

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

**Minutes of a meeting of the
Pastoral Relations Commission
Tuesday, August 29, 2023**

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, August 29, 2023 by video conference. The meeting began at 9:00 a.m.

Members Present

Donna Bowman-Woodall (chair); Todd McDonald (staff); Barbara Hendren (lay); Sung Ran Kim (ordered); Deirdre Lawrence (lay); Liz Mackenzie (ordered); Beth Moore (lay); Lawrence Nyarko (ordered); Eun-Joo Park (Staff); Robin Pilkey (lay); Paul Stott (lay)

Regrets: Andrew Comar (ordered); William Haughton (ordered);

Welcome, constituting the meeting and prayer

Donna Bowman-Woodall, chair, declared there was a quorum and called the meeting to order. Donna welcomed Rev. Eun-Joo Park, who started August 1 as the new Minister for Communities of Faith Support and Pastoral Relations regional staff person. Eun-Joo and the commission members took turns and introduced themselves.

Donna continued by acknowledging 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 / Lawrence Nyarko
that the minutes of the June 13, 2023 meeting of the commission be approved.

MOTION

CARRIED

Omnibus Motion

MOTION by Beth Moore / Paul Stott

that the Pastoral Relations Commission take the following actions:

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

... in accordance with The Manual I.3.1.4(b) accepts the request for a change in pastoral relations of **Lorraine Daly-Price**, ordained minister at **Heritage Pastoral Charge (Markham)** effective October 1, 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 **Russell Daye**, ordained minister at **Bloor Street Pastoral Charge (Toronto)** effective December 31, 2023 and gives thanks for his ministry.

... in accordance with The Manual I.3.1.4(b) accepts the request for a change in pastoral relations of **Meriel Simpson**, ordained minister at **Scarborough Bluffs Pastoral Charge (Toronto)** effective January 30, 2024 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 **Linda Wheler**, ordained minister at **Newmarket: Trinity Pastoral Charge (Newmarket)** effective May 1, 2024 and gives thanks for her ministry.

b) **Calls**

... concurs with the request of **Davenport Perth Pastoral Charge (Toronto)** and approves the change in terms of the existing call to **Amy Yea Kyong Lee**, ordained minister, beginning September 1, 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 \$66,313.63) per annum, basic telephone \$800 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 **The Donway Covenant Pastoral Charge (Toronto)** and approves the call to **Lorraine Daly-Price**, ordained minister, beginning October 8, 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 4.24% which equals \$3,213, for a total salary of \$79,000 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.

... concurs with the request of **West Hill Pastoral Charge (Toronto)** and approves the change in terms of the existing call to **Gretta Vosper**, ordained minister, beginning December 1, 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, salary in addition to the minimum at 20% which equals \$15,157.40 (pro-rated \$7,578.70), for a total salary of \$90,944.40 (pro-rated \$45,472.20) per annum, basic telephone \$1920 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 call does not require an act of covenant.

c) **Appointments**

... concurs with the request of **Eglinton St. George's Pastoral Charge (Toronto)** and approves the re-appointment of **Donald Parsons**, retired ordained minister, beginning September 1, 2023 to August 31, 2024, part time based on 15 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$75,787 (pro-rated \$28,420.13) per annum, salary in addition to the minimum at 20% which equals \$15,157.40 (prorated \$5684.03), for a total salary of \$90,944.40 (prorated \$34,104.16) per annum, basic telephone \$1200 per annum, Continuing Education and Learning Amount \$1543 (pro-rated \$578.63) 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 **Fairlawn Avenue Pastoral Charge (Toronto)** and approves the re-appointment of **Jean Ward**, retired ordained minister, beginning July 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 re-appointment does not require an act of covenant.

... concurs with the request of **Kingsway-Lambton Pastoral Charge (Toronto)** and approves the appointment of **Jaylynn Byasse**, ordained minister, beginning September 11, 2023 to August 31, 2024, 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 38.55% which equals \$27,823, for a total salary of \$100,000 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 **Knox, Agincourt Pastoral Charge (Toronto)** and approves the re-appointment of **Maryanne (Robin) Thomson**, ordained minister,

beginning July 1, 2023 to June 30, 2024, part time based on 10 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$75,787 (pro-rated \$18,946.75) per annum, basic telephone \$216 per annum, Continuing Education and Learning Amount \$1543 (pro-rated \$385.75) 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 **Queensville Holland Landing Pastoral Charge (Queensville)** and approves the re-appointment of **Deborah Celsie**, candidate, beginning July 18, 2023 to June 18, 2024, part time based on 20 hours per week with the following terms for Candidate Step 2 and Cost of Living Group Assignment 6: Salary \$70,788 (pro-rated \$35,394) per annum, basic telephone \$900 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.

d) **License to Administer Sacraments**

... concurs with the request of **East End Pastoral Charge (Toronto)** and grants sacramental privileges in accordance with The Manual I.2.4(a) and I.2.4.2, to **Bri-
anne Swan**, diaconal minister, during her time of call at East End Pastoral Charge.

e) **Voluntary Associate Minister Relationship**

... concurs with the request of **Lawrence Park Community Pastoral Charge (Toronto)** and **Carmen Llanos**, to enter a Voluntary Associate Minister relationship, beginning August 29, 2023.

... concurs with the request of **Eglinton St. George's Pastoral Charge (Toronto)** and **Lauren Hodgeson**, to enter a Voluntary Associate Minister relationship, beginning August 29, 2023.

MOTION

CARRIED

Other Motions

Sung Ran Kim recognized a potential conflict of interest and recused herself from the following motion.

There was some discussion with concerns raised that Sung Ran's resignation could impact her receiving employment insurance. It was noted that the closing church should indicate on record of employment that it is due to lack of work and that if there is an issue then there would be a conversation with Service Canada. Todd to follow up with church so record of employment is filled out accurately.

In this type of circumstance could the commission terminate the relationship? Todd said that the commission acts on a disciplinary process with the minister around ending a pastoral relationship but that he was unsure about a situation like this. Todd to research and will follow up at a later date.

MOTION by Lawrence Nyarko / Liz Mackenzie
that the Pastoral Relations Commission, in accordance with The Manual I.3.1.4(b) accepts the request for a change in pastoral relations of **Sung Ran Kim**, ordained minister at **Countryside Pastoral Charge (Thornton)** effective November 30, 2023 and gives thanks for her ministry.

MOTION

CARRIED

Sung Ran returned to the meeting. Beth Moore recognized a potential conflict of interest and recused herself from the following motion.

MOTION by Lawrence Nyarko / Liz Mackenzie
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, beginning July 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 re-appointment does not require an act of covenant.

MOTION

CARRIED

Beth returned to the meeting. Liz Mackenzie recognized a potential conflict of interest and recused herself from the following motion.

MOTION by Paul Stott / Beth Moore
that the Pastoral Relations Commission concurs with the request of **St. Bartholomew's Pastoral Charge (Brampton)** and approves the appointment of **M. Elizabeth Mackenzie**, 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 20% which equals \$15,157.40, for a total salary of \$90,944.40 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 appointment does not require an act of covenant.

MOTION

CARRIED

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Liz returned to the meeting. Lawrence Nyarko left the meeting. A quorum was still present.

Report from Staff

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

a) Liaisons

The following liaisons have been appointed by staff:

Amy Lee appointed to College Street Pastoral Charge (Toronto) for search for a called minister following the end of an Intentional Interim Ministry.

Dan Benson appointed to Scarborough Bluffs Pastoral Charge (Toronto) for search for a called minister (incumbent minister is retiring).

Gail Hamblin appointed to St. James Pastoral Charge (Toronto) for search for short term supply and then Intentional Interim Minister (incumbent minister is moving to another pastoral charge).

Jim Clubine appointed to Timothy Eaton Memorial Pastoral Charge (Toronto) for search for a third called pastoral care minister.

Greg Daly appointed to West Hill Pastoral Charge (Toronto) for change to the terms of the pastoral relationship of the called minister (incumbent called minister has initiated a request to reduce the hours of work).

Barbara Hendren appointed to Aurora Pastoral Charge for Community of Faith Profile in preparation for search (Lorraine Newton and Andy Comar have communicated to governing body that they plan to retire).

b) Pastoral Charge Supervisors

The following pastoral charge supervisors were appointed:

Eric Nyarko appointed to Asbury and West Pastoral Charge who are currently without a minister.

c) Flourish Report

APPENDIX A

Todd reviewed his Flourish report (See Appendix A) and asked if there were any questions.

Without formal structures in place like presbytery meetings how do we support ministry personnel entering new places and making connections? Todd noted that the recent Todd's Tab and Dale's Dime gatherings are one way that they are trying to help.

Who supports communities of faith in times of transition when there are no ministry personnel in the church and their lay leadership are trying to keep things going? Todd replied that if there is no minister then the regional council is required by The Manual to appoint a pastoral charge supervisor (The Manual 2023, I.2.5.2) , who attends community of faith meetings and supports lay leadership.

Is the team orientation and development program included in Flourish? Todd said that it is a separate program of the Pastoral Relations Commission. There was a request for an update on how that program is going at a future commission meeting.

Is there an update on the Regional Growth Animator regional position? Todd said that nothing has been announced yet. At the October 24 joint meeting with the Communities of Faith Commission, there will be more information about that person and the role.

Flourish Advisory Group: Appointment of Members

Does the Commission want more involvement in the advisory group? Commission members do not need to be involved with the group as long as they are getting updates. If more information is wanted, the commission could invite someone to report.

The advisory group members are appointed for 1 year, but that for some consistency one member usually carries over. With a lot of staff changes happening, it might be good to have more consistency in the advisory group and possibly have two continue, or leave all three in place. While there is value in being consistent, it is also important to have fresh ideas and representation that is reflective of our region, so a little turnover is good, with 1-2 staying for consistency.

Future Directions Discussion: October 3 Minister's Zoom Gathering

In 2019 ministry personnel were asked what support they felt was needed for their health, joy and excellence. The advisory group was working from what was raised in that discussion. At the October 3, 2023 Minister's Zoom gathering it will be time to do that again. There will be a process of prayerful discernment of future directions. A visioning time together then take that information to the Flourish Advisory Group to work from going forward.

Several commission members mentioned it would be nice to have the same level of support like Flourish for lay leadership too. Eun-Joo Park to raise this with the Community of Faith Commission for more discussion.

August 29, 2023 - 8

Equity Task Group Report

The Equity Task Group will report at the September meeting. Liz Mackenzie has been asked to present an update at the in person joint commission meeting in October.

