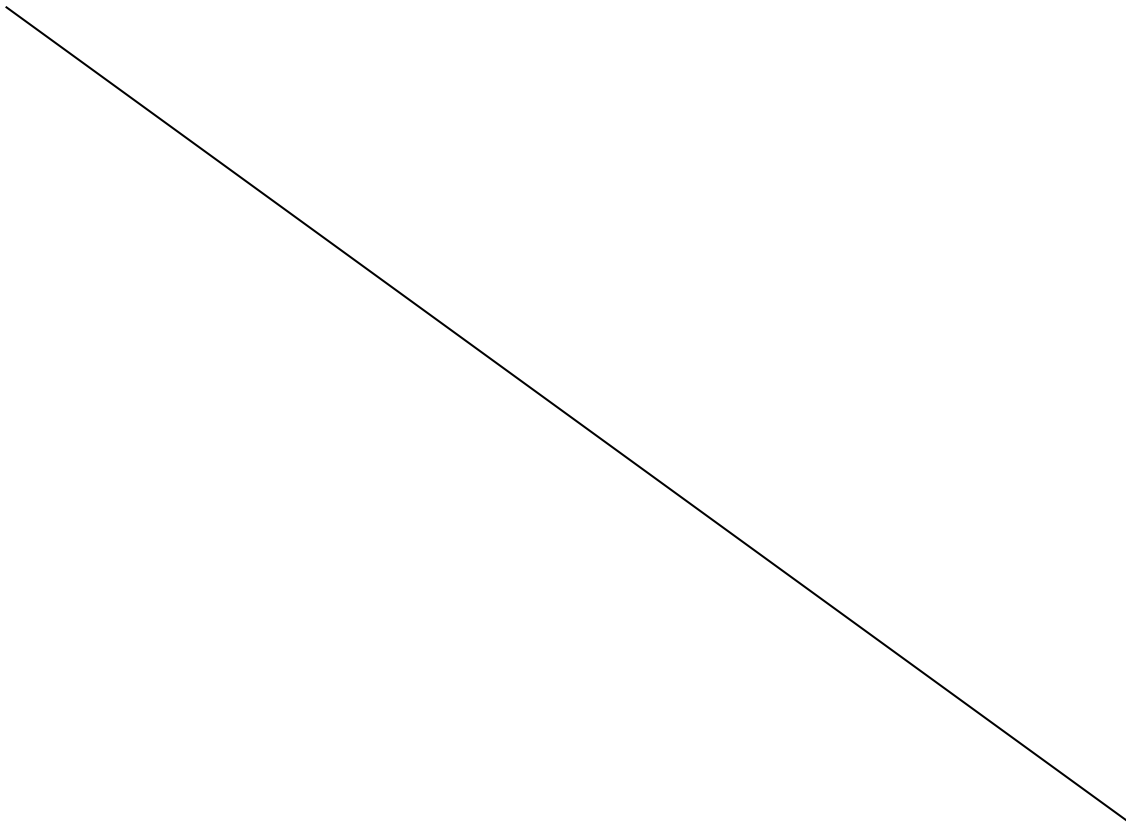
P = PONDER what you hear and feel before you speak

E = EXAMINE your own assumptions and perceptions

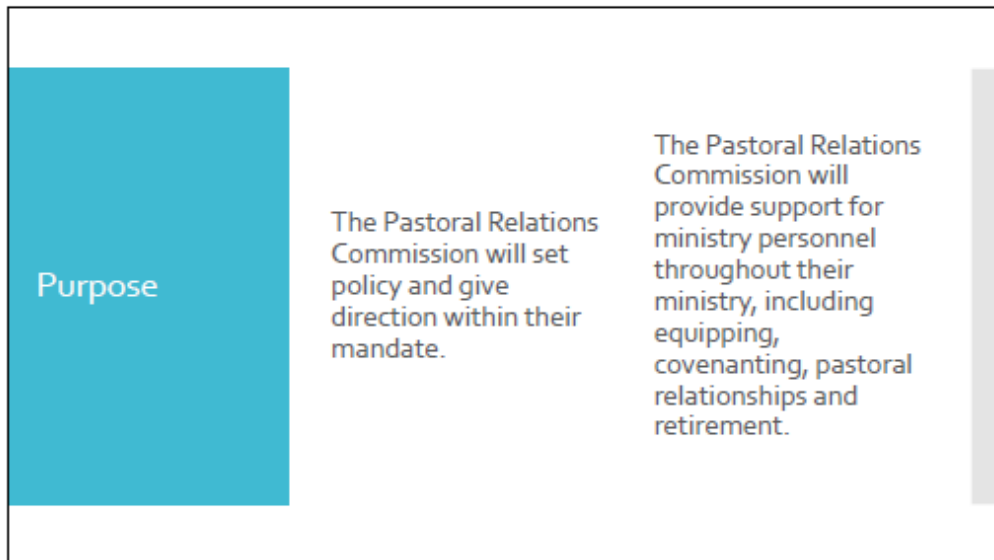
C = keep CONFIDENTIALITY (Share CONSTRUCTIVELY to uphold the wellbeing of the COMMUNITY)

T = TRUST ambiguity because we are NOT here to debate who is right or wrong

From *The Bush Was Blazing But Not Consumed* by Eric H.F. Law, Chalice Press, 1996



## APPENDIX B – The Purpose of the Pastoral Relations Commission



## Authority

The decisions of the Commission are non-debatable. The commission's decision is as effective as a decision of the governing body or executive that appointed it. (The Manual 2021 C.3.3.2)

## Responsibilities (Mandate)

### Covenanting: (The Manual 2021 C.2.1)

The Pastoral Relations Commission will be responsible for:

- a) recognizing a new pastoral relationship by entering into a covenantal relationship with it;
- b) living in a covenantal relationship with ministry personnel.

### Preparation for Ministry: (The Manual 2021 C.2.7)

The Pastoral Relations Commission is responsible for licensing Licensed Lay Worship Leaders.

A Licensed Lay Worship Leaders Committee will be established that will report to the Pastoral Relations Commission.



## Responsibilities (Mandate)

### **Pastoral Relations:** (The Manual 2021 C.2.8)

The Pastoral Relations Commission is responsible for co-operating with communities of faith in,

- a) recruiting, choosing, calling, appointing, and covenanting with ministry personnel and communities of faith;
- b) ending calls, appointments, and covenants with ministry personnel and other staff; and
- c) appointing a regional council liaison officer to assist a community of faith in pastoral relations matters at designated times. (The Manual 2019 I.1.5)

### **Support to retirees and celebrating retirements:** (The Manual 2021 C.2.10)

The Regional Council is responsible for celebrating the retirements of ministry personnel. The Pastoral Relations Commission will offer support.

## Responsibilities (Mandate)

### **Ministry Personnel:** (The Manual 2021 C.2.11)

The Pastoral Relations Commission is responsible for,

- a) encouraging and supporting ministry personnel toward health, joy, and excellence in ministry practice; and
- b) assisting with informal conflict resolution processes. This responsibility is shared with the Community of Faith Commission.

### **Sacramental Privileges** (The Manual 2021 C.2.9)

The Pastoral Relations Commission is responsible for granting a licence to administer the sacraments to diaconal ministers, designated lay ministers, people who retired while serving as designated lay ministers, and sacrament elders, as set out in The Manual 2019 I.2.4.

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

**Minutes of a meeting of the  
Pastoral Relations Commission  
Tuesday, November 29, 2022**

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, November 29, 2022 by video conference. The meeting began at 9:00 a.m.

**Members Present**

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

**Regrets:** Donna Bowman-Woodall (chair), Deirdre Lawrence (lay); Beth Moore (lay), Robin Pilkey (lay)

**Welcome, constituting the meeting and prayer**

Acting chair Andrew Comar welcomed everyone, acknowledged the indigenous territory we find ourselves on, led the opening prayer, and called the meeting to order. There being some technical difficulties joining the meeting and late comers, the commission did not yet have quorum so motion portions of the agenda were delayed until more people arrived.

**Report from staff**

Staff reported in on work they are doing:

**a) Liaisons**

The following liaisons have been appointed by staff:

Islay Scott appointed as pastoral relations liaison as of November 2, 2022 to Bradford Pastoral Charge.

**b) Pastoral Charge Supervisors**

Patti Rodgers appointed as pastoral charge supervisor (PCS) as of November 25, 2022 to Churchill Gilford Pastoral Charge because the pastoral charge is a Supervised Ministry Education (SME) site.

### **c) New Admission Matching Pilot Project**

Todd reported on a new admission matching pilot project that was presented at the recent Pastoral Relations Ministers meeting held in Montreal.

- The United Church currently has 82 admission ministers who have not found their first appointment
- This project seeks to match a Community of Faith that does not have a minister and an Admission minister
- Regional Councils are being asked to partner with the Admission Matching Pilot Project Committee.
- Todd has volunteered to be a member of this Committee and bring the experience of the Equity Goal Research Project and subsequent work on living out the Equity Project Goal and Plan 2022-2023.

There was some discussion with the following comments:

- Many congregations are not willing to even interview admission ministers from non-white countries. This is a deep concern.
- How can we educate our communities of faith to understand admission ministry better?
- There is a lot of misinformation around moving costs and immigration. As a denomination we don't have anyone dedicated to help navigate the immigration system.

Todd noted that a lot of these same comments were shared at the presentation in Montreal as well and that he would be attending a meeting later that day and would report back as the project progressed.

### **Quorum Declared**

There being more commission members in attendance, Andrew Comar, acting chair, declared there was a quorum present and the meeting continued.

### **Agenda**

**MOTION** by Lawrence Nyarko / Paul Stott  
that the agenda consisting of items that had been circulated to the commission in advance of this meeting be approved.

**MOTION**

**CARRIED**

## Minutes

**MOTION** by Barbara Hendren / Sung-Ran Kim  
that the minutes of the October 25, 2022 meeting of the commission be approved.

