

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

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

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, November 28, 2023 by Zoom video conference. The meeting began at 9:00 a.m.

Present:

Donna Bowman Woodall (ordered); Todd McDonald (staff); Barbara Hendren (lay); William Haughton (ordered); Sung-Ran Kim (ordered); Lawrence Nyarko (ordered); Paul Stott (lay); Liz Mackenzie (ordered)

Guests: Lisa Pfau, Dale Hildebrand, Kim Uyede-Kai

Regrets: Andrew Comar, Deirdre Lawrence, Robin Pilkey, Beth Moore

Welcome, Constituting the Meeting and Prayer

Donna Bowman-Woodall, chair, declared there was a quorum and called the meeting to order. Donna welcomed everyone and began with a reading of *Dancing God* by Joyce Rupp from her book 'Out of the Ordinary'.

Minutes

MOTION by Liz Mackenzie / Barbara Hendren SW PRC 2023-11-28-01
that the minutes of the October 24, 2023 meeting of the commission be approved.

MOTION

CARRIED

Omnibus Motion

MOTION by Lawrence Nyarko / Paul Stott SW PRC 2023-11-28-02
that the Pastoral Relations Commission take the following actions:

a) **Request for Change in Relationship**

... in accordance with The Manual I.3.1.4(b) accepts the request for a change in pastoral relations of **James Clubine**, ordained minister at **Central United Pastoral Charge (Unionville)** effective June 30, 2024 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 **Neil Young**, ordained minister at **St. Andrew's Pastoral Charge (Toronto)** effective June 30, 2024 and gives thanks for his ministry.

b) **Appointments**

... concurs with the request of **Coldwater-Eady Pastoral Charge (Coldwater)** and approves the re-appointment of **Bruce Sweet**, retired ordained minister, beginning January 1, 2024 to June 30, 2024, part time based on 27 hours per week with the following terms for Category F and Cost of Living Group Assignment 4: Salary \$75,385 (pro-rated \$50,884.88) per annum, basic telephone \$850 per annum, Continuing Education and Learning Amount \$1640 (pro-rated \$ 1107) 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 **Forest Grove Pastoral Charge (Toronto)** and approves the appointment of **Carole Baggett-McKinley**, retired ordained minister, beginning November 6, 2023 to May 5, 2024, 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 6.3% which equals \$4,775, for a total salary of \$80,562 per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1640 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 **Kingston Road Pastoral Charge (Toronto)** and approves the appointment of **Debra Schneider**, retired ordained minister, beginning October 30, 2023 to January 28, 2024, 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, basic telephone \$1080 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.

... concurs with the request of **North York Korean Pastoral Charge (Toronto)** and approves the re-appointment of **Woong Youm**, ordained minister, beginning January 1, 2024 to December 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 \$76,725 per annum, salary in addition to the minimum at 15% which equals \$11,508.75 , for a total salary of \$88,233.75 per annum, basic telephone \$1600 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 re-appointment does not require an act of covenant.

... concurs with the request of **St. Paul's Pastoral Charge (Brampton)** and approves the re-appointment of **Constance denBok**, retired ordained minister, beginning November 1, 2023 to January 28, 2024, 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 \$15,157.44 (pro-rated \$11,368.05), for a total salary of \$90,944.44 (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.

MOTION

CARRIED

Report from Staff

Staff reported in on work they are doing:

a) Liaisons

The following liaisons were appointed by staff:

William Houghton appointed to St. Paul's Pastoral Charge (Midland) to search for new minister.

Sadekie Lyttle-Forbes appointed to Bloor St. Pastoral Charge (Toronto) to search for an Intentional Interim Minister.

Paul Stott appointed to St. Pauls' Pastoral Charge (Scarborough) to search for an Intentional Interim Minister.

Greg Daly appointed to St. Andrew's Pastoral Charge (Toronto) to search for new minister.

During the November 24 Pastoral Relations Liaisons check-in, there was discussion about the need to make gratitude a norm in their work, emphasizing the lack of acknowledgment from charges after extensive liaison assistance. Staff will discuss implementing gratitude in searches, considering additions to the covenant service template and encouraging gratitude in notes to congregations appointing a PR liaison. On January 17, a check-in for Canadian Shield Regional Council (CSRC) liaisons will explore the possibility of working in Shining Waters Regional Council (SWRC) as well. Todd highlighted that CSRC liaisons, having undergone identical training, need orientation only on SWRC-specific aspects, including special equity training and the equity advocate role.

b) Pastoral Charge Supervisors

The following pastoral charge supervisors were appointed by staff:

Rick McKinley appointed to Ravenshoe Pastoral Charge, as of January 1, 2024.