Next Meeting

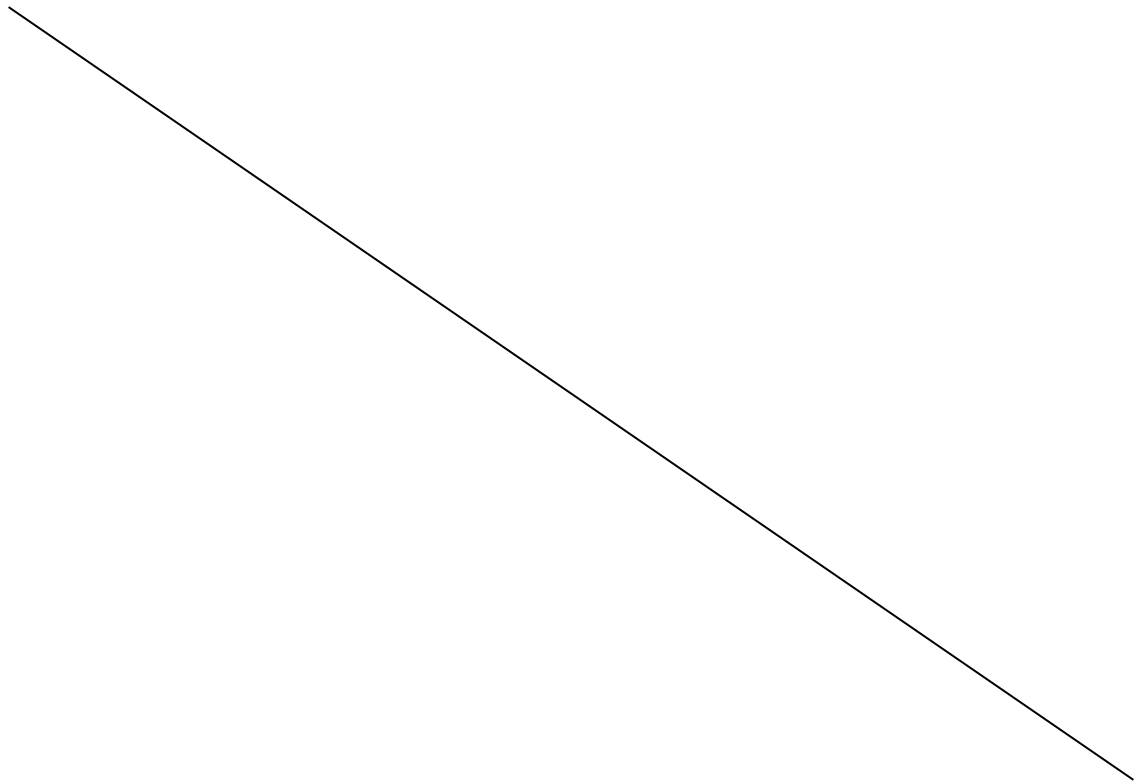
The next meeting of the Pastoral Relations Commission will be held by Zoom video conference on Tuesday, September 26, 2023, at 9:00 a.m. Please note that the October meeting will be in person and held at Burton Avenue United Church in Barrie, more details to come as they become available.

End of meeting

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

Donna Bowman-Woodall
Chair

Donna Rutz
Note taker



APPENDIX A – Flourish Staff Report

Flourish: Fostering Joy, Health and Excellence for Ministry Personnel *A Ministry of Shining Waters Regional Council*

August 2023

Flourish Directions Report: A look back in order to move forward together....

The purpose of this report is to give a snap shot of what has happened to help build health, joy and excellence for ministry personnel in Shining Waters Regional Council from 2020 to present. I hope that this snap shot will inform decision makers (most notably the Pastoral Relations Commission) to guide future directions for Flourish work.

Where did Flourish come from?

When the United Church entered a re-structured governance in January 2019, the regional councils were given the responsibility for “encouraging and supporting ministry personnel toward health, joy, and excellence in ministry practice (The Manual C.2.11). When Shining Waters Regional Council created position descriptions for its pastoral relations ministers, it allotted a full 30% of pastoral relations minister’s time to support ministry personnel, and rooted the responsibility and oversight of the health joy and excellence work for ministry personnel in the Pastoral Relations Commission’s mandate. Flourish ministry, a banner that collects all the work to promote health joy and excellence was born in 2020.

On May 24, 2019, Dale Hildebrand and Todd McDonald invited all ministry personnel to meet before the annual meeting of Shining Waters. From that very short meeting, we heard the following from the gathered ministers for how the regional council could support their health joy and excellence:

Regional Council create some clear space beyond the job of ministry and a space to have significant conversations and share experiences of ministry (gathering wisdom) with each other as ministry personnel.

This initial mandate from our ministry personnel has informed what Flourish has offered since.

The next step for the Pastoral Relations Commission was to create an Advisory Group. At their June 2019 meeting, the Commission passed the following motion: *that a Joy, Health, and Excellence advisory group to staff be formed that reflects the diversity of our ministers in Shining Waters region, and that this group provide advice for the formation of a program in the area of Joy Health and Excellence....* The Flourish Advisory Group has guided the work and offerings of the Flourish ministry.

What has happened since? PART ONE

Annual Gathering of Ministry Personnel

First offering under the banner of Flourish was a Clergy Day Away on March 5, 2020, entitled **Nurturing Soul and Igniting Theological Imaginations**. It was a full day gathering of ministry personnel, both active and retired, with Bill Kervin and Michael Bourgeois. The day offered a safer space to ministers to worship, with a focus on spiritual nurture with colleagues.

Then COVID pandemic hit...hard.

The Flourish mandate (to provide support to the health joy and excellence for ministry personnel) quickly focused on helping ministers navigate during a pandemic.

The second annual gathering was by Zoom over two days, March 23-24, 2021. Batty Pries (theme speaker/facilitator) and Bruce Harding (worship/spiritual nurture) focused “**On Becoming a Post-COVID Church**”. Ministers were given an opportunity to tune in with where they were at and begin to imagine the church as it emerges from the pandemic shut down. Most of our ministers were feeling the fatigue of the “COVID Cave” (isolation) of trying to cope with new ways to worship and gather. This annual gathering gave participants an opportunity to gather and share their experiences in a safer virtual space.

On June 8, 2022, the Clergy Day Away moved towards creating a theological imagination of life as the world and church continued to emerge from the pandemic. The day was entitled, **Finding Our Place in the Story**, led by Alydia Smith and Christine Jerrett. The purpose of the in-person day was to explore what many ministry personnel described as living in a confused, confusing and dangerous world, a damaged and disrupted time and discover that ministers have a part to play in the story of God’s action in the world.

And finally, the latest Flourish offering was a Minister’s Day Together on June 14, 2023 entitled “**A Deep, Daring, Bold Call Together**”, led by Moderator Carman Lansdowne, Maya Landell and Jason Locke. Inspired by the call and vision of the United Church to deep spirituality, daring justice and bold discipleship, participants explored with the leaders and each other renewal and connection, using concrete resources/creative experience and songs of faith, and remembered what is possible. It was a day of deep encouragement.

What has happened since? PART TWO

Minister’s Zoom Gatherings

Minister’s Zoom Gatherings began as a response to the COVID-19 pandemic. Minister’s health joy and excellence during a full-scale lock down of the places to gather and worship were the focus of the early gatherings.

On March 24, 2020 the first Zoom gathering was held. At first, we met weekly and then biweekly. From March 2020 to April 2023, twenty-seven Minister's Zoom Gatherings were held. The importance of these gatherings was reflected in the number of participants who attended. Consistently an average of 40-60 ministers attended over the years. Every Zoom gathering had a topic or focus that emerged from conversations the pastoral relations ministers had with ministers. The purpose of the times was to provide important information and respond to expressed needs of ministry personnel who were knee deep in the pandemic.

The initial Minister's Zoom Gatherings provided pandemic information and practical guidance. These Zoom gatherings became one of the ways the regional council got information to ministers in a timely way. As time went on and the world began to emerge from the pandemic crisis, the Zoom gatherings began to respond to a wider range of topics connected to the health joy and excellence of ministers.

Here is a list of some of the topics – as you work your way down, notice the shifts from pandemic to larger concerns of ministers:

- How can we do Communal Worship during a lockdown?
- How will you sustain yourself?
- How do we do congregational meetings during a pandemic?
- How will ministers respond to a death?
- Chapter Two of the pandemic: learning how to do a Bible Study online
- Ministry in a digital age with Andria Irwin
- Should Church buildings re-open?
- New Risk Assessment tool for Re-Opening
- Christmas Done Differently: Advent and Christmas worship
- Faithful, Equipped and Effective: A presentation by Office of Vocation ministers
- What do you want to know more about? Leadership by Shining Waters Staff
- Trauma Informed Ministry with Diane Strickland
- Pandemic Wilderness and how Ministers have been impacted
- “Thanks for Sharing” Being an Ally, with Marlene Britton
- Connecting Role with Soul, with Mardi Tindall
- Discovering the Diamonds from the Pandemic experience to carry into the Future, with Tim Hackborn
- Time with Interim Ministers: learning more about transitional ministry and skills
- Clergy Peer Learning Groups
- MAID (Medical Assistance in Dying), with Dan Hayward
- Theological Banquet: exploring the theological diversity and beauty within the United Church, with Janet Gear

What has happened since? PART THREE

Learning Events

Shining Waters supported two extended learning events for ministry personnel under the Flourish mandate to support excellence.

2021: Mental First Aid course, a two-part training to respond and care for those with mental illness

2022: Trauma Informed Ministry, an online four-part workshop with Diane Strickland

What has happened since? PART FOUR

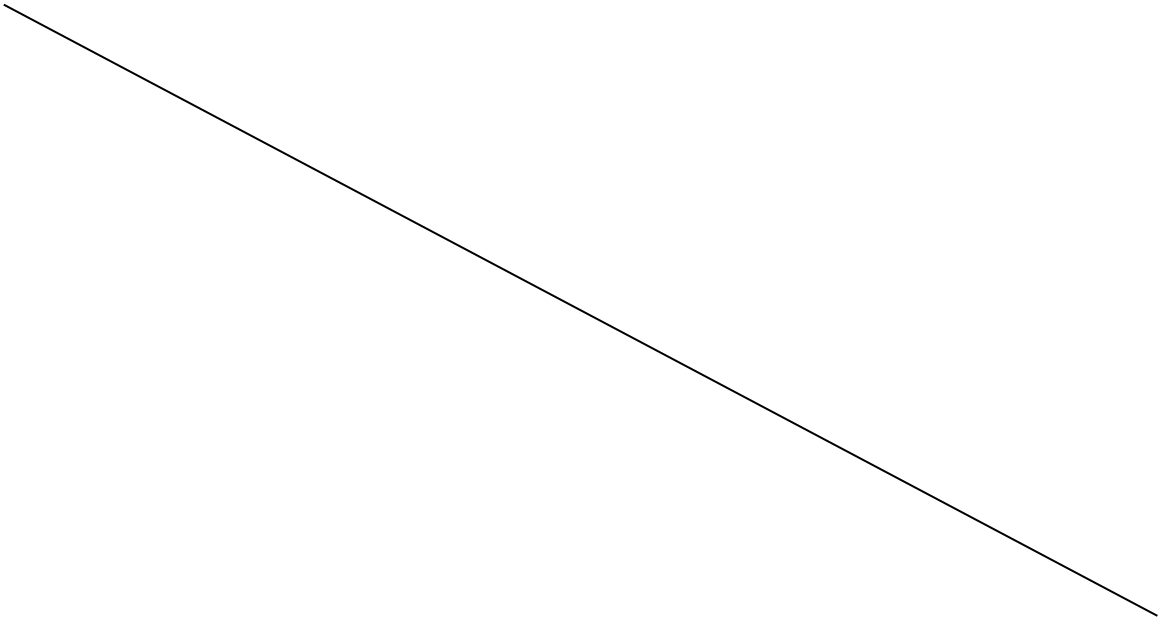
Dale's Dime and Todd's Tab

In the fall of 2019, and spring of 2023, Dale Hildebrand and Todd McDonald gathered ministers in geographical small groups at various cafes across the regional council. The purpose of these small group meetings was to check in with ministers close to their home. Dale and I wanted to hear how ministers were doing and see if there were needs to which the regional council could respond.

These gathering became affectionately known as Todd's Tab and Dale's Dime. Once the pastoral relations ministers completed these checkins, they provided reports to the Pastoral Relations Commission. For the latest reports from Dale's Dime and Todd's Tab, see the minutes from Commissions meeting on June 13, 2023. (<https://shiningwatersregionalcouncil.ca/pastoral-relations/pastoral-relations-commission/>)

August 2023

Submitted by the Rev. Dr. Todd McDonald, PRM



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

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

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

Members Present

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

Regrets: Donna Bowman Woodall; Lawrence Nyarko; Robin Pilkey

Welcome, Constituting the Meeting and Prayer

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

Agenda

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

MOTION

CARRIED

Minutes

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

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

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

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

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

MOTION

CARRIED

Omnibus Motion

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

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

... in accordance with The Manual I.3.1.4(b) accepts the request for a change in pastoral relations of **Patricia James**, designated lay minister at **Stroud: St. James Pastoral Charge (Innisfil)** effective December 31, 2023 and gives thanks for her ministry.