**MOTION**

**CARRIED**

## Omnibus Motion

**MOTION** by Liz Mackenzie / William Houghton  
that the Pastoral Relations Commission take the following actions:

a) **Calls**

... concurs with the request of **Grace Pastoral Charge (Brampton)** and approves the provisional call to **Thomas Shin**, ordained minister, conditional on admission prior to start date, beginning June 1, 2023, full time based on 40 hours per week with the following terms for Category E and Cost of Living Group Assignment 5: Salary \$73,983 per annum, salary in addition to the minimum at 1.55% which equals \$1,145, for a total salary of \$75,128 per annum, basic telephone \$1200 per annum, Continuing Education and Learning Amount \$2000 per annum and all other terms according to The Manual I.2., and that in accordance with The Manual I.1.9 this appointment does not require an act of covenant.

b) **Appointments**

... concurs with the request of **Lake of Bays Pastoral Charge (Huntsville)** and approves the appointment of **Nina Fulford**, retired ordained minister, beginning September 1, 2022 to September 30, 2022, part time based on 25 hours per week with the following terms for Category F and Cost of Living Group Assignment 3: Salary \$64,440 (pro-rated \$40,275) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1493 (pro-rated \$933.13) per annum and all other terms according to The Manual I.2., and that in accordance with The Manual I.1.9 this appointment does not require an act of covenant.

... concurs with the request of **Don Mills – Thorncliffe Park Pastoral Charge (Toronto)** and approves the appointment of **Henry Poutiainen**, ordained minister, beginning November 1, 2022 to April 30, 2023, part time based on 20 hours per week with the following terms for Category E and Cost of Living Group Assignment 5: Salary \$71,550 (pro-rated \$35,775) per annum, salary in addition to the minimum at 10 % which equals \$7,155 (pro-rated \$3,577.50 ), for a total salary of \$78,705 (pro-rated \$39,352.50) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1493 (pro-rated \$746.50) per annum and all other terms according to The Manual I.2., and that in accordance with The Manual I.1.9 this appointment does not require an act of covenant.

... concurs with the request of **Grace Pastoral Charge (Brampton)** and approves the appointment of **Thomas Shin**, ordained minister, beginning March 1, 2023 to May 31 2023, full time based on 40 hours per week with the following terms for Category E and Cost of Living Group Assignment 5: Salary \$73,983 per annum, salary in addition to the minimum at 1.55 % which equals \$1,145, for a total salary of \$75,128 per annum, basic telephone \$1200 per annum, Continuing Education and Learning Amount \$2000 per annum and all other terms according to The Manual I.2., and that in accordance with The Manual I.1.9 this appointment does not require an act of covenant.

... concurs with the request of **Toronto Chinese Pastoral Charge (Toronto)** and approves the appointment of **Cathy Zou**, ordained minister, beginning November 1, 2022 to October 31, 2024, full time based on 40 hours per week with the following terms for Category B and Cost of Living Group Assignment 5: Salary \$66,312 per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1493 per annum and all other terms according to The Manual I.2., and that in accordance with The Manual I.1.9 this appointment does require an act of covenant.

c) **Voluntary Associate Minister Relationship**

... concurs with the request of **Bracebridge Pastoral Charge (Bracebridge)** and **Johanne Hills**, to enter a Voluntary Associate Minister relationship, beginning November 29, 2022.

d) **Recommendations from Licensed Lay Worship Leader Committee**

...concurs with the recommendation of the Licensed Lay Worship Leader Committee that **Marilyn-Ann Elphick** be exempt from the approved Licensed Lay Worship Leaders preparatory course having achieved equivalent education.

e) **Request for Change of Pastoral Relationship**

... in accordance with *The Manual* I.3.1.4(b) accepts the request for a change in pastoral relations of **Steven Loweth**, designated lay minister at **Fairbank Pastoral Charge (Toronto)** effective February 28, 2023 and give thanks for his ministry.

**MOTION**

**CARRIED**

**Equity Project Goal and Plan Report**

**APPENDIX A**

The Equity Task Group met on November 21, 2022. Chairperson Liz Mackenzie reviewed the three-year Equity Project Goal and Plan Rubric document (see Appendix A) circulated to the commission and noted the recommendations that were highlighted in yellow.

With regards to updating the Pastoral Relations Commission policy that describes membership, to include one person who is a pastoral relations liaison to be named by the PRC, Todd noted that the Executive is the body that must make this policy change. Donna Bowman-Woodall, chair of the PRC, wrote to Peter Hartmans, the Executive Minister of Shining Waters, requesting this change to the Pastoral Relations Commission policy. Peter responded that this change in policy would be considered at the December 8, 2022 Executive meeting.

### **Request from Community of Faith Commission (CFC) re: Interim Ministry**

The Community of Faith Commission wants to set up a joint task group to address pieces missing for support to communities of faith regarding the possibility of interim ministry. No more than 2 meetings. 1-2 persons needed. Paul Stott agreed to serve on the task group.

### **Request from Regional Council re: Planning Group for the 2023 Regional Meeting**

There was a request from the Regional Council to name a representative to work with the President and President-elect in planning the agenda for the Regional Meeting in 2023. This would be a 5-month commitment. Sung-Ran Kim agreed to serve on the planning group.

### **Supervised Ministry Education (SME) Sites:**

#### **How are Candidates for Ministry and a SME Site Matched?**

Kellie McComb, Office of Vocation Minister for Shining Waters was unable attend the meeting. There were a few questions that came up in discussion for the future meeting:

- How does a candidate for ministry become eligible for an appointment before the supervised ministry education time?
- How does the candidacy board ensure a range of ministry experience before a person is ordained?

Todd to follow up with Kellie and arrange another meeting with the commission.

### **Clergy Peer Learning Groups Update**

Todd gave a brief update on the new Clergy Peer Learning Groups project. The program launch was on November 1, and has been followed up with two blog posts focused on clergy peer learning groups. He has had two or three serious inquiries on next steps. Some have great ideas, but the struggle seems to be putting the groups together. Instead of finding their own group they go to Todd for help connecting. There are no applications submitted

November 29, 2022 - 6

yet, however the deadline is January 15. Todd will update the commission at our next meeting

### **Next Meeting**

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

### **End of meeting**

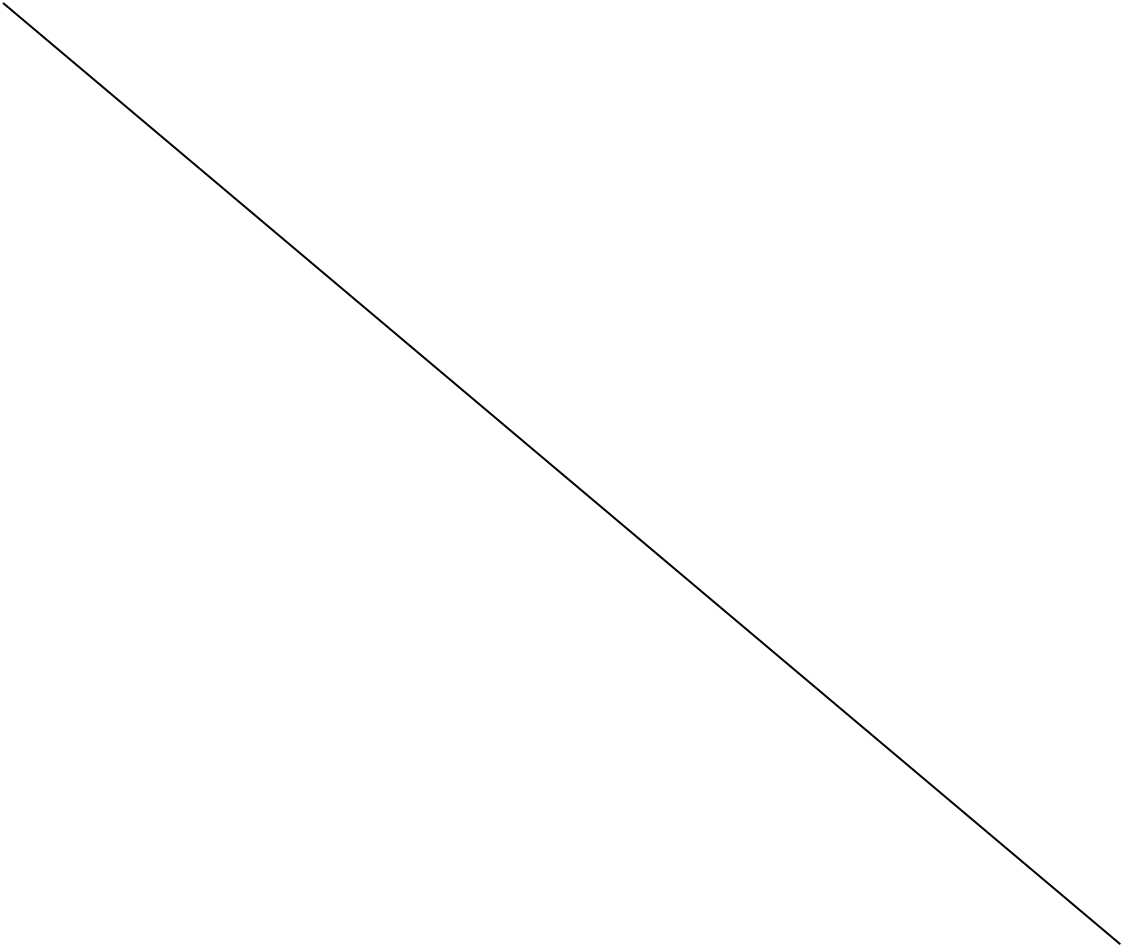
There being no further business, Paul Stott closed the meeting with a prayer.

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Andrew Comar  
Acting Chair

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Donna Rutz  
Note taker



## **APPENDIX A – EQUITY PROJECT GOAL AND PLAN RUBRIC**

### **Pastoral Relations Commission Equity Plan**

**2022-2023**

**Approved by PRC June 14, 2022 (Revised Nov 29, 2022)**

#### **Vision**

Striving to be faithful followers of Jesus in our time and place, Shining Waters Regional Council will continue to remove physical and other barriers to participation in the life and work of the Region and society, committing itself to be open to the Spirit. Resisting all forms of oppression, we welcome and celebrate people of all abilities, any sexual orientation and gender identity, racialized persons, and all others who are marginalized, in the life and work of the Region. (Approved May 2019).

#### **Task**

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

#### **Major Directions**

- Enhance equity training
- Provide support, connection and accompaniment to equity seeking ministry personnel
- Grow equity within pastoral relations policy and practice within Shining Waters Regional Council

#### **One-Year Action Plan and Three-Year Goals**

- See the attached listing of actions for each major direction



## I. Enhance Equity Training

Pastoral Relations Commission acts on its high level of commitment to equity in the pastoral relations preparation and search process by providing a high level of equity training for pastoral relations liaisons and search teams. The training focuses on making the search and selection process more open (break down bias walls) for equity seeking ministry personnel.