Lawrence Nyarko appointed to Richview Pastoral Charge (Toronto) as of November 14, 2023.

Jim Keenan appointed to College St. Pastoral Charge (Toronto) as of January 1, 2024.

Stephen Milton appointed to Northlea Pastoral Charge (Toronto), as of November 30, 2023.

c) Congregational Designated Ministry

Newmarket: Trinity Pastoral Charge (Newmarket) requested a review of a lay ministry position entitled Youth and Community Outreach Coordinator. The position was reviewed and confirmed as a Congregational Designated Ministry position.

There was a question about the requirements of or a job description for a congregational designated minister. The Congregational Designated Ministers handbook can be found online here: https://united-church.ca/sites/default/files/pastoral-relations_congregational-designated-ministers.pdf

The question of whether non-ministry positions need Pastoral Relations Ministers' (PRM) approval for Congregational Designated Minister (CDM) status arose. Todd clarified that paid ministry roles, like youth leader or Sunday school teacher, must have their position descriptions sent to the regional council for review. After approval, the CDM is accountable to that charge, excluding ministry personnel who aren't eligible. Non-ministry roles, such as custodian or office admin, don't need PRM approval.

d) Flourish Updates

The next meeting of the Flourish Advisory Group is Thursday, December 14, 2023.

Equity Project Goal and Plan Rubric updates

APPENDICES A & B

Liz Mackenzie reported on behalf of the Equity Task Group. Liz presented the draft SWRC Equity Welcome Letter (Appendix A) for feedback from commission members.

The task group recommended the letter should be from the region's president for a caring and impactful impression. If not, the Executive Minister is a suitable alternative as both represent the entire region. Concerning the closest neighbor's information, Liz clarified that while the minister's personal email is private, the church's contact information can be included as it's public knowledge. This new practice might be communicated at ministry personnel gatherings for awareness.

The Equity Task Group report paused as Lisa Pfau joined the meeting at 9:20 a.m.

Recommendations from the Licensed Lay Worship Leaders Committee

Donna Bowman Woodall welcomed Lisa and Dale Hildebrand gave a brief introduction to the commission. Lisa Pfau, Chair of the Licensed Lay Worship Leaders Committee, gave a brief overview of the committee's work in 2023.

Lisa updated on the LLWL committee's progress, who are now focusing on enhancing support for LLWLs. They connected with Canadian Shield's LLWL committee, attending an educational session in October. Shining Waters' LLWLs will join CSRC's session in 2024, fostering collaboration between the regions.

Rev. Rob Smith will take over LLWL Committee support in SWRC, starting January 1, 2024, succeeding Dale Hildebrand who is retiring at the end of February. Collaboration efforts between the two regions are underway, particularly with LLWL support and continuing education.

When asked about training, Lisa noted that courses for LLWLs are mainly through ChurchX, and would also include mandatory courses like Boundaries and Racial Justice.

LLWLs are recognized at the Celebration of Ministry service during regional meetings. Efforts to facilitate connections between ministry personnel and LLWLs unfortunately have no clear opportunities right now. However, mentorship between new LLWLs and more experienced ones is in progress, and the committee is exploring continuing education and support opportunities with CSRC LLWLs.

Donna thanked Lisa for her work. Lisa concluded by thanking Dale for all his support, experience and service, and will be missed. Lisa left the meeting and the following motion was made:

MOTION by Sung Ran Kim / Barbara Hendren SW PRC 2023-11-28-03
that the Pastoral Relations Commission take the following actions:

...concurs with the recommendation of the Licensed Lay Worship Leader Committee, and approves **Phillip Mannell** 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 **Scott Martin** 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 **Lydia Pedersen** 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 **Douglas Reid** 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 **Daniel Shoebottom** to be reconfirmed as a Licensed Lay Worship Leader within the bounds of Shining Waters Regional Council for a three-year period.

MOTION

CARRIED

Equity Task Group Report Continued

Liz continued reviewing the draft letter.

Cluster information inclusion was discussed, but since clusters aren't formally registered, determining active ones in specific areas is challenging. It was deemed labor-intensive, and the default suggested was relying on ministry personnel in the next pastoral charge for connections.

Liz and Will met to discuss the negotiations handbook, and found valuable information in the 2016 Compensation Workbook for Ministry Personnel. Due to the disappearance of this United Church of Canada document, they hope to use the handbook as a framework, and would like to hire someone to create a handbook tailored for Shining Waters.

Budget for 2024

APPENDIX C

Todd presented the draft Pastoral Relations Commission budget for 2024 (Appendix C) and asked if there were any questions.

A query arose regarding pensioner events, and Todd clarified that while there are four budgeted events, retired ministry personnel are also welcome to join the minister's Zoom gatherings.