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

b) **Calls**

... concurs with the request of **Chapel in the Park Pastoral Charge (Toronto)** and approves the call to **Paul Shepherd**, ordained minister, beginning December 1, 2023, full time based on 40 hours per week with the following terms for Category E and Cost of Living Group Assignment 5: Salary \$73,983 per annum, in addition to the minimum at 5% which equals \$3,699.15, for a total salary of \$77,682.15 per annum, basic telephone \$1200 per annum, Continuing Education and Learning Amount \$1543 per annum and all other terms according to The Manual I.2., and that in accordance with The Manual I.1.9 this call does require an act of covenant.

c) **Appointments**

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

beginning September 16, 2023 to December 31, 2023, part time based on 27 hours per week with the following terms for Category F and Cost of Living Group Assignment 4: Salary \$70,917 (pro-rated \$47,868.98) per annum, basic telephone \$850 per annum, Continuing Education and Learning Amount \$1543 (pro-rated \$1041.53) per annum and all other terms according to The Manual I.2., and that in accordance with The Manual I.1.9 this reappointment does not require an act of covenant.

... concurs with the request of **Fairbank Pastoral Charge (Toronto)** and approves the appointment to **Randy Naylor**, retired ordained minister, beginning September 1, 2023 to December 31, 2023, part time based on 24 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$75,787 (pro-rated \$45,472.20) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1543 (pro-rated \$925.80) per annum and all other terms according to The Manual I.2., and that in accordance with The Manual I.1.9 this appointment does not require an act of covenant.

... concurs with the request of **St. Paul's Scarborough Pastoral Charge (Toronto)** and approves the appointment to **Donald Gibson**, retired ordained minister, beginning September 1, 2023 to December 31, 2023, part time based on 20 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$75,787 (pro-rated \$37,893.50) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1543 (pro-rated \$771.50) per annum and all other terms according to The Manual I.2., and that in accordance with The Manual I.1.9 this appointment does not require an act of covenant.

d) **Voluntary Associate Minister Relationship**

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

MOTION

CARRIED

Report from Staff

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

a) Liaisons

The following liaisons have been appointed by staff:

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

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

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

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

b) Pastoral Charge Supervisors

The following pastoral charge supervisors were appointed.

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

c) Staff Report

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

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

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

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

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

Equity Task Group Report

APPENDIX A

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

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

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

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

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

MOTION

CARRIED

Appointment of Flourish Advisory Group Members

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

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

MOTION

CARRIED

Pastoral Relations Minister Salary Schedule Discussion

Todd brought to the commission's attention

Next Meeting

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

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

General Council Executive Meeting Salary Increase Decision

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

At least 40 pastoral charges moved from cost-of-living area 5 to COL 6, plus other increases over the last few years, resulting in significant salary increases for some individuals. Todd is concerned about the impact on Communities of Faith, fearing reduced hours or a shift to lay-led congregations. There may be future repercussions. Todd added that he will be part of a national total compensation study in the summer of 2024.

End of meeting

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

Andrew Comar
Acting Chair

Donna Rutz
Note taker

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

Vision

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

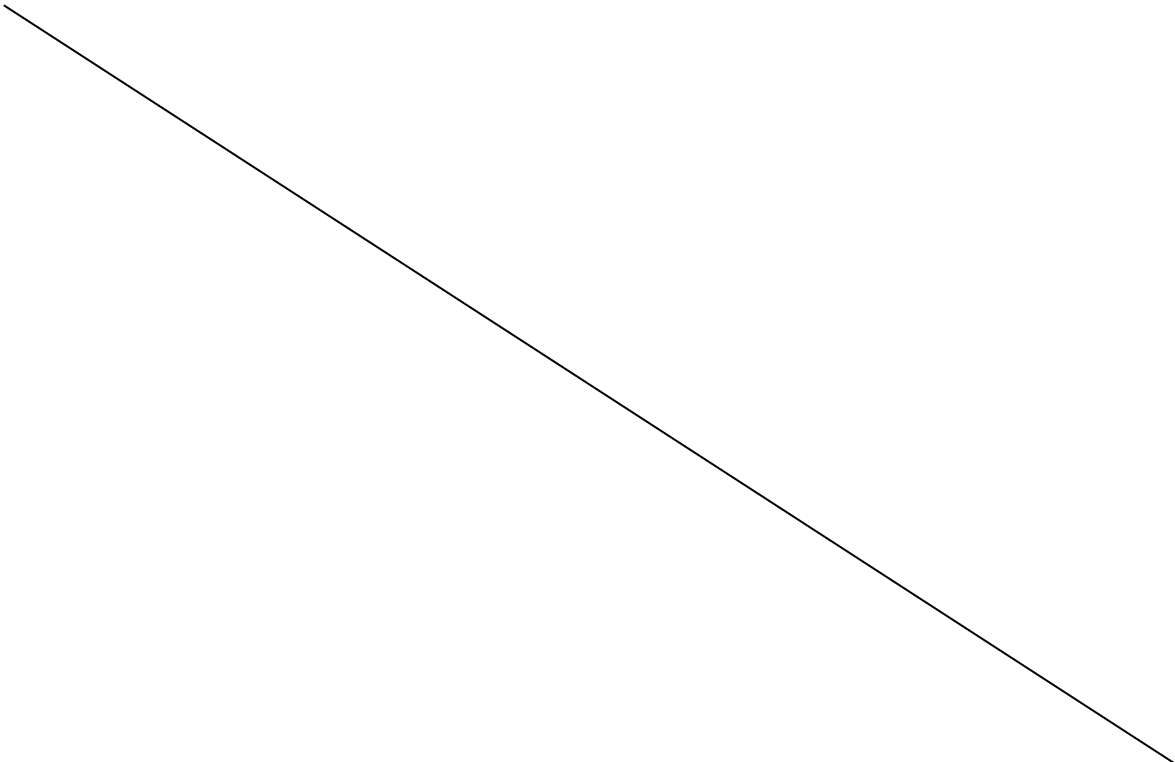
Task

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

Major Directions

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

One-Year Action Plan and Three-Year Goals

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

I. Enhance Equity Training

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

Enhance Equity Training	Where do we want to be after one Year?	Where do we want to be after three years?	Who is responsible?
<p>A. Search Teams appoint an equity monitor for the team's work. The regional council to provide enhanced equity training for the monitor. Key role for a monitor would be at the short-listing stage.</p>	<p>Create PRC policy that incorporates all the equity items from the Plan into one Equity policy.</p> <p>A short paragraph created for what this equity monitor will do during Profile and Search stages, highlighting when the equity monitor's role is most important. Equity monitor will also have support from the pastoral relations liaison.</p>	<p>Next policy review of all policies, to incorporate equity lens.</p> <p>Under Pastoral Relations website resources "Need a New Minister" include a link to the Equity Policy.</p> <p>Forward paragraph to National church for Pastoral Relations handbook revisions.</p>	<p>Equity Task Group and Staff</p> <ol style="list-style-type: none"> 1. Paragraph of responsibility description created by February 28, 2023 (Liz and Robin) 2. Presentation to PR Liaisons at check in on February 17, 2023 by Liz and Robin. (See Guidelines for Search and Selection handbook, page 14 for format.) 3. Revised Draft of Equity Advocate to PRC mtg, March 28, 2023 <p>COMPLETE</p>

<p>B. At the Profile writing stage, the Position Description include a statement of equity commitment and why it is important to the community of faith. We don't want just a canned statement: what is the "why"? And not just certain equity seeking groups, but broad, including ableism. We also want to see this throughout the documents. Equity for who? Critical importance of the equity training that the liaisons do at the beginning—everyone on the search team has to have the awareness. It can't all be on the monitor.</p>	<p>To have a sample equity statement available for Communities of Faith. Question: Do we need a separate policy document to incorporate this?</p> <p>Revisions to sample PD on PR Liaison website page. Revisions to include equity statement commitment for both PD examples (Good and bad examples) Review General Council PD example that have equity statement included.</p>	<p>Mechanism for receiving feedback from the liaisons on the equity work in this area. Could use liaison check-ins for this.</p>	<p>Will Haughton and Paul Stott, with staff support</p> <ol style="list-style-type: none"> 1. Position Description consultation with PR Liaisons on February 17 by Paul and/or Will 2. Final revisions to sample Position descriptions presented at March 28, 2023 meeting <p>COMPLETE</p>
<p>C. The Pastoral Relations Commission will provide an update(s) to the Communities of Faith Commission on our equity work and invite them to consider asking congregations to</p>	<p>To share our learning with the CFC, possibly with a shared meeting or send a few reps from our commission to the CFC</p> <p>Raise this issue on October 25, 2022 to</p>	<p>Offer to collaborate with Communities of Faith Commission on updated document on writing Living Faith Stories</p>	<p>Paul and Will (1 year goal) – presentation on October 25, 2022</p> <p>COMPLETE</p>

<p>include an equity lens in their Living Faith Stories.</p>	<p>hear what both Commissions have done.</p>		
<p>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.</p>	<p>Comprehensive Training of the Pastoral Relations Liaison (February 4-5, 2022)</p>	<p>We will have reviewed the training and implemented another round of training for the new liaisons.</p>	<p>Staff COMPLETE</p>

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.

<p>Provide support, connection and accompaniment to equity seeking ministry personnel</p>	<p>Where do we want to be after one Year?</p>	<p>Where do we want to be after three years?</p>	<p>Who is responsible?</p>
<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;</p>	<p>Equity Task Group (William, Liz lead on handbook writing)</p> <p>Liz and William</p> <p>Minister Zoom Gathering 2024: Todd, Equity Task Group</p>

		<p>YouTube video with role playing</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 check-ins with the M&P</p> <p>A welcome letter containing pertinent contact information for Regional Staff and neighbouring ministers as well as opportunities for Flourish and service roles, Pastoral Relations Liaisons</p> <p>Intentional orientation—pastoral relations Liaisons explicitly emphasize importance of welcoming new ministers and initiating networking opportunities</p> <p>An annual lunch for ministers-new-to-the-region along with certain Regional staff members (time/date tbd,</p>	<p>Pastoral Relations Minister</p> <p>Liz, supported by Todd</p> <p>Todd, during Liaison check-in</p> <p>Request to Peter from PRC</p>