Enhance Equity Training	Where do we want to be after one Year?	Where do we want to be after three years?	Who is responsible?
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>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"> <li>1. Paragraph of responsibility description created by February 28, 2023 (Liz and Robin)</li> <li>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.)</li> </ol>
B. At the Profile writing stage, the Position Description include a statement of equity commitment	<p>To have a sample equity statement available for Communities of Faith.</p> <p>Question: Do we need a separate policy document</p>	<p>Mechanism for receiving feedback from the liaisons on the equity work in this area. Could use liaison check-ins for this.</p>	<p>Will Haughton and Paul Stott, with staff support</p> <ol style="list-style-type: none"> <li>1. Position Description consultation with PR Liaisons on</li> </ol>

<p>and why it is important to the community of faith. We don't want just a canned statement: what is the "why"? And not just certain equity seeking groups, but broad, including ableism. We also want to see this throughout the documents. Equity for who? Critical importance of the equity training that the liaisons do at the beginning—everyone on the search team has to have the awareness. It can't all be on the monitor.</p>	<p>to incorporate this?</p> <p>Revisions to sample PD on PR Liaison website page. Revisions to include equity statement commitment for both PD examples (Good and bad examples) Review General Council PD example that have equity statement included.</p>		<p>February 17 by Paul and/or Will</p> <p>2. Final revisions to sample Position descriptions on website page June 30, 2023</p>
<p><b>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</b></p>	<p>To share our learning with the CFC, possibly with a shared meeting or send a few reps from our commission to the CFC</p> <p>Raise this issue on October 25,</p>	<p>Offer to collaborate with Communities of Faith Commission on updated document on writing Living Faith Stories</p>	<p>Paul and Will (1 year goal) – presentation on October 25, 2022 <b>COMPLETE</b></p>

<b>asking congregations to include an equity lens in their Living Faith Stories.</b>	2022 to hear what both Commissions have done.		
<b>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.</b>	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 <b>COMPLETE</b>

## 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><b>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.</b></p>	<p>Have a consultant expert hired to help format a handbook and create a workshop. There will be a task group from the commission to help out with this work.</p> <p>Who writes this resource? Should congregations/ congregations also be trained on negotiations with ministry personnel? How does the accompaniment happen for ministry personnel who are entering into negotiations?</p>	<p>Resource will be finished and distributed and being used. There will be annual check-ins on how this resource is being used. Sept 2023 and April 2024 for the workshops.</p> <p>Also an additional training on negotiations for liaisons so that they can be a resource for this. (Note: there is a negotiation resource focussed on what a minister's household budget needs</p>	<p><b>Equity Task Group (William, Liz lead on handbook writing)</b></p> <p>Consultant – Format a handbook and create a workshop with collaboration possibly United in Learning</p> <p>1. <b>Liz review the Negotiation Booklet from 2015.</b></p>

		are, but not on what is “fair”)	
<b>B. A Supported Beginning: Provide an annual gathering of new arriving ministry personnel to SWRC for the purpose of orientation and relationship building.</b>	Not just for people coming from outside the region but those changing pastoral relationships. A planning group and staff liaison will be in place for this annual gathering. June 2023, hosting an annual gathering of the new ministers the day before the Clergy Day Away	Well oiled machine after three years. Two such gatherings a year in the north and south.  Can the pastoral relations ministers also incorporate equity issues into their training and check-ins with the M&P committees?	Staff and planning team

### **III. Grow equity within pastoral relations policy and practice within Shining Waters Regional Council**

Pastoral Relations Commission is responsible for growing equity within pastoral relations policy and practice in Shining Waters Regional Council. This responsibility encompasses a growing relationship with pastoral relations liaison and empowers the Commission to be an influencer for equity.

<b>Grow equity within pastoral relations policy and practice within Shining Waters Regional Council</b>	<b>Where do we want to be after one Year?</b>	<b>Where do we want to be after three years?</b>	<b>Who is responsible?</b>
<b>A. Ensure at least one member of the PR Commission is a</b>	We currently have three members who are pastoral		SWRC Executive: Change to PRC policy, Membership section to say the following: A

<p><b>PR liaison (Policy change).</b></p>	<p>relations liaisons. This should be shared with the Nominations Committee for the future.</p>		<p>Chair and six to ten members to allow for some regional representation with a balance of ministry personnel and laity to work with the Pastoral Relations Ministers, to include one person who is a pastoral relations liaison to be named by the PRC.</p> <p>The Executive will consider this change on December 8, 2022.</p> <p><b>1. COMPLETE</b></p>
<p><b>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</b></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>

<b>to our pastoral relations liaisons.</b>			
<b>C. PR Commission appoint an equity monitor from its membership to raise equity issues for the Commission.</b>	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

**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

---

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.

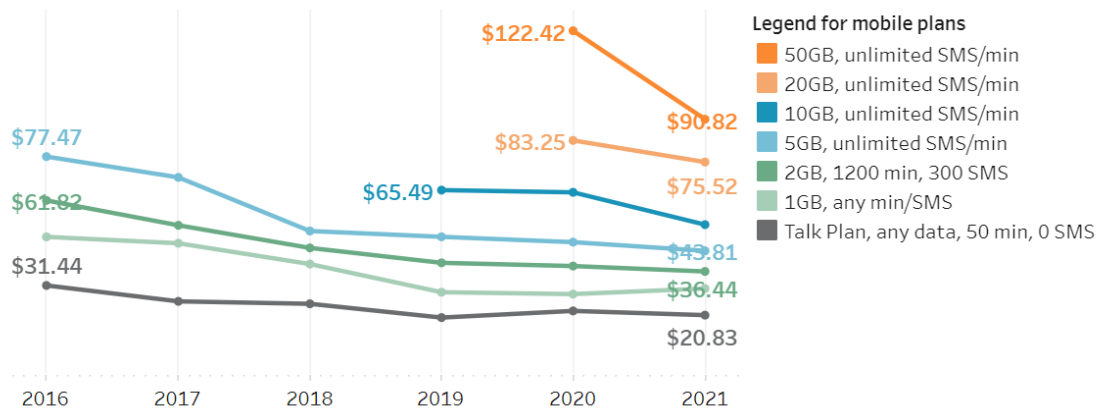
#### A. Research:

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.*

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

**Minutes of a meeting of the  
Pastoral Relations Commission  
Tuesday, January 31, 2023**

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, January 31, 2023 by video conference. The meeting began at 9:00 a.m.

**Members Present:** Donna Bowman-Woodall (chair); Todd McDonald (staff); Dale Hildebrand (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);

**Guest:** Kellie McComb – Office of Vocation Minister for Shining Waters and Canadian Shield Regional Councils

**Regrets:** Paul Stott (lay)

**Welcome, constituting the meeting and prayer**

Donna Bowman-Woodall, chair, welcomed everyone, acknowledged the indigenous territory they found themselves on, read “January Song” by Ann Weems and led with an opening prayer. Donna declared that there was a quorum and called the meeting to order.

**Agenda**

**MOTION** by Lawrence Nyarko / Liz Mackenzie  
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 Liz Mackenzie / Barbara Hendren  
that the minutes of the December 13, 2022 meeting of the commission be approved.

**MOTION**

**CARRIED**

## Omnibus Motion

**MOTION** by Beth Moore / Barbara Hendren  
that the Pastoral Relations Commission take the following actions:

a) **Calls**

... concurs with the request of **Good Tree Korean Church Mission (Toronto)** and approves the call to **Julia Yun Jung Kim**, ordained minister, beginning January 1, 2023, part time based on 10 hours per week with the following terms for Category B and Cost of Living Group Assignment 5: Salary \$68,567 (pro-rated \$17,141.75 ) per annum, salary in addition to the minimum at 10 % which equals \$6,856.70 (pro-rated \$1,714.18), for a total salary of \$75,423.70 (pro-rated \$18,855.93) per annum, basic telephone \$200 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 call does require an act of covenant.

... concurs with the request of **Markham: St. Andrew's Pastoral Charge (Markham)** and approves the call to **Deborah Foster**, ordained minister, beginning March 13, 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 6.88% which equals \$5,213, for a total salary of \$81,000 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.

b) **Appointments**

... concurs with the request of **Coldwater Eady Pastoral Charge (Coldwater)** and approves the appointment of **Kathleen Mowat**, retired ordained minister, from January 1, 2023 to June 30, 2023, part time based on 27 hours per week with the following terms for Category F and Cost of Living Group Assignment 3: Salary \$66,631 (pro-rated \$44,975.93 ) per annum, salary in addition to the minimum at 2.08 % which equals \$1,385.93 (pro-rated \$933.26), for a total salary of \$68,016.93 (pro-rated \$45,909.19) 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 appointment does not require an act of covenant.

... concurs with the request of **Nobleton-Schomberg Pastoral Charge (Schomberg)** and approves the appointment of **William (Richard) Gardner**, candidate, from February 1, 2023 to June 30, 2024, part time based on 30 hours per week with the following terms for Candidate Step 2 and Cost of Living Group Assignment 5: Salary \$64,992 (pro-rated \$48,744 ) 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 appointment does require an act of covenant.

... concurs with the request of **North York Korean Pastoral Charge (Toronto)** and approves the appointment of **Woong Youm**, ordained minister, from January 1, 2023 to December 31, 2023, full time based on 40 hours per week with the following terms for Category C and Cost of Living Group Assignment 5: Salary \$70,372 per annum, salary in addition to the minimum at 10% which equals \$7,037.20, for a total salary of \$77,409.20 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 appointment does require an act of covenant.

... concurs with the request of **Humbercrest Pastoral Charge (Toronto)** and approves the reappointment of **Helena Medeiros**, ordained minister, from January 1, 2023 to June 30, 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 2.64% which equals \$2,000, for a total salary of \$77,787 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.

c) **Voluntary Associate Minister Relationship**

... concurs with the request of **Beach Pastoral Charge (Toronto)** and **Frank Hamper** to enter a Voluntary Associate Minister relationship, beginning January 31, 2023.