MOTION by Liz Mackenzie / Lawrence Nyarko SW PRC 2023-11-28-04
That the Pastoral Relations Commission approve the budget for 2024 as presented.

MOTION

CARRIED

Minimum Telephone for all Calls and Appointment for 2024

Current Telephone minimum for all calls and appointments in Shining Waters Regional Council is \$800. A quick search of reports of the average cellphone plan with unlimited voice and text messaging and 5 GB of data costs average of \$45.00 per month. Global news reported a price drop for Canadian phone – 11.1% less in June 2023 from a year ago, Statistics Canada attributing the decrease mainly connected to lower data plans and promotional pricing (posted July 19, 2023 11:45 a.m.).

It was noted that many communities of faith expect ministry personnel to use their home internet for work, making compensation crucial. While telephone plan costs have reduced, the existing rate covers more than just phone expenses. This practice of utilizing home internet justifies maintaining the current compensation rate.

MOTION by Liz Mackenzie / Barbara Hendren SW PRC 2023-11-28-05
that the Pastoral Relations Commission set \$800 as the minimum
telephone/communication amount for all new calls and appointments for 2024.

MOTION

CARRIED

Next Meeting

The next meeting of the Pastoral Relations Commission will be held by Zoom video conference on Tuesday, December 12, 2023, at 9:00 a.m.

End of Meeting

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

Donna Bowman-Woodall
Chair

Donna Rutz
Note taker

Appendix A – Draft Welcome Letter

Dear Liz Mackenzie –

Greetings on behalf of the Shining Waters Regional Council (SWRC)! As the President of SWRC, I would like to extend to you a warm welcome to the Shining Waters Regional Council as well as to the St. Bartholomew's United Church community of faith and the city of Brampton in which it is located.

Here are a few things that might be helpful as you begin your ministry with St. Bartholomew's U.C.:

1. Your closest United Church neighbour is St. Paul's United Church, located at.... Connie den Bok (*email address - confidentiality policy for SWRC? Or Church telephone?*) is the appointed minister and I would encourage you to contact her to find out about ministers' gatherings and other helpful information about the United Churches of Brampton and Caledon. Connie will also be able to give you some information about the City of Brampton, if you are unfamiliar with the area.
2. The SWRC website can be accessed at <https://shiningwatersregionalcouncil.ca>. There you will find information about the Region, its governance structure, Annual Meeting, Commissions, Committees, Policies and Procedures. Along with this information are also ways in which you might consider serving the SWRC.
3. The Executive Minister for SWRC is Peter Hartmans, the Pastoral Relations Minister for the area in which St. Bartholomew's is situated is Todd McDonald (*email*), and the Office of Vocation Minister for SWRC is Kellie McComb (*email*). There is a staff contact page on the SWRC website which gives contact information for these and other SWRC staff. Please do not hesitate to contact Todd with any wonderings you may have relating to the pastoral relationship and your ministry with St. Bartholomew's. Donna Rutz (*email*) is the contact person for communications from the SWRC.
4. SWRC has an annual gathering for ministers new to SWRC and an email will be sent to you letting you know when the next one will be; the gathering is usually in the fall. There are also regular gatherings of SWRC ministry personnel, both virtual and in-person, and you will receive notices about these. These gatherings are a good way to get to know your fellow SWRC ministry personnel and I encourage you to participate as you are able.

I hope that we will meet either at the next SWRC Annual Meeting or another regional event. In the meantime, I pray that St. Bartholomew's community of faith and you will find your ministry together blessed by God's care and guiding.

Yours in Christ,

Appendix B – PRC Equity Plan – Revised for Nov. 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

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	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	Next policy review of all policies, to incorporate equity lens. Under Pastoral Relations website resources "Need a New Minister"	Equity Task Group and Staff 1. Paragraph of responsibility description created by February 28, 2023 (Liz and Robin)

<p>monitor. Key role for a monitor would be at the short-listing stage.</p>	<p>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>include a link to the Equity Policy.</p> <p>Forward paragraph to National church for Pastoral Relations handbook revisions.</p>	<p>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.)</p> <p>3. Revised Draft of Equity Advocate to PRC mtg, March 28, 2023</p> <p>COMPLETE</p>
<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</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>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>COMPLETE</p>

the beginning—everyone on the search team has to have the awareness. It can't all be on the monitor.			
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>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>	Offer to collaborate with Communities of Faith Commission on updated document on writing Living Faith Stories	Paul and Will (1 year goal) – presentation on October 25, 2022 COMPLETE
D. Create an enhanced equity training module for search team that can be used by PR liaison and the training module be reviewed annually at a Pastoral Relations liaison check in.	Comprehensive Training of the Pastoral Relations Liaison (February 4-5, 2022)	We will have reviewed the training and implemented another round of training for the new liaisons.	Staff COMPLETE