		Annual Meeting or autumn have been discussed as possibilities)	
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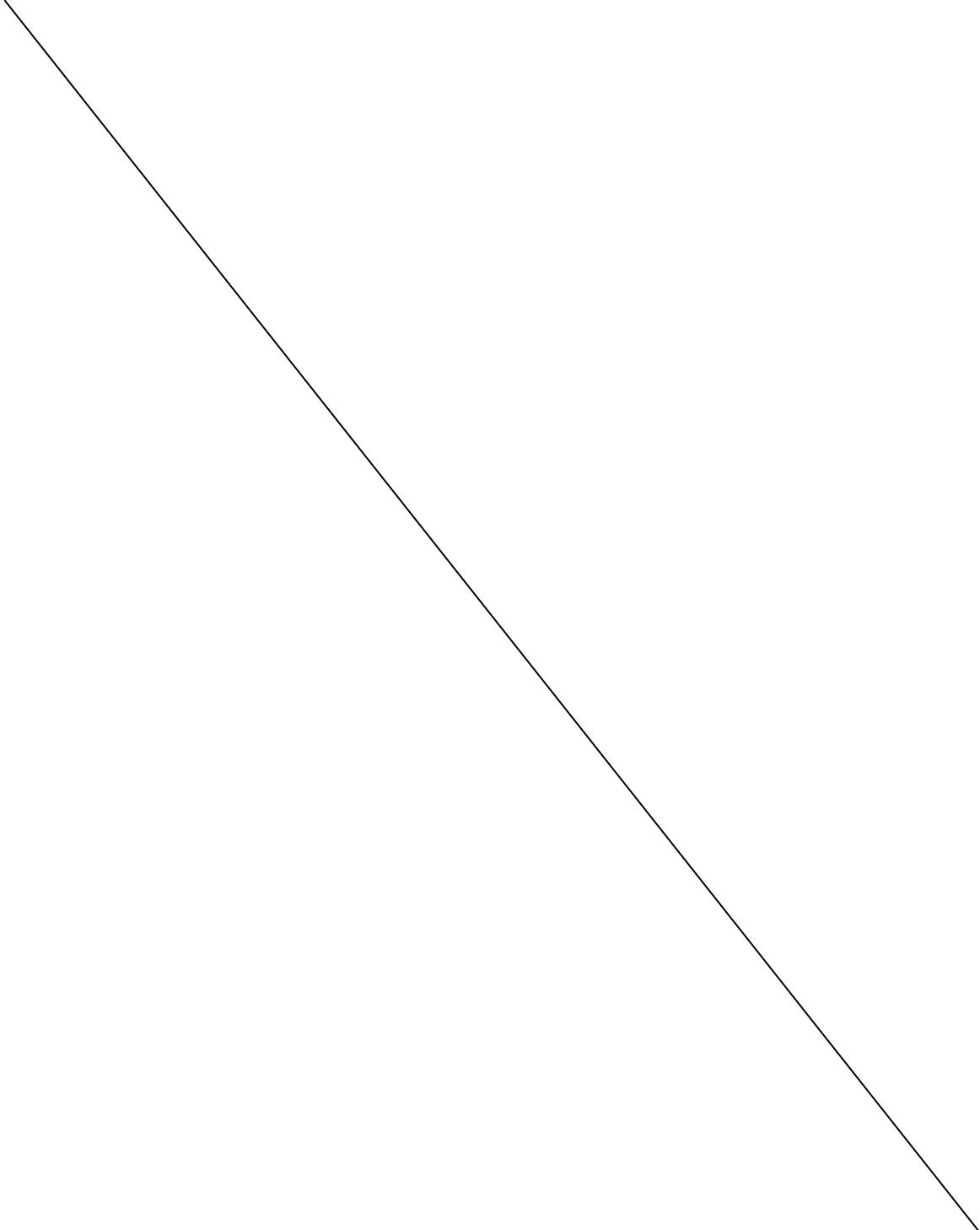
III. Grow equity within pastoral relations policy and practice within Shining Waters Regional Council

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

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

			<p>December 8, 2022 and referred to Nomination Committee for guidance.</p> <p>Executive Approved,</p> <p>COMPLETE</p>
<p>B. Annually, at a quarterly Pastoral Relations liaison gathering, liaisons will come prepared to report on any equity issues they are identifying. A report and any recommendations are provided to PR Commission. The report as a whole provides quite a lot of guidance to people about equity so we should use the report as a guide to provide concrete examples of inequity in pastoral relations. So make the report accessible to our pastoral relations liaisons.</p>	<p>This should be added to the liaison check in agenda.</p> <p>Report could come to the June 2023 in person PRC meeting.</p>	<p>A mechanism in place to address chronic problems (e.g., a change in training).</p>	<p>One of our pastoral relations liaisons could report back from the liaison check-ins. A PR liaison from PRC to report.</p>
<p>C. PR Commission appoint an equity monitor from its membership to raise equity issues</p>	<p>A basic outline will be in place for this role (in conjunction with the one that is</p>	<p>Monitor whether a more robust Equity Monitor position</p>	<p>Equity Task Group</p>

for the Commission.	being done for search committees). Part of this would be to track chronic problems.	description needs to be created	
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**THE UNITED CHURCH OF CANADA
SHINING WATERS REGIONAL COUNCIL**

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

The Pastoral Relations Commission of Shining Waters Regional Council met for an in-person hybrid (in-person and online) joint meeting with the Community of Faith Commission, on Tuesday, October 24, 2023 at Burton Avenue United Church, 37 Burton Avenue, Barrie, ON. The meeting began at 9:30 a.m.

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

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

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

Regrets: Tom MacNeil, Paul Stott

Gathering

Welcome, constituting the meeting and prayer

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

Joint Commission Conversation - Donna Bowman-Woodall

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

Transitions and Ministry - Eun-Joo Park

What is transitional ministry?

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

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

Collaborative Ministry / Lay Led Congregations - Todd McDonald

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

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

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

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

- What do you see as the best next steps to listen to our lay led congregations?
 - To actually listen and hear what their needs are, sitting down, how are they functioning
 - Being kind, being compassionate is helping us to listen
 - Check to see if they are on the right track as a lay minister
 - Not make it about policing but about supporting
 - Connecting with the wider church

- What are the learnings that we hope for from listening to our lay led congregations?
 - What are the challenges?
 - What are the struggles, differences and similarities?
 - Do we have the resources for lay led congregations?
 - How are we going to live as a lay led congregation?
 - We need to learn about their experiences and how they are impacted by their faith?

- Is there anyone else that we need to listen to?
 - to people within the congregation
 - to people connected to lay led congregations within other denominations
 - to all parts of the country

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

Break

The meeting took a 10-minute break.

Transitions and Ministry Continued

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

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

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

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

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

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

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

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

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

New Growth Animator – Jody Maltby

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

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

Supporting Communities of Faith as They Close - Jody Maltby

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

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

Intentional Interim Ministry - Diane Matheson-Jimenez

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

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

Equity Project Goal and Plan - Liz Mackenzie

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

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

Chris Bennett offered a blessing prayer for lunch.

Lunch Break

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

Pastoral Relations Commission Meeting

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

Agenda

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

MOTION

CARRIED

Welcome

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

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

Minutes

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

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

MOTION

CARRIED

Omnibus Motion

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

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

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

a) **Request for Change in Relationship**

... in accordance with The Manual I.3.1.4(b) accepts the request for a change in pastoral relations of **John Kim**, ordained minister at **Richview Pastoral Charge (Toronto)** effective December 31, 2023 and gives thanks for his ministry.

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

b) **Appointments**

... concurs with the request of **St. James' Pastoral Charge (Toronto)** and approves the appointment of **Wonchan Hwang**, ordained minister, beginning September 15, 2023 to December 31, 2023, full time based on 40 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$75,787 per annum, salary in addition to the minimum at 5.24% which equals \$3,970, for a total salary of \$79,757 per annum, basic telephone \$1370 per annum, Continuing Education and Learning Amount \$1543 per annum and all other terms according to The Manual I.2., and that in accordance with The Manual I.1.9 this appointment does not require an act of covenant.

MOTION

CARRIED

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

Reconsider a Motion (The Manual 2023, page 195)

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

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

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

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

Report from Staff

Todd reported in on work they are doing:

a) Liaisons

The following liaisons were appointed by staff:

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

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

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

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

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

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

b) Pastoral Charge Supervisors

No pastoral charge supervisors were appointed by staff.

c) Flourish Updates

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

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

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

Equity Project Goal and Plan Rubric Update

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

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

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

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

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

For People who Retired as Designated Lay Ministers

Proposal 5:

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

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

There was much discussion with the following points made:

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

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

MOTION by Liz Mackenzie / Beth Moore

SW PRC 2023-10-24-07

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

MOTION

CARRIED

Next Meeting

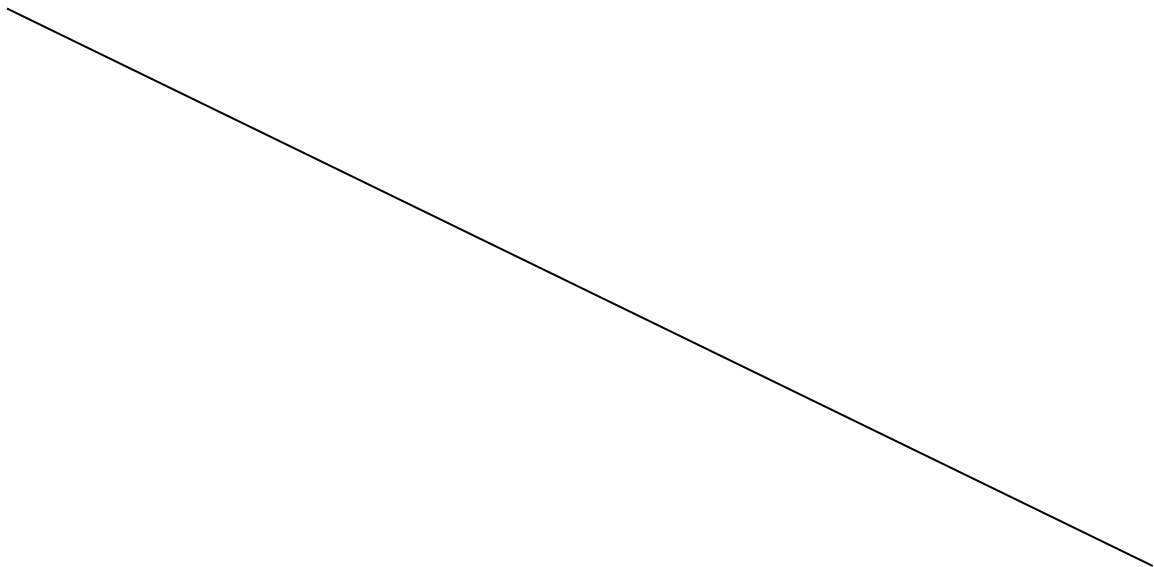
The next meeting of the Pastoral Relations Commission will be held by Zoom video conference on Tuesday, November 28, 2023, at 9:00 a.m.

End of Meeting

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

Donna Bowman-Woodall
Chair

Kathleen Wolfe and Donna Rutz
Note takers



Appendix A – Draft Voluntary Associate Minister Policy

The United Church of Canada
Shining Waters Regional Council

PASTORAL RELATIONS COMMISSION: VOLUNTARY ASSOCIATE MINISTER (VAM)

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

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

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

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

MEMBERSHIP

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

THE PROCESS

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

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

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

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

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

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

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

The United Church of Canada
Shining Waters Regional Council

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

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

Appendix B – Draft Ministry Personnel Marriage Licence Policy

PASTORAL RELATIONS COMMISSION: MINISTRY PERSONNEL MARRIAGE LICENCE POLICY

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

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

a) Permanent licences

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

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

b) Temporary licences

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

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

Notes

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

PROCEDURES

a) Permanent licences

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

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

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

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

b) Temporary licences for United Church of Canada Ministry Personnel

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

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

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

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

**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 Haughton 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:

November 28, 2023 - 4

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:

...concur 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.

...concur 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.

...concur 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.

...concur 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.

...concur 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?
<p>A. Search Teams appoint an equity monitor for the team's work. The regional council to provide enhanced equity training for the</p>	<p>Create PRC policy that incorporates all the equity items from the Plan into one Equity policy.</p> <p>A short paragraph created for what this equity monitor will do during</p>	<p>Next policy review of all policies, to incorporate equity lens.</p> <p>Under Pastoral Relations website resources “Need a New Minister”</p>	<p>Equity Task Group and Staff</p> <p>1. Paragraph of responsibility description created by February 28, 2023 (Liz and Robin)</p>

<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>

<p>the beginning— everyone on the search team has to have the awareness. It can't all be on the monitor.</p>			
<p>C. The Pastoral Relations Commission will provide an update(s) to the Communities of Faith Commission on our equity work and invite them to consider asking congregations to include an equity lens in their Living Faith Stories.</p>	<p>To share our learning with the CFC, possibly with a shared meeting or send a few reps from our commission to the CFC</p> <p>Raise this issue on October 25, 2022 to hear what both Commissions have done.</p>	<p>Offer to collaborate with Communities of Faith Commission on updated document on writing Living Faith Stories</p>	<p>Paul and Will (1 year goal) – presentation on October 25, 2022 COMPLETE</p>
<p>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.</p>	<p>Comprehensive Training of the Pastoral Relations Liaison (February 4-5, 2022)</p>	<p>We will have reviewed the training and implemented another round of training for the new liaisons.</p>	<p>Staff COMPLETE</p>

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.