**MOTION**

**CARRIED**

**Request from Keswick-Ravenshoe Pastoral Charge**

Keswick United Church held a congregational meeting on January 22, 2023 and decided to close on April 30, 2023, Calin Lau from July 1 to September 30, 2023 at full time salary. The sabbatical policy states that it is required for a minister to stay in the pastoral relationship for at least one year following their sabbatical. Keswick-Ravenshoe is requesting that the requirement to remain in the pastoral relationship for one year be waived.

**MOTION** by Deirdre Lawrence / Barbara Hendren

That the Pastoral Relations Commission concurs with the request of Keswick-Ravenshoe Pastoral Charge to waive requirement that Calin Lau stay in the pastoral

relationship for one year following his sabbatical from July 1, 2023 to September 30, 2023.

**MOTION**

**CARRIED**

Todd McDonald left the meeting at 9:15 a.m.

**Report from Staff**

Dale Hildebrand, Pastoral Relations Minister, reported in on work the staff are doing:

**a) Liaisons**

The following liaisons have been appointed by staff:

Donna Bowman-Woodall appointed to East End Pastoral Charge for purpose of search. East End has been a IIM site with Dan Benson as the interim minister. Cleared with CoF Commission support staff to begin their search.

**b) Pastoral Charge Supervisors**

The following pastoral charge supervisors have been appointed by staff:

Carol McKinley appointed to Fairbank Pastoral Charge (Toronto). Steven Loweth is leaving the pastoral relationship and a PCS is needed until an appointed/called minister is in place.

**c) Licensed Lay Worship Leader (LLWL) request for more Sundays**

Cheryl Stenson, LLWL, was given permission by Todd McDonald, Pastoral Relations Minister, to lead worship at St. Bartholomew's, Brampton, three additional Sundays in 2023.

**Request from Western Ontario Waterways (WOW) Regional Council**

The Human Resources Commission of WOW Regional Council passed the following motion at their meeting held on December 20, 2022:

*"That the Human Resources Commission grant permission for Angus and Grenfel United Churches to access the Licensed Lay Worship Leader list from Shining Waters Regional Council. These licensed lay worship leaders remain under the oversight of Shining Waters while serving these churches."*

**MOTION** by Beth Moore / William Haughton

That the Pastoral Relations Commission of Shining Waters Regional Council grant permission for the Licensed Lay Worship Leaders from Shining Waters Regional Council to provide Sunday Supply for Angus Pastoral Charge and Grenfel Pastoral Charge. These licensed lay worship leaders will remain under the oversight of Shining Waters Regional Council while serving these churches.

**MOTION**

**CARRIED**

**Office of Vocation Minister Visit**

The commission was joined by Rev. Kellie McComb, Office of Vocation Minister for Shining Waters and Canadian Shield Regional Councils at 9:20 a.m.

Kellie presented the new candidacy pathways process and answered questions of the commission members. Donna thanked Kellie for her time and presentation.

Kellie McComb left the meeting at 9:55 a.m.

**Next Meeting**

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

**End of meeting**

There being no further business, Barbara Hendren closed the meeting with a prayer.

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Donna Bowman-Woodall  
Chair

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Donna Rutz  
Note taker

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

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

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, February 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 that there was a quorum and called the meeting to order. She welcomed everyone, acknowledged the indigenous territory they found themselves on, read “We All Have Our Courtyards” by Ann Weems and led with an opening prayer.

**Agenda**

**MOTION** by Paul Stott/ Deirdre Lawrence  
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 Lawrence Nyarko / Barbara Hendren  
that the minutes of the January 31, 2023 meeting of the commission be approved.

**MOTION**

**CARRIED**

## **Omnibus Motion**

Donna Bowman-Woodall, Liz Mackenzie and Beth Moore recused themselves for the omnibus motion. Andrew Comar assumed the chair, noted there was still quorum and called for a motion.

**MOTION** by Robin Pilkey / Lawrence Nyarko  
that the Pastoral Relations Commission take the following actions:

a) **Appointments**

... concurs with the request of **Filipino Christian Fellowship Mission (Toronto)** and approves the reappointment of **Joel Saavedra Aguirre**, ordained minister, from January 1, 2023 to December 31, 2023, part time based on 30 hours per week with the following terms for Category E and Cost of Living Group Assignment 5: Salary \$73,983 (pro-rated \$55,487.25) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1543 (pro-rated \$1157.25) 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.

b) **Voluntary Associate Minister Relationship**

... concurs with the request of **Lake of Bays Pastoral Charge (Dwight)** and Donna Bowman-Woodall, to enter a Voluntary Associate Minister relationship, beginning February 28, 2023.

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 **Carmen Llanos**, ordained minister at Birchcliff Bluffs Pastoral Charge (Toronto) effective March 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 **Liz Mackenzie**, ordained intentional interim minister at St. Paul's Pastoral Charge (Scarborough) effective June 30, 2023 and gives thanks for her ministry.

**MOTION**

**CARRIED**

Donna, Beth and Liz returned to the meeting.

## **Report from Staff**

Todd McDonald reported in on work staff are doing:

### **a) Liaisons**

The following liaisons have been appointed by staff:

Julie Brushey appointed to Evergreen Pastoral Charge to support a search.

Mhairi Godley appointed to St. Mark's Pastoral Charge (Scarborough) for hiring of a supply minister to cover for the called minister who is on extended medical leave.

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

The following pastoral charge supervisors have been appointed by staff:

Lorrie Daly-Price appointed to St. Mark's Pastoral Charge (Scarborough) while the called minister is on medical leave and until a supply minister is hired.

### **c) Flourish**

The January Minister's Zoom Gathering was about Medical Assistance in Dying (MAiD) and was shared with Canadian Shield Regional Council. There were 102 people in attendance and the feedback was very positive. There was some discussion. Todd will follow up around a suggestion that a MAiD presentation be organized for lay people in communities of faith as well. Robin Pilkey recommended the book *The Last Doctor* by Dr. Jean Marmoreo, about her journey into becoming a MAiD doctor and is based on cases of people she has helped, their families and more.

'Dale's Dime' and 'Todd's Tab' are a new initiative to check in with ministry personnel. Staff divided the region into nine geographical centers and then invited ministers in those areas to meet with Dale or Todd. It is an opportunity to renew connections in-person at different coffee shops. The question that they are asking: "What do you need to thrive in ministry at this point in history and in your life?"

Ministers Day Together will be held on June 14, 2023 at Jubilee United Church in Toronto. The leadership team has been confirmed, with special guest The Rt. Rev. Dr. Carmen Lansdowne, Moderator, joining with the Rev. Maya Landell and Jason Locke. The theme will be 'Bold, Daring, and Deep Leadership at This Time' which is connected to the new UCC strategic plan.

### **Equity Task Group Report – Liz Mackenzie**

Liz Mackenzie reported that the Equity Task Group is currently focusing on two pieces of work. One was revising a new sample position description for ministry personnel for search teams to use, which includes an equity piece. The second item was drafting a role description for an equity monitor to be included as part of search committees. Liz and Robin attended the pastoral relations liaisons gathering in February and received feedback

February 28, 2023 - 4

to the draft role description and are now taking that input and revising the description. Liz said they would report to the commission more fully at the March meeting.

### **Next Meeting**

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

### **End of meeting**

There being no further business, Donna Bowman-Woodall closed the meeting with a prayer. The meeting concluded at 9:22 a.m.

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Donna Bowman-Woodall  
Chair

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Donna Rutz  
Note taker

**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.

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Donna Bowman-Woodall  
Chair

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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  
Approved by PR Commission June 14, 2022 (revised for March 28, 2023)

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.)

The Pastoral Relations Commission Equity Plan

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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 Haughton 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 <b>COMPLETE</b></p>

The Pastoral Relations Commission Equity Plan  
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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 <b>COMPLETE</b>
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2022-2023

Approved by PR Commission June 14, 2022 (revised for March 28, 2023)

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

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

Provide support, connection and accompaniment to equity seeking ministry personnel	Where do we want to be after one Year?	Where do we want to be after three years?	Who is responsible?
<p>A. Interview/Negotiation: Pastoral Relations Commission provide a negotiation resource and post it to the website, and accompany the resource with a semi-annual workshop (one in north and one in the south or in partnership with United in Learning) for Ministry Personnel on how to negotiate.</p>	<p>Have a consultant expert hired to help format a handbook and create a workshop. There will be a task group from the commission to help out with this work.</p> <p>Who writes this resource? Should congregations/ congregations also be trained on negotiations with ministry personnel? How does the accompaniment happen for ministry personnel who are entering into negotiations?</p>	<p>Resource will be finished and distributed and being used. There will be annual check-ins on how this resource is being used. Sept 2023 and April 2024 for the workshops.</p> <p>Also an additional training on negotiations for liaisons so that they can be a resource for this. (Note: there is a negotiation resource focussed on what a minister's household budget needs 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"> <li>1. Liz reviewed the Compensation Workbook for Ministry Personnel (Feb 2016).</li> <li>2. Handbook for ministry personnel development.</li> <li>3. Workshop include how a minister can compare what previous ministers was compensated using Yearbook; YouTube video with role playing</li> <li>4. Workshop for ministry personnel</li> </ol>



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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

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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  
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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



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- 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

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

**Minutes of a meeting of the  
Pastoral Relations Commission  
Tuesday, April 25, 2023**

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, April, 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); Beth Moore (lay); Robin Pilkey (lay); Paul Stott (lay)

**Regrets:** Liz Mackenzie (ordered); Lawrence Nyarko (ordered)

**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 Paul Stott / Beth Moore  
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 / Deirdre Lawrence  
that the minutes of the March 28, 2023 meeting of the commission be approved.

**MOTION**

**CARRIED**

## Omnibus Motion

**MOTION** by Sung-Ran Kim / Robin Pilkey  
that the Pastoral Relations Commission take the following actions:

**a. Calls**

... concurs with the request of **Lemonville Pastoral Charge (Lemonville)** and approves the provisional call to **Nancy Umphrey**, candidate for ordained ministry, conditional on ordination prior to start date, beginning July 1, 2023, part time based on 25 hours per week with the following terms for Category A and Cost of Living Group Assignment 6: Salary \$72,558 (pro-rated \$45,348.75) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1543 (pro-rated \$964.38) 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 re-appointment to **Constance den Bok**, retired ordained minister, beginning May 1, 2023 to October 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 \$75,787 (pro-rated \$56,840.25) per annum, salary in addition to the minimum at 20% which equals \$15,157.40 (pro-rated \$11,368.05), for a total salary of \$90,944.40 (pro-rated \$68,208.30) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1543 (pro-rated \$1157.25) per annum and all other terms according to The Manual I.2., and that in accordance with The Manual I.1.9 this re-appointment does not require an act of covenant.