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

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

Provide support, connection and accompaniment to equity seeking ministry personnel	Where do we want to be after one Year?	Where do we want to be after three years?	Who is responsible?
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<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>Liz reviewed the Compensation Workbook for Ministry Personnel (Feb 2016).</p> <p>Handbook for ministry personnel on Negotiation.</p> <p>Workshop include how a minister can compare what previous ministers was compensated using Yearbook; YouTube video with role playing</p>	<p>Equity Task Group is currently reviewing the 2016 Ministry Personnel Compensation handbook:</p> <ul style="list-style-type: none"> • Copyright: Do we have permission o revise this handbook for SWRC purposes • Are there plan to update this handook for national website? <p>Liz and William</p> <p>Minister Zoom Gathering 2024: Todd, Equity Task Group</p>
<p>B. A Supported Beginning: Provide an annual gathering of new arriving ministry personnel to SWRC for the purpose of orientation and relationship building.</p>		<p>Pastoral Relations Ministers also incorporate equity issues into their training and</p>	<p>Pastoral Relations Minister</p>

		<p>check-ins with the M&P</p> <p>A welcome letter containing pertinent contact information for Regional Staff and neighbouring ministers as well as opportunities for Flourish and service roles, Pastoral Relations Liaisons</p> <p>Intentional orientation—pastoral relations Liaisons explicitly emphasize importance of welcoming new ministers and initiating networking opportunities</p> <p>An annual lunch for ministers-new-to-the-region along with certain Regional staff members (time/date tbd, Annual Meeting or autumn have been discussed as possibilities)</p>	<p>Liz, supported by Todd</p> <p>Todd, during Liaison check-in</p> <p>Request to Peter from PRC</p>
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III. Grow equity within pastoral relations policy and practice within Shining Waters Regional Council

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

Grow equity within pastoral relations policy and practice within Shining Waters Regional Council	Where do we want to be after one Year?	Where do we want to be after three years?	Who is responsible?
A. Ensure at least one member of the PR Commission is a PR liaison (Policy change).	We currently have three members who are pastoral relations liaisons. This should be shared with the Nominations Committee for the future.		<p>SWRC Executive: Change to PRC policy, Membership section to say the following: A Chair and six to ten members to allow for some regional representation with a balance of ministry personnel and laity to work with the Pastoral Relations Ministers, to include one person who is a pastoral relations liaison to be named by the PRC.</p> <p>The Executive considered this change on December 8, 2022 and referred to Nomination Committee for guidance.</p>

			Executive Approved, COMPLETE
B. Annually, at a quarterly Pastoral Relations liaison gathering, liaisons will come prepared to report on any equity issues they are identifying. A report and any recommendations are provided to PR Commission. The report as a whole provides quite a lot of guidance to people about equity so we should use the report as a guide to provide concrete examples of inequity in pastoral relations. So make the report accessible to our pastoral relations liaisons.	<p>This should be added to the liaison check in agenda.</p> <p>Report could come to the June 2023 in person PRC meeting.</p>	A mechanism in place to address chronic problems (e.g., a change in training).	One of our pastoral relations liaisons could report back from the liaison check-ins. A PR liaison from PRC to report.
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 C – Draft PRC Budget 2024

Pastoral Relations Commission - Budget 2024			
	2022 (Actual)	2023 (As of Oct 1)	2024
Emergency Fund	500	2,000.00	2,000.00 Discretionary fund for PRMs for ministry personnel
<u>Joy Health and Excellence</u>	9,215.48	8,600.00	10,000.00 Minister Day Together: Space, food hotel, facilitator
Flourish:			1,600.00 Minister's Zoom Gathering
			1,000.00 Dale's Dime/Todd's Tab/Eun-Joo's
			7,000.00 Other education events: in person
		3,000	0 Peer learning program
Ministry Team Training	5,995.10	17,500.00	10,000.00 Anticipating three teams trained in 2024
<u>PRC expenses</u>			
PC Supervisor	489.83	0	900.00 Travel Expenses
Meetings	1,482.98	2,500.00	3,000.00 Two in-person meetings
Equity		1,500.00	500.00 Negotiation Handbook
PR Liaison	649.08	1,000.00	1,000.00 Travel for liaisons may increase
Pensioners	725.00	2,000.00	2,000.00 Four events
M&P Workshops	0	500.00	0 Anticipate shared workshops will be online
United Fresh Start	224.00	700.00	1,000.00 Anticipate more use
Total Expenditures	19,281.47	39,300.00	40,000.00