<p>Provide support, connection and accompaniment to equity seeking ministry personnel</p>	<p>Where do we want to be after one Year?</p>	<p>Where do we want to be after three years?</p>	<p>Who is responsible?</p>
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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?
<p>A. Ensure at least one member of the PR Commission is a PR liaison (Policy change).</p>	<p>We currently have three members who are pastoral relations liaisons. This should be shared with the Nominations Committee for the future.</p>		<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	

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

**Minutes of a meeting of the
Pastoral Relations Commission
Tuesday, December 12, 2023**

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, December 12, 2023 by Zoom video conference. The meeting began at 9:00 a.m.

Present:

Donna Bowman Woodall (ordered); 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); Liz Mackenzie (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, read “Christmas Comes“ from Ann Weems’ book Kneeling in Bethlehem and led with an opening prayer.

Agenda

MOTION by Deirdre Lawrence / Barbara Hendren SW PRC 2023-12-12-01
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 Lawrence Nyarko / William Haughton SW PRC 2023-12-12-02
that the minutes of the November 28, 2023 meeting of the commission be
approved.

MOTION

CARRIED

Omnibus Motion

Donna asked if there was any questions or concerns about the omnibus motion.

The request for an intentional interim minister (IIM) at St. James Pastoral Charge was discussed, with Todd mentioning that the reason why one was needed would fall under the purview of the Communities of Faith Commission. No concerns were raised about the minister or appointment terms. It was suggested that the community of faith was working on governance items and discerning potential amalgamation steps, likely prompting the need for an IIM.

A discussion about Bloor Street Pastoral Charge focused on ministry turnover and its impact on Daniel Benson's Voluntary Associate Minister (VAM) relationship. Todd emphasized that the incoming Intentional Interim Minister would have input on Dan's VAM status, potentially resulting in a brief association. Todd also noted that the policy for team ministry training applies to those in calls and appointments, not incumbent ministers and VAMs in the same location.

It was noted that this raised a boundary issue in terms of the Voluntary Associate Minister (VAM) policy. It highlights the need for orientation or training for VAMs to navigate potential conflicts with incoming ministers, emphasizing the importance of setting clear boundaries. Todd noted one of the existing online Boundaries refresher training sessions for retiring ministers is helpful for this as well.

MOTION by Beth Moore / Paul Stott SW PRC 2023-12-12-03
that the Pastoral Relations Commission take the following actions:

a) **Request for Change in Relationship**

... in accordance with The Manual I.3.1.4(b) accepts the request for a change in pastoral relations of **Ruth Noble**, ordained minister at **Rosedale Pastoral Charge (Toronto)** effective December 26, 2023 and gives thanks for her ministry.

b) **Appointments**

... concurs with the request of **Evergreen Pastoral Charge (Utterson)** and approves the supervised ministry education appointment of **Marlene Buwalda-Liao**, candidate, beginning January 1, 2024 to December 31, 2025, part time based on 30 hours per week with the following terms for Candidate Step 1 and Cost of Living Group Assignment 3: Salary \$ 58,952 (pro-rated \$ 44,214) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1640 (pro-rated \$ 1230) 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 **St. James Pastoral Charge (Toronto)** and approves the intentional interim ministry appointment of **Richard Choe**, ordained minister, beginning January 1, 2024 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 \$80,562 per annum, salary in addition to the minimum at 40% which equals \$32,224.80, for a total salary of \$112,786.80 per annum, basic telephone \$1600 per annum, Continuing Education and Learning Amount \$5000 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 **Evergreen Pastoral Charge (Utterson)** and grants sacramental privileges in accordance with The Manual I.2.4(a) and I.2.4.2, to **Marlene Buwalda-Liao**, candidate for ordained ministry, during her time of appointment at Evergreen Pastoral Charge.

d) **Voluntary Associate Minister Relationship**

... concurs with the request of **Bloor Street Pastoral Charge (Toronto)** and **Daniel Benson**, to enter a Voluntary Associate Minister relationship, beginning December 12, 2023.

MOTION

CARRIED

Other Motions

Beth Moore recognized a potential conflict of interest and recused herself from the following motion.

MOTION by Lawrence Nyarko / Andrew Comar SW PRC 2023-12-12-04 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, beginning January 1, 2024 to December 31, 2024, part time based on 30 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$80,562 (pro-rated \$60,421.50) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1640 (pro-rated \$1230) 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.
Liz Mackenzie abstained.

MOTION

CARRIED

Beth Moore returned to the room and was asked for more details on the situation at her church. She noted that Birchcliff Bluffs has faced a prolonged search process due to challenges in finding candidates. At the same time the church is engaged in discussions about redevelopment by partnering with Kindred Works, incorporating Rainbow Community Places to take over Toby's Place and Dorothy's Place ministries, and consider

amalgamation options with neighbouring churches. With so many balls in the air, the people just need some stability and time to decide on what direction they want to take. Ellen has been given additional hours of work to provide leadership for those discussions, and amid numerous changes, the church can't initiate another search at this time.

Report from Staff

Staff reported in on work they are doing:

a) Liaisons

The following liaisons were appointed by staff:

Gail Hamblin appointed to Home Pastoral Charge, Caledon to search for a short-term appointment.

Todd McDonald to Mount Albert Pastoral Charge for a change in the terms of the pastoral relationship with the Rev. Warren Ball.

Todd McDonald to Emsdale Pastoral Charge for a change in the terms of the pastoral relationship with the Rev. David Woodall.

b) Pastoral Charge Supervisors

No pastoral charge supervisors were appointed.

c) Flourish Updates

The next meeting of the Flourish Advisory Group is Thursday, December 14, 2023. A report will come to the January 30, 2024 PRC meeting

d) Staffing Updates

Rev. Robert Smith, currently the full-time pastoral relations minister for Canadian Shield Regional Council (CSRC), will start on January 1, 2024. He will cover churches that are south of Highway 407 and west of Yonge Street, with a 25%-time commitment in Shining Waters and 75% in CSRC. In collaboration with Dale Hildebrand, a Dale's Dime meeting is planned in February to introduce him to ministers in the area. The congregational support minister for this same catchment is covered by Diane Matheson-Jimenez.

Rev. Eun-Joo Park currently serves as both pastoral relations and congregational support minister for communities of faith south of Highway 407 and east of Yonge St., with 33% for each role and an additional 33% for governance and intentional interim ministry support. Eun-Joo also assists with the Flourish Task Group and associated programming with Todd.

There were questions asked about the Pastoral Relations Minister's work being divided and who does what. The Commission asked for a diagram or chart to explain the new staff configuration and a rationale for the change. Todd to follow up at the next meeting.

Equity Project Goal and Plan Rubric updates

No report.

Next Meeting

The next meeting of the Pastoral Relations Commission will be held by Zoom video conference on Tuesday, January 30, 2024, at 9:00 a.m.

End of Meeting

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

Donna Bowman-Woodall
Chair

Donna Rutz
Note taker

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

**Minutes of a meeting of the
Pastoral Relations Commission
Tuesday, January 30, 2024**

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, January 30, 2024 by Zoom video conference. The meeting began at 9:00 a.m.

Present:

Donna Bowman Woodall (ordered); 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); Liz Mackenzie (ordered); Kim Uyede-Kai (staff)

Regrets:

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 by reading 'The New Year' by Joyce Rupp.

Agenda

MOTION by Deirdre Lawrence / Sung-Ran Kim SW PRC 2024-01-30-01
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 Andrew Comar / Barbara Hendren SW PRC 2024-01-30-02
that the minutes of the December 12, 2023 meeting of the commission be
approved.

MOTION

CARRIED

Pastoral Relations Staffing

APPENDIX A

At the December 12, 2023 Pastoral Relations Commission (PRC) meeting, questions were asked about the Pastoral Relations Minister's work being divided by four staff persons. The Commission asked for a diagram to explain the new staff configuration and a rationale for the change. Todd McDonald presented a PowerPoint presentation and answered questions.

Introductions and information about the new Pastoral Relations Ministers (PRMs) was communicated via email to ministers, communities of faith, and M&P Committees when they took over from Dale Hildebrand. However, it was suggested that this communication should be broader and include details about specific staff areas.

Intentional interim ministers weren't addressed in Todd's presentation; they fall under the Communities of Faith Commission and are supported by Eun-Joo Park as part of her role as Communities of Faith Support Minister.

Todd noted that when the transition from conference to region was being sorted out, it was recognized the old Pastoral Relations staff support model would need to be changed down the road. As well, the General Council has cut the regional council's funding by 20% for 2024, also affecting a shift in staff support.

Despite appearances, there has been an increase in support for communities of faith, with a collaborative, sometimes overlapping, approach between staff members. While the new structure may appear complicated, the staff are committed to assisting effectively as they live into this new model.

Omnibus Motion

Commission members expressed their concern and discomfort over the significantly larger amount of salary that the minister at Timothy Eaton Memorial Pastoral Charge is making in comparison to everybody else that is practicing ministry in the province. While this is the community of faith's choice, and they have the funds available to offer this amount, it does not seem equitable to other ministry personnel.

It was also noted that the salary amount offered to the minister at Humbercrest Pastoral Charge is at a lower amount compared to those ministers serving at nearby churches, and there was a concern about equity in this situation as well.

MOTION by Beth Moore / Robin Pilkey SW PRC 2024-01-30-03
that the Pastoral Relations Commission take the following actions:

a) **Request for Change in Relationship**

... in accordance with The Manual I.3.1.4(b) accepts the request for a change in pastoral relations of **Lois Brown**, ordained minister at **Unity Pastoral Charge (Vassey)** effective July 31, 2024 and gives thanks for her ministry.

b) **Calls**

... concurs with the request of **St. Bartholomew's Pastoral Charge (Brampton)** and approves the call to **Cindy Bourgeois**, ordained minister, beginning January 1, 2024, full time based on 40 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$80,562 per annum, salary in addition to the minimum at 20% which equals \$16,112.40, for a total salary of \$96,674.40 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 call does require an act of covenant.

... concurs with the request of **Downsview Pastoral Charge (Toronto)** and approves the change in terms of existing appointment to a call to **Julia Yun Jung Kim**, ordained minister, beginning February 1, 2024, part time based on 20 hours per week with the following terms for Category B and Cost of Living Group Assignment 5: Salary \$72,886 (pro-rated \$36,443) per annum, salary in addition to the minimum at 4.12% which equals \$3002.90 (pro-rated \$1500), for a total salary of \$75,888.90 (pro-rated \$37,943) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1640 (pro-rated \$820) 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.

c) **Appointments**

... concurs with the request of **Mount Albert Pastoral Charge (East Gwillimbury)** and approves the change in terms of existing call to an appointment of **Warren Ball**, ordained minister, beginning February 1, 2024 to June 30, 2025, part time based on 25 hours per week with the following terms for Category F and Cost of Living Group Assignment 6: Salary \$86,722 (pro-rated \$54,201.25) per annum, salary in addition to the minimum at 2.95% which equals \$2558.30 (pro-rated \$1600), for a total salary of \$89,280.30 (pro-rated \$55,801.25) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1640 (pro-rated \$1025) 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 **Timothy Eaton Memorial Pastoral Charge (Toronto)** and approves the reappointment of **James Byassee**, ordained minister, beginning January 1, 2024 to December 31, 2026, full time based on 40 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$80,562 per annum, salary in addition to the minimum at 119.55% which equals \$96,313, for a total salary of \$176,875 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 reappointment does not require an act of covenant.