... concurs with the request of **Humbervale Pastoral Charge (Toronto)** and approves the re-appointment to **Cynthia Randall**, retired ordained minister, beginning July 1, 2023 to June 30, 2024, 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, salary in addition to the minimum at 12.77% which equals \$9,677.99 (pro-rated \$4,838), for a total salary of \$85,464.99 (pro-rated \$42,731.50) 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 re-appointment does not require an act of covenant.

... concurs with the request of **Heart of Muskoka Pastoral Charge (Baysville)** and approves the re-appointment to **Susan Wood**, designated lay minister, beginning July 1, 2023 to June 30, 2026, part time based on 24 hours per week with the following terms for Category F and Cost of Living Group Assignment 4: Salary \$69,335 (pro-rated \$41,601) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1543 (pro-rated \$625.80) per annum and all other terms according to The Manual I.2., and that in accordance with The Manual I.1.9 this re-appointment does not require an act of covenant.

**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 **Betty Lou McNabb**, ordained minister at Georgina Island Pastoral Charge effective April 4, 2023 and gives thanks for her ministry.

**MOTION**

**CARRIED**

**Report from Staff**

Todd McDonald reported in on work the staff are doing:

**a) Liaisons**

There were no liaisons appointed by staff.

**b) Pastoral Charge Supervisors**

The following pastoral charge supervisors have been appointed by staff:

The Rev. Ratna and the Rev. Charles Arasaratnam are appointed to St. James Centennial Pastoral Charge April 1 to June 30, 2023 while incumbent minister the Rev. Monica Moore is on leave.

Rick McKinley is appointed to Keswick Ravenshoe Pastoral Charge May 11 to September 30, 2023 while incumbent minister the Rev. Calin Lau is on leave.

The Rev. Randy Naylor is appointed to Windermere Pastoral Charge May 11 – June 1, 2023.

**c) Dale's Dime and Todd's Tab**

Over the last three months Todd and Dale have visited with ten groups of ministers across the region. One purpose, especially after the isolation of covid, was to introduce each other and connect new ministers with long time ministers in the same areas. The second was to ask them, and discuss, what they need to thrive in their ministry. A more comprehensive report will follow at the June meeting.

**Equity Task Group Report**

The task group has done a lot of work this year and will be taking much deserved break until the fall.

**Regional Meeting Planning Team Report - Sung Ran Kim**

Sung-Ran gave a update, noting that she will be adding the highlights of the equity work the commission has done this year to her presentation for the regional meeting. She will have further discussions with Todd about what to include.

**Next Meeting**

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

Please Note: Tuesday, June 13 will now be a Zoom meeting, starting at 9 a.m.  
(Regrets from Robin Pilkey, Deirdre Lawrence)

**End of meeting**

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

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Donna Bowman-Woodall  
Chair

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Donna Rutz  
Note taker

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

**Minutes of a meeting of the  
Pastoral Relations Commission  
Tuesday, May 9, 2023**

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

**Members Present**

Donna Bowman-Woodall (chair); Dale Hildebrand (staff); Todd McDonald (staff); Andrew Comar (ordered); Barbara Hendren (lay); William Haughton (ordered); Sung-Ran Kim (ordered); Deirdre Lawrence (Lay); Beth Moore (lay); Lawrence Nyarko (ordered); Robin Pilkey (lay), Paul Stott (lay).

**Regrets:** Liz Mackenzie (ordered)

Note: Quorum will be 50% plus one of the members with at least one ordered minister and one lay member

**Welcome, constituting the meeting and prayer**

Donna Bowman-Woodall welcomed everyone, acknowledged the indigenous territory we find ourselves on, led the opening prayer. Donna declared there was quorum and called the meeting to order.

**Agenda**

**MOTION** by Robin Pilkey / Paul Stott  
that the agenda consisting of items that had been circulated to the commission in advance of this meeting be approved.

**MOTION**

**Minutes**

**MOTION** by Deirdre Lawrence / Barbara Hendren  
that the minutes of the April 25, 2023 meeting of the commission be approved.

**MOTION**

**CARRIED**

## Omnibus Motion

**MOTION** by Paul Stott / William Haughton  
that the Pastoral Relations Commission take the following actions:

a) **Calls**

... concurs with the request of **Metropolitan Pastoral Charge (Toronto)** and approves the provisional call of **James Harbell**, candidate for ordained ministry, conditional on ordination prior to start date, beginning June 1, 2023, part time based on 28 hours per week with the following terms for Category A and Cost of Living Group Assignment 5: Salary \$66,763 (pro-rated \$46,734.10) annum, salary in addition to the minimum at 35% which equals \$23,367.05 (pro-rated \$16,356.94), for a total salary of \$90,130.05 (pro-rated \$63,091.04) 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 call does require an act of covenant.

b) **Appointments**

... concurs with the request of **Metropolitan Pastoral Charge (Toronto)** and approves the re-appointment to **W.E. Mark Aitchison**, retired ordained minister, beginning July 1, 2023 to September 30, 2025, part time based on 12 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$75,787 (pro-rated \$22,736.10) per annum, salary in addition to the minimum at 35% which equals \$26,525.45 (pro-rated \$7,957.64), for a total salary of \$102,312.45 (pro-rated \$30,693.74) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1543 (pro-rated \$462.90) per annum and all other terms according to The Manual I.2., and that in accordance with The Manual I.1.9 this re-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 April 16, 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 (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 re-appointment does not require an act of covenant.

... concurs with the request of **Westway Pastoral Charge (Toronto)** and approves the re-appointment to **Elizabeth Kiff**, ordained minister, beginning June 1, 2023 to May 31, 2024, part time based on 20 hours per week with the following terms for Category A and Cost of Living Group Assignment 5: Salary \$66,763 (pro-rated \$33,381.50) 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 re-appointment does not require an act of covenant.

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 **Carole Baggett-McKinley**, ordained minister at Asbury and West Pastoral Charge (Toronto) effective August 4, 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 **Martha Martin**, ordained minister at Kingston Road Pastoral Charge (Toronto) effective October 1, 2023 and gives thanks for her ministry.

**MOTION**

**CARRIED**

**Ordinands/Commissionand/Admittands Requirements Motion**

**MOTION** by Robin Pilkey / Lawrence Nyarko  
that the Pastoral Relations Commission approve the following ordinands/commissionand/admittands as having met the appointment/call/employment requirements for ordination/commission/admission at the May 28, 2023 Shining Waters Celebration of Ministry service:

**Jeffrey Dale** - to be ordained into his current employment position as Minister, Justice and Faith Formation, Canadian Shield and Shining Waters Regional Councils.

**James Harbell** - to be ordained into his call beginning June 1, 2023 as minister at Metropolitan Pastoral Charge.

**Jennifer Henry** – to be ordained into her current employment position as Executive Minister for Organizational Development and Strategy, General Council of The United Church of Canada.

**Dyanne Marlok** – to be commissioned into her appointment (January 1, 2022 – June 30, 2025) as minister at Tottenham-Rich Hill Pastoral Charge, Western Ontario Waterways Regional Council.

**Thomas Tae Sung Shin**– to be admitted into his call beginning (June 1, 2023) as minister at Grace Pastoral Charge, Brampton.

**Nancy Umphrey** - to be ordained into a call (July 1, 2023) as minister at Lemonville Pastoral Charge.



**Woong Youm** - to be admitted into his current appointment (January 1 – December 31, 2023) as minister at North York Korean Pastoral Charge.

**MOTION**

**CARRIED**

Robin Pilkey raised concerns that the Commission was being asked to consider a motion that the Commission didn't have direct responsibility for and therefore performative.

Paul Stott recused himself for the LLWL motion.

**Recommendations from the Licensed Lay Worship Leaders Committee Appendix A**

Dale Hildebrand gave a brief update of the Licensed Lay Worship Leaders (LLWL) Committee meeting held on April 24, 2023. (See Appendix A – LLWL Committee Report) He answered any questions and then the following motion was made:

**MOTION** by Deirdre Lawrence / Andrew Comar  
that the Pastoral Relations Commission take the following actions:

...concurs with the recommendation of the Licensed Lay Worship Leader Committee, and approves **Marilyn Elphick** as a Licensed Lay Worship Leader within the bounds of Shining Waters Regional Council for a three-year period.

...concurs with the recommendation of the Licensed Lay Worship Leader Committee, and approves **Fred Graham** to be reconfirmed as a Licensed Lay Worship Leader within the bounds of Shining Waters Regional Council for a three-year period.

...concurs with the recommendation of the Licensed Lay Worship Leader Committee, and approves **Brian Packham** to be reconfirmed as a Licensed Lay Worship Leader within the bounds of Shining Waters Regional Council for a three-year period.

...concurs with the recommendation of the Licensed Lay Worship Leader Committee, and approves **Paul Stott** to be reconfirmed as a Licensed Lay Worship Leader within the bounds of Shining Waters Regional Council for a three-year period.

...concurs with the recommendation of the Licensed Lay Worship Leader Committee that **Donna Gileno** not be reconfirmed as a Licensed Lay Worship Leader within the bounds of Shining Waters Regional Council.

**MOTION**

**CARRIED**

Paul Stott rejoined the meeting. Dale continued to give a brief overview of the LLWL Committee Report submitted by Lisa Pfau, Chair of the committee. (See appendix A). The LLWLs are equally dispersed through the region and all are busy, especially in the summer.

### **Report from staff**

Todd McDonald reported on work the pastoral relations ministers are doing.

#### **a) Liaisons**

*None appointed at this time.*

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

*None appointed at this time.*

#### **c) Flourish – Minister's Day Together**

Todd updated the committee on the Minister's Day Together Flourish event being held at Jubilee United Church in Toronto on Wednesday, June 14, 2023. Rev. Maya Landell and Jason Locke, music director, both from Islington United Church and the Moderator, The Right Reverend Dr Carmen Lansdowne, will be facilitating and spending the day with our ministry personnel. The theme is focusing on Deep Bold and Daring Leadership.

#### **d) June PRC Meeting Items**

Todd reminded the committee that the next meeting in June will not be in person. There will be a report from staff about Dale's Dime/Todd's Tab ministry personnel gatherings held this spring.

A position description will be shared for a Growth Animator that will be appointed/deployed from the national church to Shining Waters Regional Council around the strategic plan, and how this person will relate to the work of the PRC.

The 2023-2024 Pastoral Relations Commission meeting schedule will be provided. Todd noted that the June meeting will be a longer gathering and to schedule time accordingly.

Deirdre Lawrence requested that the recording of the June meeting be made available to those unable to attend. Donna Rutz to follow up with sending the recording link. Please note that Zoom recordings on regional accounts are set to automatically delete after 15 days.

### **Equity Research Project - No Report**

May 9, 2023 - 6

### **Regional Meeting Planning Team Report - Sung Ran Kim**

Sung-Ran Kim shared a snippet of her video project for the Regional Meeting, focusing on the Equity work of the commission, featuring interviews of Robin Pilkey and William Haughton.

### **Next Meeting**

The next meeting of the Pastoral Relations Commission will be held online Tuesday, June 13, 2023, at 9:00 a.m. It should be an hour to an hour and a half.

*Please note: Our June meeting was to be an in-person meeting but we did not have sufficient agenda items. The October 2023 meeting will be in person.*

### **End of meeting**

There being no further business, Lawrence Nyarko closed the meeting with a prayer.

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Donna Bowman-Woodall, Chair

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Donna Rutz, note taker

## APPENDIX A

### Licensed Lay Worship Leader (LLWL) Committee Report to PRC

- 1) LLWL Engagement
  - Approximately 20 licensed LLWLs on supply list
  - The majority of LLWLs are comfortable with in-person and online.
  - Whenever we do re-licensing interviews, LLWLs appear to be quite active in their communities, often being called back to the same churches again. Summer is the busiest time of year.
  - Significant number of interviews each year. We just finished 7. We are caught up on licensing and re-licensing interviews. There are a few new LLWLs each year, but the majority now are re-licensing.
- 2) LLWL Committee Work
  - We have a clear procedure for licensing and re-licensing, including interview document requirements and questions.
  - Gathered information about the type of support that LLWLs would like ranging from a Facebook page or mentorship program. The key is that something that would help to develop organic authentic community, where LLWL could go for a support, encouragement, and continuous learning. Perhaps that is a component that could be intentionally included in the LLWL online course.
- 3) LLWL – deciding not to relicense an LLWL
  - After a complaint and interview, we determined that the LLWL potentially had some cognitive issues that is/could impact her ability to provide consistent support to a congregation. After providing the LLWL using a pastoral approach, the LLWL accepted the committee's decision and caveat that she could still serve congregations that she had pre-existing relationships with as a layperson, but could not use LLWL designation.

Respectfully submitted,

Lisa Pfau, Chair, LLWL Committee

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

**Minutes of a meeting of the  
Pastoral Relations Commission  
Tuesday, June 13, 2023**

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, June 13, 2023 by video conference. The meeting began at 9:00 a.m.

**Members Present**

Donna Bowman-Woodall (chair); Todd McDonald (staff); Dale Hildebrand (staff); Andrew Comar (ordered); Barbara Hendren (lay); William Haughton (ordered); Beth Moore (lay); Lawrence Nyarko (ordered); Paul Stott (lay).

**Regrets:** Deirdre Lawrence (lay); Liz Mackenzie (ordered); Robin Pilkey (lay); Sung-Ran Kim (ordered).

**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 Paul Stott / Barbara Hendren                      SW PRC 2023-06-13-01  
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 Beth Moore / Lawrence Nyarko                      SW PRC 2023-06-13-02  
that the minutes of the May 9, 2023 meeting of the commission be approved.

**MOTION**

**CARRIED**

## Omnibus Motion

**MOTION** by Andrew Comar / Barbara Hendren SW PRC 2023-06-13-03  
that the Pastoral Relations Commission take the following actions:

### a) Calls

... concurs with the request of **East End Pastoral Charge (Toronto)** and approves the call to **Bri-anne Swan**, ordained diaconal minister, beginning September 5, 2023, full time based on 40 hours per week with the following terms for Category B and Cost of Living Group Assignment 5: Salary \$68,567 per annum, salary in addition to the minimum at 23% which equals \$15,770.41, for a total salary of \$84,337.41 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 call does require an act of covenant.

... concurs with the request of **Fairlawn Avenue Pastoral Charge (Toronto)** and approves the call to **David Cameron Watts**, ordained minister, beginning September 5, 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 21.4% which equals \$16,218, for a total salary of \$92,005 per annum, basic telephone \$855 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.

### b) Appointments

... concurs with the request of **Collier Street Pastoral Charge (Barrie)** and approves the appointment of **Robert Murdock**, candidate for ordained ministry, from May 1, 2023 to June 30, 2025, part time based on 20 hours per week with the following terms for Candidate Step 1 and Cost of Living Group Assignment 4: Salary \$59,746 (pro-rated \$29,873) 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.

... concurs with the request of **Coldwater Eady Pastoral Charge (Coldwater)** and approves the re-appointment of **Kathleen Mowat**, retired ordained minister, beginning July 1, 2023 to September 15, 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

\$825 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 re-appointment does not require an act of covenant.

... concurs with the request of **Humbercrest Pastoral Charge (Toronto)** and approves the re-appointment of **Helena Medeiros**, ordained minister, beginning July 1, 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 .4% which equals \$2,000, for a total salary of \$77,787 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 re-appointment does not require an act of covenant.

... concurs with the request of **St. Matthew's Pastoral Charge (Toronto)** and approves the appointment of **Brigid Maya Douglas**, ordained minister, beginning September 1, 2023 to June 30, 2024, part time based on 24 hours per week with the following terms for Category C and Cost of Living Group Assignment 5: Salary \$70,372 (pro-rated \$42,223.20) per annum, salary in addition to the minimum at 20% which equals \$14,074.40 (pro-rated \$8444.64), for a total salary of \$84,446.40 (pro-rated \$50,667.84) per annum, basic telephone \$825 per annum, Continuing Education and Learning Amount \$1543 (pro-rated \$925.80) 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.

... concurs with the request of **Westmount Pastoral Charge (Orillia)** and approves the appointment of **Huanyun Ye** candidate for ordained ministry, from July 3, 2023 to June 30, 2025, part time based on 30 hours per week with the following terms for Candidate Step 1 and Cost of Living Group Assignment 4: Salary \$59,746 (pro-rated \$44,809.50) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1543 (pro-rated 1157.25) 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) **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 **David Cameron Watts**, ordained minister at Forest Grove Pastoral Charge effective September 4, 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 **Bri-anne Swan**, ordained minister at Jubilee Pastoral Charge effective September 4, 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 **Brigid Maya Douglas**, ordained minister at St. James Pastoral Charge effective August 31, 2023 and gives thanks for her ministry.

d) **License to Administer Sacraments**

... concurs with the request of **Collier Pastoral Charge (Orillia)** and grants sacramental privileges in accordance with The Manual I.2.4(a) and I.2.4.2, to **Robert Murdock**, candidate for ordained ministry, during their time of appointment at Collier Pastoral Charge.

... concurs with the request of **Westmount Pastoral Charge (Orillia)** and grants sacramental privileges in accordance with The Manual I.2.4(a) and I.2.4.2, to **Huanyun Ye**, candidate for ordained ministry, during their time of appointment at Westmount Pastoral Charge.

**MOTION**

**CARRIED**

It was requested that going forward the Request for Change in Relationship section be moved to the first item of the omnibus before the calls and appointments, to make it easier to understand. This will begin with the August meeting.

It was noted that some of the change in relationship seemed to be less than 90 days. Dale clarified that they gave notice prior before the end of May but that it was just coming to the commission now in mid-June. Todd added that when a minister requests a change in pastoral relationship, the date on that letter is the first day of the 90 days notice. However, if a pastoral charge makes the decision to change the terms of the pastoral relationship or end the pastoral relationship, the first day of the 90 days notice period is the meeting of the Pastoral Relations Commission.

**Report from Staff**

Todd McDonald and Dale Hildebrand reported in on the work that they are doing:

**a) Liaisons**

The following liaisons have been appointed by staff:

Lynella Reid-James appointed to Kingston Road Pastoral Charge (Toronto) for Intentional Interim Minister search.



Jim Clubine appointed to St. Matthew's Pastoral Charge (Toronto) for search for short term supply minister.

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

Warren Ball appointed as pastoral charge supervisor to Queensville Holland Landing Pastoral Charge (Queensville).

### **c) Flourish**

The Ministers Day Together Flourish event will be held on Wednesday June 14, 2023 at Jubilee United Church in Toronto. There are 83 ministry personnel registered to attend. Rev. Maya Landell, Jason Locke and The Moderator, The Right Rev. Dr. Carmen Lansdowne will be leading.

## **Growth Animator Deployed to Region**

## **APPENDIX A**

The Growth initiative represents the leading priority of the Strategic Plan of The United Church of Canada. As a way to embody this priority, the General Council Office's Organizational Development and Strategy Unit is working with regional councils to create and fill six new positions. The six Growth Animators will be deployed across the regions to work in local and regional partnerships with a focus on renewing existing communities of faith, creating new communities, and strengthening invitation. Growth Animators will support and connect with communities where growth is occurring, and seek to bring best practices and fresh possibilities where growth is a challenge and feels impossible.

Todd shared a video to introduce the commission members to the overall call and vision of The United Church that was established by General Council. The video can be found here: <https://united-church.ca/community-and-faith/welcome-united-church-canada/our-call-and-our-vision>

Todd then presented how this Growth Animator will fit into the strategic plan and the work of the Region and reviewed the position description (see appendix A) Like the Stewardship Officer or Office of Vocation Minister for Shining Waters and Canadian Shield regions, this new staff person will be deployed from and accountable to the General Council office but will work exclusively in the two regions. Staff didn't know if this was an open-ended permanent position or a term contract. There was some discussion with the following points made:

- Churches are struggling and need help, not another place to go to. How does a minister get the support needed in his congregation? That needs to be shared by this new person. In the position description there is a lot of connecting people with resources, and will be an interesting development to watch.