... concurs with the request of **Jubilee Pastoral Charge (Toronto)** and approves the appointment of **Catherine Anne Dionisio**, ordained minister, beginning January 1, 2024 to June 30, 2024, part time based on 10 hours per week with the following terms for Category D and Cost of Living Group Assignment 5: Salary \$76,725 (pro-rated \$19,181.25) per annum, salary in addition to the minimum at 18.82% which equals 14,439.65(pro-rated \$3,609), for a total salary of \$91,164.65 (pro-rated \$22,790.25) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1640 (pro-rated \$410) 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 **Bloor Street Pastoral Charge (Toronto)** and approves the intentional interim ministry appointment of **Douglas duCharme**, ordained intentional interim minister, beginning January 1, 2024 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 \$80,562 per annum, salary in addition to the minimum at 51.78 % which equals \$41,731, for a total salary of \$122,275 per annum, basic telephone \$2,400 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 require an act of covenant.

... concurs with the request of **St. Paul's Scarborough Pastoral Charge (Toronto)** and approves the reappointment of **Donald Gibson**, retired ordained minister, beginning January 1, 2024 to April 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 \$80,562 (pro-rated \$40,281) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1640 (pro-rated \$820) 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 **Humbercrest Pastoral Charge (Toronto)** and approves the appointment of **Diane Mugambi**, ordained minister, beginning May 1, 2024 to May 1, 2027, full time based on 40 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$80,562 per

annum, salary in addition to the minimum at 2.48% which equals \$2,000, for a total salary of \$82,562 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 require an act of covenant.

... concurs with the request of **Fairbank Pastoral Charge (Toronto)** and approves the reappointment of **Randy Naylor**, ordained minister, beginning January 1, 2024 to March 31, 2024, part time based on 24 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$80,562 (pro-rated \$48,337.20) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1640 (pro-rated \$984) 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 change in terms of existing appointment of **Dong-Chun Seo**, retired ordained minister, beginning January 1, 2024 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 \$80,562 (pro-rated \$40,281) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1640 (pro-rated \$820) 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 **Asbury and West Pastoral Charge (Toronto)** and approves the appointment of **Ariel Siagan**, ordained minister, beginning January 1, 2024 to December 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 \$70,969 (pro-rated \$35,484.50) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1640 (pro-rated \$820) 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 **A. Jean Ward**, retired ordained minister, beginning January 1, 2024 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 \$80,562 (pro-rated \$40,281) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1640 (pro-rated \$820) 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 **Home Pastoral Charge (Toronto)** and approves the appointment of **Grant Williams**, ordained minister, beginning January 1, 2024 to June 30, 2024, part time based on 10 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$80,562 (pro-rated

\$20,140.50) per annum, salary in addition to the minimum at 10% which equals \$8,056.20 (pro-rated \$2014.05), for a total salary of \$88,618.20 (pro-rated \$22,154.55) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$2000 (pro-rated \$500) 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

Other Motions

Liz Mackenzie recognized a potential conflict of interest and recused herself from the following motion.

MOTION by Lawrence Nyarko / Sung-Ran Kim SW PRC 2024-01-30-04

that the Pastoral Relations Commission concurs with the request of **Toronto Chinese Pastoral Charge (Toronto)** and approves the appointment of **M. Elizabeth Mackenzie**, ordained minister, beginning January 1, 2024 to June 30, 2024, full time based on 40 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$80,562 per annum, salary in addition to the minimum at 20 % which equals \$16,112.40, for a total salary of \$96,674.40 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 require an act of covenant.

MOTION

CARRIED

Liz returned to the meeting.

Donna Bowman-Woodall recognized a potential conflict of interest and recused herself from the following motion. Andrew Comar became acting chair.

MOTION by Deirdre Lawrence / Robin Pilkey SW PRC 2024-01-30-05

that the Pastoral Relations Commission concurs with the request of **Emsdale Pastoral Charge (Emsdale)** and approves the change in terms of existing appointment of **David Woodall**, retired ordained minister, beginning January 1, 2024 to December 31, 2025, part time based on 13 hours per week with the following terms for Category A and Cost of Living Group Assignment 3: \$70,829 (pro-rated \$23,019.43) per annum, basic telephone \$800.40 per annum, Continuing Education and Learning Amount \$1640 (pro-rated \$533) 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

Donna returned to the room and resumed as meeting chair.

Report from Staff

Staff reported in on work they are doing:

a) Liaisons

The following liaisons were appointed by staff:

Rob Smith was appointed as Liaison to Downsview Pastoral Charge (Toronto) for a change in the terms of the pastoral relationship.

Barbara Hendren was appointed as Liaison to Heritage Pastoral Charge (Markham) for a search.

b) Pastoral Charge Supervisors

The following pastoral charge supervisors were appointed by staff:

Carol-Ann Chapman appointed to Evergreen Pastoral Charge. The community of faith is a Supervised Ministry Education site.

Patti Rodgers appointed to St. James Pastoral Charge, Stroud. The community of faith is searching for a new ministry personnel.

Hae-Bin Jung appointed to Central, Weston Pastoral Charge, Toronto. The community of faith is searching for a new ministry personnel.

Anne Hines appointed to Humbercrest Pastoral Charge, Toronto. The community of faith is awaiting the start of newly appointed minister for May 1, 2024.

c) Flourish Updates

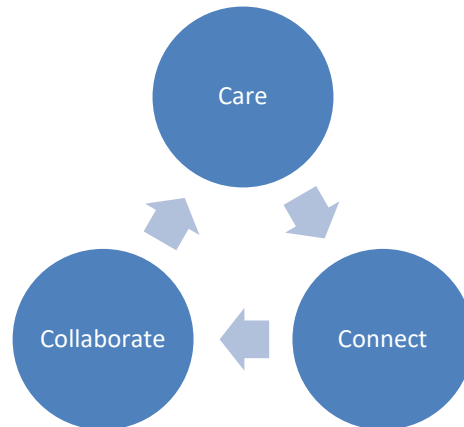
The Flourish Advisory Group met Thursday, December 14, 2023. The Advisory Group approved this vision for 2023–2025 to inform Flourish offerings:

CARE – ministers who feel isolated are supported

CONNECT - ministers are given opportunities to build trust as colleagues

COLLABORATE – ministers develop invigorated leadership skills for collaborative ministry with lay leaders and ministry colleagues.

There is dialogue/relationship between the three shown as circular, each leading into the other:



The Flourish Advisory Group also discussed direction and themes for upcoming Minister’s Zoom Gatherings, and the November 6, 2024 Minister’s Day Together.

It was suggested that there could be a focus around ministry personnel collaborating and lay leaders collaborating across pastoral charges, similar to what clusters were supposed to do but has seen limited success. It was proposed to explore how ministry personnel might start collaborating with each other as a model for lay leader/ministry personnel collaboration. Todd said he would bring the suggestion to the next advisory group meeting.

Listening Plan for Lay Led Congregations

APPENDIX B

Todd reviewed a proposed listening plan for lay led congregations, which was developed in consultation with Diane Matheson Jimenez, Donna Bowman-Woodall and Chris Bennett. The Communities of Faith Commission would also be discussing this proposal at their next meeting.

The commission wondered about understanding the motivations and differences in lay-led Communities of Faith (CoFs) compared to traditional minister-led ones. There was also discussion about the need to explore how lay-led CoFs align with the General Council's strategic plan for ministry growth. CoFs facing financial difficulties prompted questions about how to support them and also integrate that with the strategic plan focus on growth. The potential of lay-led communities of faith in contributing to growth and learning from their experiences, both successful and struggling, is highlighted. We can't assume that because there is no ministry personnel that they aren't thriving in some way. We shouldn't assume there is no growth or that it doesn't fit into the strategic plan. It could very much. It is a way to see what lay-led communities of faith have to teach us about being different.

Improved communication between different levels of the church hierarchy and better support for isolated communities of faith was also emphasized.

Equity Project Goal and Plan Rubric updates

APPENDIX C

Liz reviewed the rubric, noting the highlighted sections of the attached Appendix C, which included the following:

- Negotiation Handbook update and working on relevant yearbook statistics to be added to the regional website
- Welcome Letter implementation, now two letters and will begin soon
- Reception for new ministers to Shining Waters Regional Council to be held at the start of the regional meeting in June is being planned.
- Equity Advocate for the Pastoral Relations Commission recommendation

MOTION by Andrew Comar / Deirdre Lawrence SW PRC 2024-01-30-06

that the Pastoral Relations Commission appoint M. Elizabeth Mackenzie as the Equity Advocate for the Pastoral Relations Commission for the calendar year, January 1, 2024 to December 31, 2024.

MOTION

CARRIED

Next Meeting

The next meeting of the Pastoral Relations Commission will be held by Zoom video conference on Tuesday, February 27, 2024, at 9:00 a.m.

End of Meeting

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

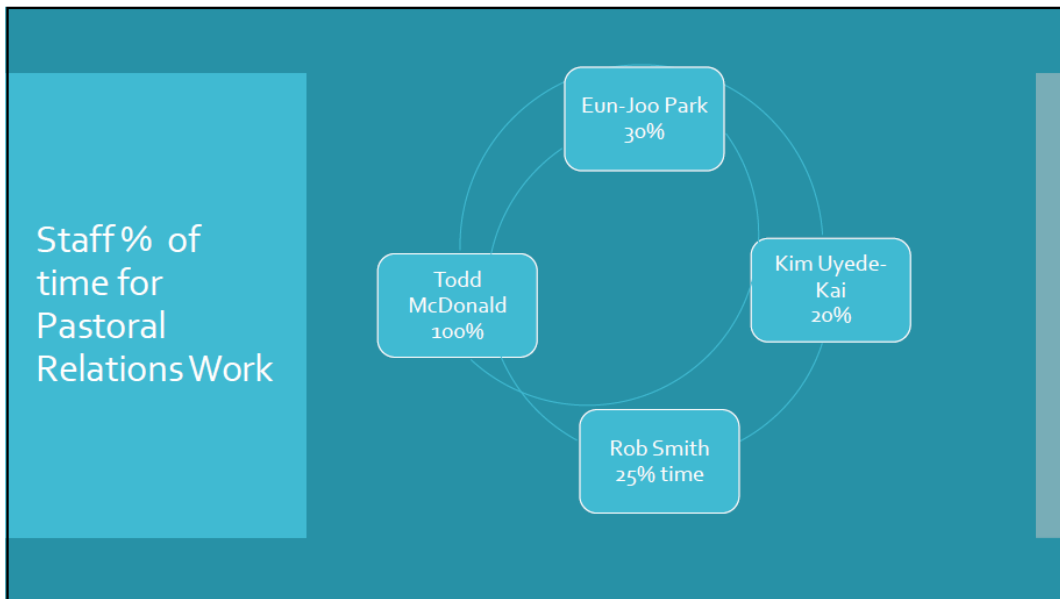
Donna Bowman-Woodall
Chair

Donna Rutz
Note taker

APPENDIX A – Pastoral Relations Staffing PowerPoint Presentation

Pastoral Relations Minister: New Staff Model

As of January 1, 2024



Pastoral Relations Commission Mandate

- Covenanting (New pastoral relationships and ministers)
- Preparation for Ministry (LLWL)
- Pastoral Relations (PR Liaisons, M&P Committees)
- Support to Retirees
- Health, Joy and Excellence of Ministry Personnel (Flourish)
- Sacramental Privileges

Staff supports...