- There are lots of exciting things happening in local churches but where do they find that support, in order to make things happen? Clusters were meant to help but it has been difficult to get churches to pull together.
- This new person will not have much familiarity about what is going on in local churches. Will there be regional staff working with them around that and what kind of communication will be needed? Other GC staff deployed to regions connect in different ways with regional staff and governance, this will need to be worked out.
- What is the expectation of this role and what is needed to roll it out by one person alone? It sounds like there needs to be a group working on this, not just one single staff person.

Todd to follow up with SWRC Executive Minister Peter Hartmans, so that these minutes and comments are noted beyond the commission.

### **Dale's Dime/Todd's Tab Report**

### **APPENDICES B & C**

Over the last three months Todd and Dale have visited with ten groups of ministers across the region. One purpose, especially after the isolation of covid, was to introduce each other and connect new ministers with long time ministers in the same areas. The second was to ask them, and discuss, what they need to thrive in their ministry. A more comprehensive report was submitted by both pastoral relations ministers to the committee for review (see Appendices B and C)

Staff asked if there were any directions heard in the reports that should be explored for Flourish programming in the fall and after Christmas. It was noted that there was a definite hunger for more opportunities to meet together, and not just ministry personnel but also lay people, as was overheard at the recent regional meeting in May. People miss presbytery meetings. It would be worthwhile to explore reestablishing what we used to have with presbytery, just not as frequently and not as a business meeting. A time of fellowship, to check in and connect with each other, include a speaker and a meal and gathering time. Use the old presbytery areas or adjust slightly for new boundaries, but it would be a good place to start. The vision of clusters but didn't happen in that context, so now we should to try to make it happen another way. Todd thanked everyone for their suggestions.

### **Equity Task Group Report (Staff reporting) Pastoral Relations Commission Policy Changes**

### **APPENDIX D**

At a recent Executive meeting, the following change was approved for the "Membership" section of the PRC policy (see Appendix D for full policy)

- Current policy: 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

- New Policy: 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 Pastoral Relations Commission.*

This change fulfills one of the objectives of the Equity Goal and Plan under the goal: Grow equity within pastoral relations policy and practice within Shining Waters Regional Council. There are now four pastoral relations liaisons on the Commission, Donna Bowman-Woodall, William Haughton, Barbara Hendren and Paul Stott. If there were none, then someone could be added, but currently there is no need.

## 2023-2024 Meeting Schedule

## APPENDIX E

The meeting schedule of the commission for 2023-2024 was distributed to the commission. As is the usual pattern, the commission meets on the last Tuesday of the month, with a couple of exceptions for December (Christmas holidays) and May (ordination appointments). A full day meeting in October, location to be confirmed.

The next meeting of the Pastoral Relations Commission will be held by Zoom video conference on Tuesday, August 29, 2023, at 9:00 a.m.

## End of meeting

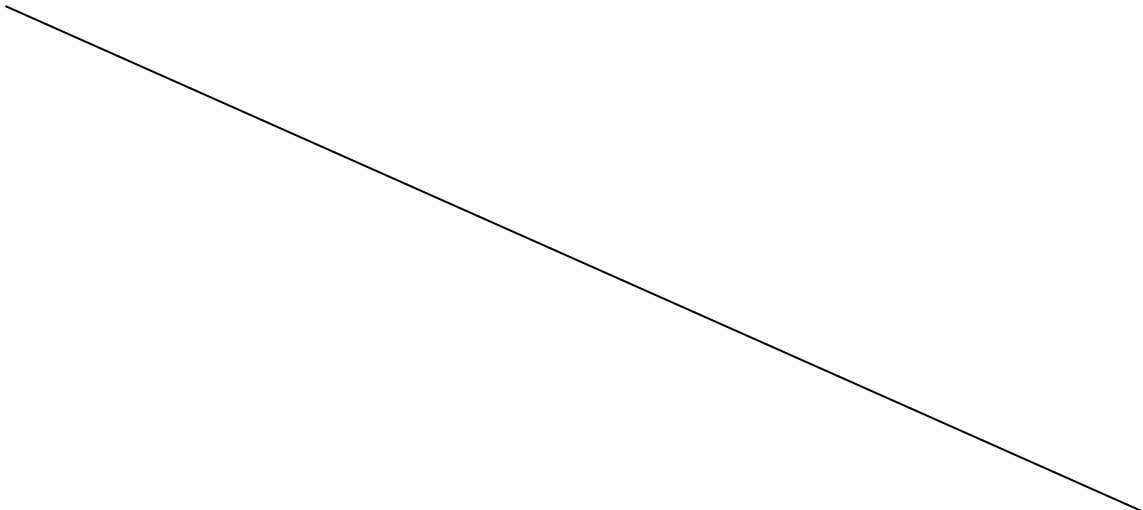
There being no further business, Beth Moore closed the meeting with a prayer.

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Donna Bowman-Woodall  
Chair

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Donna Rutz  
Note taker



## **APPENDIX A – Growth Animator Position Description**

### **Growth Animator**

#### **Description**

##### **Position Purpose**

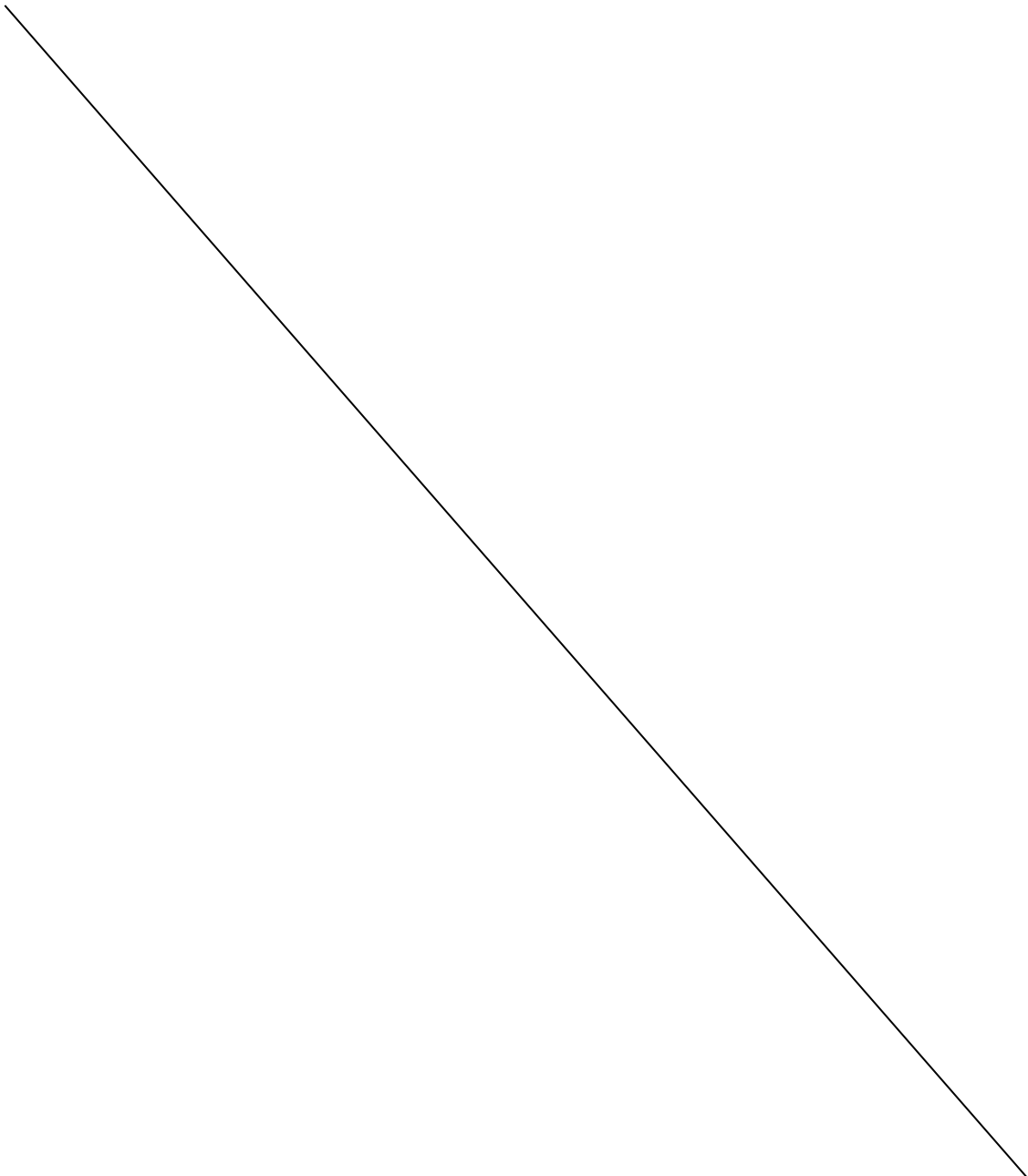
Within the framework of the strategic plan, under the direction of the Director of Growth and Ministry Development, and working directly with the relevant Regional Executive Minister (or delegate), the Growth Animator plants, enhances, evaluates and connects new communities of faith, supports renewal efforts in existing ministries, and strengthens invitation to The United Church of Canada.

The main areas of focus are:

- 1. Renewing Existing Communities of Faith; 45%**
  - Collaborate regionally with committees and staff dedicated to renewal efforts within the relevant region, and provide support, when assigned, to key regional or inter-regional specific renewal projects, particularly in relation to rural ministry;
  - Encouraging and equipping communities of faith to engage in changes of vision, regeneration and new ministry.
  - Contribute to strategies and resources that span both new communities and renewal in existing communities, connecting communities and building collaborative partnerships as appropriate.
  - Work collaboratively on stewardship development, and explore and promote sources of funding support for renewal in communities of faith;
  
- 2. Seeding New Communities of Faith, 40%**
  - Receive proposals from within the relevant regions for new or emerging communities of faith;
  - Provide ongoing support, consultation and evaluation to new communities of faith;
  - Assess needs for financial support and help to identify and match with available regional, national, Foundation, or other resources beyond the church;
  - Link regional growth initiatives to strategic national initiatives;
  - Develop needed resources to support, promote and interpret church planting efforts;
  - Invoke imagination and support for church plants through hosting events and making presentations, in many forms;
  - Assist in collectively celebrating the formation of new communities.
  - Collaborate and support one national thematic planting streams (e.g. online, communities of disability, francophone communities, migrant, intercultural, Indigenous, rural etc).

**3. Learning, Adapting, Innovating, Inviting**

**15%**

- Stay abreast of best practices and emerging trends in fresh expressions, church planting, rural ministries, and church renewal;
  - Engage with and integrate decolonial, intercultural and Equity, Diversity and Anti-Oppressive (EDA) practices;
  - Assist the church with active experimentation, bold action and deep learning.
  - Identify regional and community of faith opportunities to strengthen invitation to The United Church of Canada;
  - Working with regional communicators, contribute to and help animate communication campaigns;
- 

## **APPENDIX B – Dale’s Dime Report - March 17, 2023**

Over the period of one month, I invited all ministers south of Highway 407 who are in a call or appointment to join in small groups over coffee. These were organized into six meetings, with attendance ranging from 3 – 9 ministers at each gathering. In total, 34 ministers attended (about half of the active ministers south of the 407).

The general format for each gathering was:

- a) quick introductions – there are always ministers who don’t know each other
- b) I would give a context and frame the informal discussion
  - three years since the pandemic
  - pandemic also coincided largely with the restructuring of the UCC
  - we know that the impact of the past three years has been very significant on our CoFs and on how ministry is carried out
  - we have not had many opportunities to meet together in person for three years. This is a check-in. I would then throw out a number of questions to help those around the table to tell the group how they were doing and what their challenges, joys, concerns, etc. were.

**i) How has the past three years impacted your ministry and well-being?**

**ii) How full is your tank/how charged is your battery?**

**iii) Considering the present context, and looking to the next 3 – 5 years, what do you need to do effective ministry? How can the Regional Council support you?**

**iv) How are you feeling about your connection to other ministry personnel and to the wider denomination?**

Here is what I heard:

**i) How has the past three years impacted your ministry and well-being?**

**ii) How full is your tank/how charged is your battery?**

- The change has been very significant. The general impact of the pandemic on churches has been a reduction in congregants ranging from 33 – 50%. Some congregants have shifted to only joining worship on Zoom. This has impacted the volunteer base in churches and caused more stress on time and finances. This has impacted ministers, with increased demands on them to make up for the lack of volunteers. And in many cases, they continue to do extra work to adapt to the digital environment.
- There has been a general trend that children and youth have not come back post-pandemic.

- A significant number of churches have amalgamated or are considering amalgamating as a result of the pandemic (pandemic accelerated timelines for this with its impact on finances). This has meant extra work for some ministers.
- In general, despite all the added pressures, most ministers indicated they are resilient and are not considering leaving ministry due to fatigue. Some saw opportunity from the changes of the past three years to do new things in their churches and to reinvigorate the mission of the church.
- My own personal observation is that there is an increase in the number of ministers who are taking medical leaves for mental health reasons. These ministers were not at these Dale's Dime gatherings.

**iii) Considering the present context, and looking to the next 3 – 5 years, what do you need to do effective ministry? How can the Regional Council support you?**

- Mental health issues have increased among congregants. Most ministers do not feel equipped to respond to the depth of these issues. Opportunities for increasing skills in this area would be welcomed.
- Affirmation expressed for the monthly Tuesday morning Zoom gatherings. They would like these to continue.
- Ministers want more opportunities like the coffee shop meetings to connect with other ministry personnel. This format was really appreciated: informal, doesn't take a lot of time out of their day, opportunity to meet some colleagues they hadn't met before.

**iv) How are you feeling about your connection to other ministry personnel and to the wider denomination?**

- There was a strong and consistent sentiment expressed that ministers feel disconnected from the wider denomination. Quite a few mentioned the loss of presbytery meetings where they would meet with their colleagues. A number also feel disconnected from each other.
- I was curious, given this desire to meet with each other, why there was not more uptake on the Clergy Peer Learning Groups that was offered in late 2022/early 2023. The common response was that they did not want to be the ones to organize the gatherings. Did not have time to do that and it was seen as another responsibility on top of the long list they already have.

Report submitted by Dale Hildebrand

## **APPENDIX C – Todd’s Tab Report**

Prepared for June 13, 2023 meeting of the Pastoral Relations Commission

During March and April, 2023, Todd McDonald held four gatherings across the northern part of the regional council: Brampton, Aurora, Barrie and Bracebridge. Over the four locations, 25 ministry personnel attended. Of the 25 participants, five were from new pastoral relationships established in 2022-23.

The purpose of the gatherings was to discuss this key question: “As you think about your ministry and from conversations with your colleagues, what do you need to refresh and thrive in your ministry?” This question was the back drop to an informal conversation that included a deep introduction of each other and supportive check in. Many ministers did not know each other, some arriving to new pastoral relationship during the pandemic period.

There were several themes that emerged from the Todd’s Tab gatherings:

1. Deep Listening for Ministers: several ministers mentioned the need for spiritual direction, ministry coaching and silent retreats – spiritual supports/guides for ministers as they navigate current context for ministry.
2. Connection: participants identified the isolation for the last three years. One person called it “emerging from the COVID cave”. This describes the energy it takes to gather, energy to be together since the pandemic. People identified the need to have opportunities to gather, realizing that it takes much energy to step out.
3. The Pandemic Vacuum: Ministers also identified the pandemic period as a time when some individuals stepped in to serve the church with great commitment but not necessarily best polity. These individuals stepped into the vacuum left by the pandemic. As congregations emerge from the pandemic, so is normalizing the decision-making process and oversight. Ministers are noticing those individuals who stepped into the vacuum now struggling to make room for returning leaders.
4. Finally, Minister’s health: A strong theme is, Ministers feel they are emerging from a tomb but not quite at “Hallelujah!” yet. There is a weariness and a wariness: Is the pandemic is truly over. The number of pivots and adaptations that happened during the pandemic are still living memories for some. Ministers are wondering how to re-energize and be full of joy again.

Report submitted by Todd McDonald



## **APPENDIX D – REGIONAL COUNCIL EXECUTIVE: PASTORAL RELATIONS COMMISSION**

This policy outlines the authority, membership and responsibilities of the Pastoral Relations Commission and the relationship with the Communities of Faith Commission

Date Approved: November 30, 2018	Review date by Executive: 2021
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### **PURPOSE OF THE COMMISSION**

The Pastoral Relations Commission will set policy and give direction within their mandate.

The Pastoral Relations Commission will provide support for ministry personnel throughout their ministry, including equipping, covenanting, pastoral relationships and retirement.

### **AUTHORITY**

The Pastoral Relations Commission is established in accordance with the direction provided in November 18-20, 2017 General Council Executive New Covenant Policy.

The Pastoral Relations Commission will be elected by the Regional Council or the Executive to make decisions on behalf of the Region or its Executive. (*The Manual 2019 C.3.3.1*)

The decisions of the Commission are non-debatable. The commission's decision is as effective as a decision of the governing body or executive that appointed it. (*The Manual 2019 C.3.3.2*)

The Commission will report its decisions to the Regional Council Executive and the Regional Council. (*The Manual 2019 C.3.3.3*)

### **MEMBERSHIP**

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.**

### **STAFF SUPPORT**

The Pastoral Relations Ministers will provide support to the Commission.

### **TERMS OF OFFICE**

The term will be three years with a renewal for one term. After a one year hiatus, an individual may be elected again.

### **MEETINGS**

The Commission will meet by electronic or other means at least monthly and perhaps once or twice face-to-face annually.

### **QUORUM**

Quorum will be 50% plus one of the members with at least one ordered minister and one lay member.

### **RELATIONSHIP WITH THE SUPPORT FOR COMMUNITIES OF FAITH COMMITTEE**

The collaboration will be done by staff.

## **RESPONSIBILITIES DELEGATED BY THE REGIONAL COUNCIL AND THE EXECUTIVE**

### **Covenanting:** (*The Manual 2019 C.2.1*)

The Pastoral Relations Commission's responsibilities in the life cycle of a community of faith that is a congregation or pastoral charge are set out in more detail in *The Manual 2019 G.1*.

The Pastoral Relations Commission will be responsible for,

- a) recognizing a new pastoral relationship by entering into a covenantal relationship with it;
- b) living in a covenantal relationship with ministry personnel.

### **Preparation for Ministry:** (*The Manual 2019 C.2.7*)

The Pastoral Relations Commission is responsible for licensing Licensed Lay Worship Leaders.

A Licensed Lay Worship Leaders Committee will be established that will report to the Pastoral Relations Commission.

### **Pastoral Relations:** (*The Manual 2019 C.2.8*)

The Pastoral Relations Commission is responsible for co-operating with communities of faith in,

- a) recruiting, choosing, calling, appointing, and covenanting with ministry personnel and communities of faith;
- b) ending calls, appointments, and covenants with ministry personnel and other staff; and
- c) appointing a regional council liaison officer to assist a community of faith in pastoral relations matters at designated times. (*The Manual 2019 I.1.5*)

### **Support to retirees and celebrating retirements:** (*The Manual 2019 C.2.10*)

The Regional Council is responsible for celebrating the retirements of ministry personnel. The Pastoral Relations Commission will offer support.

### **Ministry Personnel:** (*The Manual 2019 C.2.11*)

The Pastoral Relations Commission is responsible for,

- a) encouraging and supporting ministry personnel toward health, joy, and excellence in ministry practice; and
- b) assisting with informal conflict resolution processes. This responsibility is shared with the Community of Faith Commission.

### **Sacramental Privileges** (*The Manual 2019 C.2.9*)

The Pastoral Relations Commission is responsible for granting a licence to administer the sacraments to diaconal ministers, designated lay ministers, people who retired while serving as designated lay ministers, and sacrament elders, as set out in *The Manual 2019 I.2.4*.

## **APPENDIX E - 2023-2024 Meeting Schedule**

### **Shining Waters Pastoral Relations Commission**

#### **Meeting schedule 2023/2024**

**All meetings are Tuesdays at 9:00 a.m. on Zoom unless otherwise noted**

August 29, 2023

September 26, 2023

October 24, 2023 (9:30 am - 3 pm) An in-person joint meeting with the Community of Faith Commission - location TBD

November 28, 2023

December 12, 2023

January 30, 2024

February 27, 2024

March 26, 2024

April 30, 2024

May 21, 2024 (\*moved up from normal last Tuesday of month to accommodate ordination candidates)

June 18, 2024 (9:30 a.m. - 3 p.m. in person all day meeting – location to be determined)