• Todd
north

PRM response
PRC (Equity)
Flourish
PR Liaison
M&P (Coll)
Coordination

• Eun-Joo
south, east
of Yonge

PRM response
Flourish (Coll)
Support SMEs
United Fresh
Start

• Rob
south, west
of Yonge

PRM response
LLWL
M&P (coll)

• Kim
ethnic,
indigenous

PRM response

What is a PRM Response?

- Support to M&P Committee
- Support to Ministry Personnel (i.e. RCP)
- Low level Conflict Resolution
- Collaboration with Office of Vocation
- Sexual Misconduct Prevention and Response
- Appoint/support pastoral charge supervisors
- Appoint/support pastoral relations liaisons
- Liaise with General Council Office

APPENDIX B – Proposed Listening Plan for Lay Led Congregations

Proposal for next Steps with Support to Lay Led Congregations

Date: February 2024

Purpose behind this proposal: In October 2023, the Pastoral Relations Commission and the Communities of Faith Commission recognized that lay led congregations may become more prevalent in Shining Waters Regional Council. The Commissions jointly asked for a listening process with the current lay led congregations and their pastoral charge supervisors to find out how best to support lay led congregations into the future.

Goal: To create a process for listening that builds trusting relationship between the regional council and lay led congregations in order to assess the needs of those communities of faith. Pastoral Charge Supervisor can help provide support for the connection with lay led congregations. The listening process can be informed by an Appreciative Inquiry approach which focuses the listening for those things that are working well, and seek to learn from and enhance them. It will be important for lay led congregations to know that the intention is to listening and learn from those communities of faith.

Issues that we identify:

- A. *Lay led congregations operate very independently from the Region. There may be a feeling of wanting to be left alone.*

Approach to lay led congregations needs to be one of support not enforcer/police. In order to move to a relationship of trust, the question arises “who should build the trust?”

Diane and Todd propose that they do the work of meeting with the lay led congregations, using the Appreciative Inquiry approach. We think that our experience of leading processes of conversation that root those processes in intentional community building and appreciation will achieve the goal of building trust.

An example of the kind of question that will be used: When you think back to the decision to become a lay led congregation, what things could SWRC could have done differently to support you?

Todd and Diane will enter as learners.

- B. *Gathering the very best information. Will we gather the best information from existing lay led congregations? Or do we need to include congregations that are sitting with uncertainty about their future and may consider becoming a lay led congregation?*

For this round of listening, it will be only those communities of faith that are currently or recently lay led congregations. We can discover a path from those who have already made this decision to be lay led. This not a time to talk with those who are considering it. However, Diane and Todd will identify those congregation that might be leaning towards becoming lay led congregations so we are aware of them and can be there for them (3 years, 7 years, 9 years down the road).

C. *Meeting with individual congregations or geographical gatherings. Would it achieve our goal to build trusting relationship if we met with individual congregations or grouping congregations together? Has there been a time when gathering in geographical groups built the kind of relationship with the regional council we are hoping to achieve?*

Diane and Todd propose holding geographical and individual meetings. As much as possible to invite Pastoral Charge Supervisors to participate in the gatherings, especially for the meetings with the individual congregations Here are some possibilities:

1. Zoom meeting with Pastoral Charge Supervisors of lay led congregations to orient them to the listening process. (March-April, 2024)
2. Meeting with Lay led congregations (April, 2024)

Meeting #1: Richview, Westway, Asbury and West, Humbervale;

Meeting #2: Wesley (Aurora), Ravenshoe, Lefroy (Innisfill)

Meeting #3: Ebenezer United (Tiny Twp)

Meeting #4: Home United Church, near Brampton (new)

3. Reporting to Commissions (June, 2024)

Logistics:

- Hold meetings in person in April, 2024 (after Easter)
- The meetings will be in a neutral rented space. For individual congregation meetings, meet in their church building.
- Budget for a meal together, meeting space, mileage for those invited, and accommodation as needed.

APPENDIX C – PRC Equity Plan and Rubric Update

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.	Create PRC policy that incorporates all the equity items from the Plan into one Equity policy.	Next policy review of all policies, to incorporate equity lens.	Equity Task Group and Staff 1. Paragraph of responsibility

<p>The regional council to provide enhanced equity training for the monitor. Key role for a monitor would be at the short-listing stage.</p>	<p>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>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>description created by February 28, 2023 (Liz and Robin)</p> <ol style="list-style-type: none"> 2. Presentation to PR Liaisons at check in on February 17, 2023 by Liz and Robin. (See Guidelines for Search and Selection handbook, page 14 for format.) 3. Revised Draft of Equity Advocate to PRC mtg, March 28, 2023 <p>COMPLETE</p>
<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</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</p>	<p>Mechanism for receiving feedback from the liaisons on the equity work in this area. Could use liaison check-ins for this.</p>	<p>Will Haughton and Paul Stott, with staff support</p> <ol style="list-style-type: none"> 1. Position Description consultation with PR Liaisons on February 17 by Paul and/or Will 2. Final revisions to sample Position descriptions presented at March 28, 2023 meeting

<p>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>General Council PD example that have equity statement included.</p>		<p>COMPLETE</p>
<p>C. The Pastoral Relations Commission will provide an update(s) to the Communities of Faith Commission on our equity work and invite them to consider asking congregations to include an equity lens in their Living Faith Stories.</p>	<p>To share our learning with the CFC, possibly with a shared meeting or send a few reps from our commission to the CFC</p> <p>Raise this issue on October 25, 2022 to hear what both Commissions have done.</p>	<p>Offer to collaborate with Communities of Faith Commission on updated document on writing Living Faith Stories</p>	<p>Paul and Will (1 year goal) – presentation on October 25, 2022 COMPLETE</p>
<p>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.</p>	<p>Comprehensive Training of the Pastoral Relations Liaison (February 4-5, 2022)</p>	<p>We will have reviewed the training and implemented another round of training for the new liaisons.</p>	<p>Staff COMPLETE</p>

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>Liz reviewed the Compensation Workbook for Ministry Personnel (Feb 2016).</p> <p>Handbook for ministry personnel on Negotiation.</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 Yes, the UCC has given permission: include this - “Adapted with permission from The United Church of Canada, Compensation Workbook for Ministry Personnel (February 2016; out of print)”. • Are there plans to update this

		<p>Workshop include how a minister can compare what previous ministers was compensated using Yearbook; YouTube video with role playing</p>	<p>handbook for national website? No</p> <ul style="list-style-type: none"> • UCC Yearbook Statistics: no longer available in book form or online. Can SWRC post the stats so can be included in Negotiation Handbook? Discussion with Executive Minister ongoing • \$500 budgeted for completion of this handbook • Is there a electronic version for revisions? Todd will follow up • William will draft a version of the handbook <p>Leads: Liz and William</p> <p>Minister Zoom Gathering 2024-25: PRM, Equity Task Group</p> <ul style="list-style-type: none"> • Need to have Negotiation handbook complete and
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			<p>posted on SWRC website</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 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>Pastoral Relations Minister: Dale Hildebrand is introducing this at the January 24, 2024 M&P Check in</p> <p>Liz, supported by Todd</p> <p>COMPLETE</p> <p>Todd, during Liaison check-in</p> <p>Request to Peter from PRC or planning Team</p> <p>Hold a meet and greet at the 2024 AGM</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>1. Can the lunch hour on Friday of the AGM be longer to accommodate a meet and greet for new MP?</p> <p>Todd to follow up.</p> <p>Draft Outline:</p> <ul style="list-style-type: none"> a. Introductions and name tag -President of SWRC -PRMs b. Enjoy lunch
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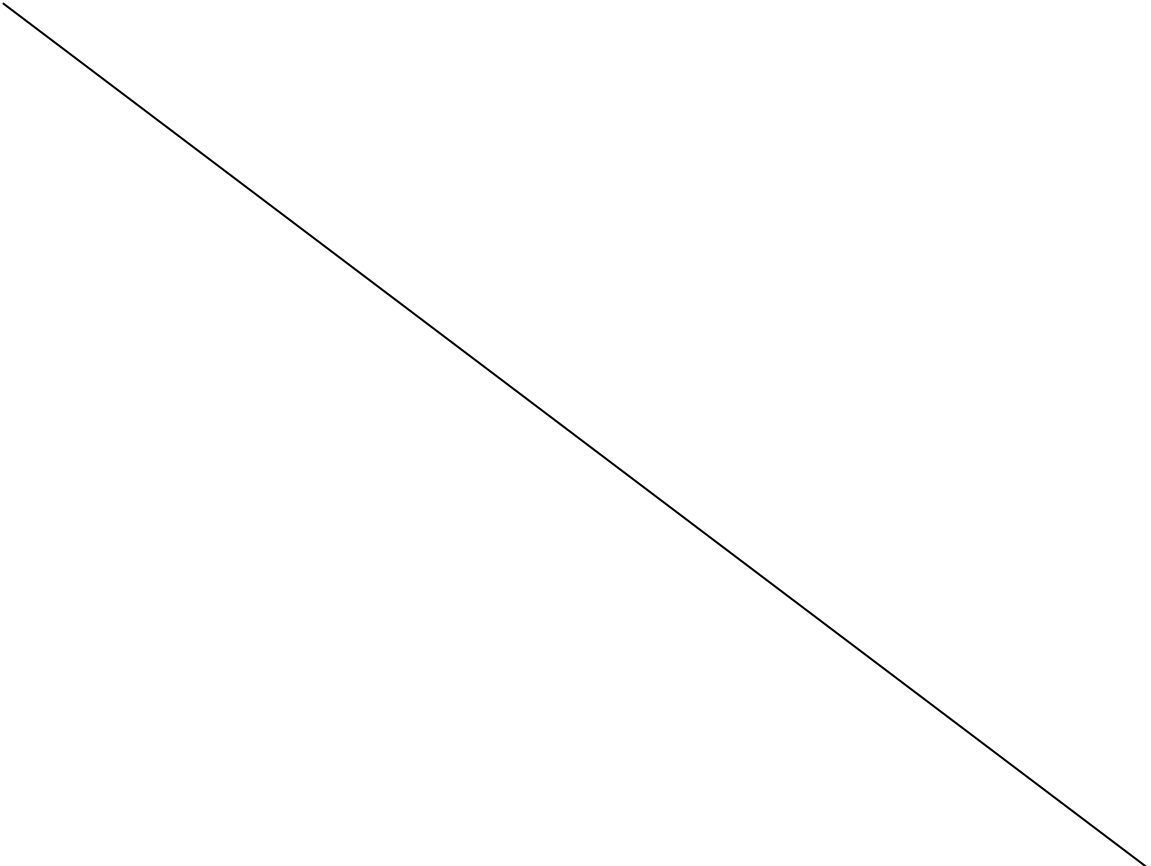
III. Grow equity within pastoral relations policy and practice within Shining Waters Regional Council

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

Grow equity within pastoral relations policy and practice within Shining Waters Regional Council	Where do we want to be after one Year?	Where do we want to be after three years?	Who is responsible?
A. Ensure at least one member of the PR Commission is a PR liaison (Policy change).	We currently have three members who are pastoral relations liaisons. This should be shared with the Nominations Committee for the future.		SWRC Executive: Change to PRC policy, Membership section to say the following: A Chair and six to ten members to allow for some regional representation with a balance of ministry

			<p>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> <p>Executive Approved,</p> <p>COMPLETE</p>
<p>B. Annually, at a quarterly Pastoral Relations liaison gathering, liaisons will come prepared to report on any equity issues they are identifying. A report and any recommendations are provided to PR Commission. The report as a whole provides quite a lot of guidance to people about equity so we should use the report as a guide</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>to provide concrete examples of inequity in pastoral relations. So make the report accessible to our pastoral relations liaisons.</p>			
<p>C. PR Commission appoint an equity advocate 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 recommends Liz Mackenzie to take this appointment until December 31, 2024</p> <p>Liz will revise the Equity Monitor Advocate role description for PRC</p>



Review of Eric Law's R.E.S.P.E.C.T. Guide

APPENDIX A

The Commission reviewed Eric Law's R.E.S.P.E.C.T. guide to healthy communication that was first introduced to the Commission in October 2022. Todd briefly went over the various aspects of the guidelines and then focused on being sensitive to difference in communication styles. Todd noted that communication styles are rooted in culture. He added that tone and volume of speech have cultural differences, as does eye contact, the use of silences and emotional expressiveness. He added that not one is right or wrong, and to be sensitive to the difference in communication styles that are within our circle.

Introductions

Andy invited the commission members to introduce themselves and what church they come from or serve. The Commission welcomed Robert Smith, the new Pastoral Relations Minister covering communities of faith south of Highway 407 and west of Yonge Street. Rob introduced himself and noted that he is also the Pastoral Relations Minister for Canadian Shield Regional Council.

The Commission welcomed Calin Lau, the new Growth Animator. Calin spoke about his new role and vision for his ministry within Shining Waters and Canadian Shield Regional Councils. Calin noted that his role is very collaborative and breaks into two parts; one is to support existing communities of faith, and the other to see new emerging communities of faith. Todd noted that Calin had been very active as a member of the Communities of Faith Commission and has a good knowledge of our communities of faith in Shining Waters.

Discussion about Omnibus Motion

There was some discussion around how the use of a manse affects the salary amount indicated in a call or appointment. Todd noted that there are two salary schedules for ministry personnel, one with and one without a manse. Those without a manse are receiving what used to be called a housing allowance. Those with a manse have this housing component removed from the salary amount, and so the salary looks significantly less than what it would be in most situations we see.

There was a question around who does the oversight for a mission, such as the Filipino Christian Fellowship Mission (FCF). Kim responded that missions are a community of faith of Shining Waters Regional Council. In the case of FCF, Joel Aguirre is a minister of The United Church of Canada so they do not require a pastoral charge supervisor.

There was a question about the long length of notice given by some ministry personnel when they request a change in relationship. Is it really necessary when 90 day-notice is all that is required? Todd said that there is a minimum requirement of 90 days-notice but there is no maximum notice period, so they can give as much notice as they want. Retiring

ministers seem to want to give lots of notice so their community of faith have time to do their search before they leave.

Omnibus Motion

MOTION by Lawrence Nyarko / William Haughton SW PRC 2024-02-27-03
that the Pastoral Relations Commission take the following actions:

a) **Request for Change in Relationship**

... in accordance with The Manual I.3.1.4(b) accepts the request for a change in pastoral relations of **Deborah Hart**, ordained minister at **Deer Park Pastoral Charge (Toronto)** effective December 31, 2024 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 **Won Hur**, ordained minister at **Parkwood Pastoral Charge (Toronto)** effective May 6, 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 **James Keenan**, ordained minister at **Saint Luke's Pastoral Charge (Toronto)** effective May 31, 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 **Brian McIntosh**, ordained minister at **Bloordale Pastoral Charge (Toronto)** effective June 30, 2024 and gives thanks for his ministry.

b) **Calls**

... concurs with the request of **College Street Pastoral Charge (Toronto)** and approves the call to **Jeffrey Dale**, ordained minister, beginning May 1, 2024, full time based on 40 hours per week with the following terms for Category A and Cost of Living Group Assignment 5, and use of manse: Salary \$42,635 per annum, salary in addition to the minimum at 87.64% which equals \$37,365, for a total salary of \$80,000 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 call does require an act of covenant.

c) **Appointments**

... concurs with the request of **Filipino Christian Fellowship Mission (Toronto)** and approves the reappointment of **Joel Saavedra Aguirre**, ordained minister, from January 1, 2024 to December 31, 2024, part time based on 30 hours per week with the following terms for Category E and Cost of Living Group Assignment 5:

Salary \$73,644 (pro-rated \$58,938) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1640 (pro-rated \$1230) 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 **Kingston Road Pastoral Charge (Toronto)** and approves the reappointment of **Debra Schneider**, retired ordained minister, from February 1, 2024 to April 29, 2024, full time based on 40 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$80,562 per annum, basic telephone \$1080 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 reappointment 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:

Fraser Williamson appointed to Unity Pastoral Charge (Vasey) for a search for new minister.

Ron Ewart appointed to Palgrave Pastoral Charge because Palgrave United is initiating the ending of a pastoral relationship.

Barbara Hendren appointed to Thornhill Pastoral Charge for a provisional call for the exiting position which was filled with a SME Candidate.

Lynella Reid-James appointed to Northlea Pastoral Charge to revise the current minister's terms of call (at minister's request) and create a second position for a half time.

Mhairi Godley appointed to Parkwoods Pastoral Charge appointed for a search for a new minister.

Sadekie Lyttle-Forbes appointed to Unionville: Central Pastoral Charge, appointed for a search for a new minister.

b) Pastoral Charge Supervisors

No pastoral charge supervisors were appointed by staff.

c) Flourish Updates

The Flourish Advisory Group will next meet on March 21, 2024.

Equity Project Goal and Plan Rubric updates

The Equity Task Group will report at the March meeting.

Good Bye

The Commission welcomed Dale Hildebrand, who joined the meeting at 9:40 a.m. Dale will retire at the end of February 2024. Andy Comar, acting chair, thanked Dale for his ministry and wished him many blessings for his future retirement. Many commission members shared fond memories and farewells. Dale thanked everyone and then left the meeting.

A gift card of \$100 for a dinner out will be sent to Dale from the Pastoral Relations Commission in appreciation.

Next Meeting

The next meeting of the Pastoral Relations Commission will be held by Zoom video conference on Tuesday, March 26, 2024, at 9:00 a.m.

End of Meeting

There being no further business, Will Haughton closed the meeting with a Lenten prayer from Voices United.

Andrew Comar
Acting Chair

Donna Rutz
Note taker

February 27, 2024 - 6

APPENDIX A – Eric Law’s R.E.S.P.E.C.T. Guide

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

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

**Minutes of a meeting of the
Pastoral Relations Commission
Tuesday, March 26, 2024**

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, March 26, 2024 by Zoom video conference. The meeting began at 9:00 a.m.

Present:

Donna Bowman-Woodall (ordered); Todd McDonald (staff); Andrew Comar (ordered); Barbara Hendren (lay); Sung-Ran Kim (ordered); Deirdre Lawrence (lay); Beth Moore (lay); Lawrence Nyarko (ordered); Robin Pilkey (lay); Paul Stott (lay); Liz Mackenzie (ordered)

Regrets: William Haughton

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 read The Farewell Tear, from Joyce Rupp's book Out of the Ordinary as the opening prayer.

Agenda

MOTION by Paul Stott / Deirdre Lawrence SW PRC 2024-03-26-01
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 Andy Comar / Lawrence Nyarko SW PRC 2024-03-26-02
that the minutes of the February 27, 2024 meeting of the commission be approved.

MOTION

CARRIED

Discussion Arising from Omnibus Motion

Concerns arose regarding the visibility of short-term appointments in ChurchHub, as some seemed to be missing, contradicting regional policy that mandates their visibility for fairness. Todd will investigate further with liaisons.

Todd noted that it can be a challenge for search teams if they are not receiving applications through ChurchHub and liaisons will sometimes contact Pastoral Relations Ministers (PRMs) for potential applicants for short term appointments.

ChurchHub's technical complexity can hinder communication between Communities of Faith and ministers. Equity issues were raised about how ministers are considered for short-term appointments, emphasizing the importance of these positions being visible on ChurchHub temporarily. It was suggested that PRMs maintain a list of searching ministers for equal opportunity.

Todd said that PRMs are not informed about available ministers, which is managed by the Office of Vocation, however some ministers do informally let PRMs know of their availability. The PRMs stopped maintaining a list to encourage using ChurchHub equally and ensuring no one is being cut out, however, they will assist in urgent cases.

There was a request for more information about Palgrave Pastoral Charge change in relationship. Todd reported that they opted to become lay-led, requesting an end to the collaboration with Bolton Pastoral Charge and their pastoral relationship with Sydney Elias. Regional council support was requested for Caledon churches facing challenges due to increased living costs. The regional council awaits formal decisions before hiring a consultant for further discussions in the fall. Todd added that there will be more to report to the commission about this at a later point.

Omnibus Motion

MOTION by Liz Mackenzie / Barb Hendren SW PRC 2024-03-26-03
that the Pastoral Relations Commission take the following actions:

a) **Request for Change in Relationship**

... in accordance with The Manual (2024) I.3.1.6 accepts the request for a change in pastoral relations of **Sydney Elias**, ordained minister at **Palgrave Pastoral Charge (Caledon)** 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 **Nicholas Forrester**, ordained minister at **Ebenezer Pastoral Charge (Scarborough)** effective May 31, 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 **Margaret MacDonald**, ordained minister at **Heart Lake Pastoral Charge (Brampton)** effective June 30, 2024 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 **Cheryl-Lynn MacPherson**, ordained minister at **Cummer Avenue Pastoral Charge (Toronto)** effective June 30, 2024 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 **Daniel Reed**, ordained minister at **Kimbourne Park Pastoral Charge (Toronto)** effective July 31, 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 **gretta vosper**, ordained minister at **West Hill Pastoral Charge (Toronto)** effective May 24, 2024 and gives thanks for her ministry.

b) **Calls**

... concurs with the request of **Scarborough Bluffs Pastoral Charge (Toronto)**, and approves the call to **Cheryl-Lynn MacPherson**, ordained minister, beginning July 1, 2024, full time based on 40 hours per week, with the following terms for Category (F) and Cost of Living Group Assignment 5; Salary \$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 call requires an act of covenant.

c) **Appointments**

... concurs with the request of **Parkwoods Pastoral Charge (Toronto)**, and approves the appointment of **Carole Baggett-McKinley**, ordained minister, beginning May 6, 2024 to August 9, 2024, full time based on 40 hours per week, with the following terms for Category F and Cost of Living Group Assignment 5; Salary \$80,562 per annum, basic telephone \$816 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 **St. Paul's Scarborough Pastoral Charge (Toronto)** and approves the reappointment of **Donald Gibson**, retired ordained minister, beginning May 1, 2024 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 \$80,562 (pro-rated \$40,281) per annum, basic telephone

\$800 per annum, Continuing Education and Learning Amount \$1640 (pro-rated \$820) 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 **Stroud: St. James Pastoral Charge (Innisfil)** and approves the appointment of **Robert Murdock**, candidate for ministry, beginning May 1, 2024 to June 8, 2024, part time based on 30 hours per week with the following terms for Student Step One and Cost of Living Group Assignment 5: Salary \$68,684 (prorated \$51,513) per annum, basic telephone \$960 per annum, Continuing Education and Learning Amount \$1640 (prorated \$1230) 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 **Central, Weston Pastoral Charge (Toronto)** and approves the appointment of **Hugh Reid**, retired ordained minister, beginning April 9, 2024 to June 30, 2025, part time based on 20 hours per week with the following terms for Category F and Cost of Living Group Assignment 5: Salary \$80,562 (prorated \$40,281) per annum, salary in addition to the minimum 13% per annum or \$10,437.06 (prorated \$5236.53) for a total salary of \$91,035.06 (prorated \$45,517.53), basic telephone \$900 per annum, Continuing Education and Learning Amount \$1640 (pro-rated \$820) 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.

d) **License to Administer Sacraments**

... concurs with the request of **Stroud: St. James Pastoral Charge (Innisfil)** and grants sacramental privileges in accordance with of The Manual I.2.4.1(a) to **Robert Murdock**, candidate for ministry, during his time of appointment at **Stroud: St. James Pastoral Charge (Innisfil)**.

MOTION

CARRIED

Report from Staff

Todd reported in on the work that the staff are doing:

a) Liaisons

The following liaisons were appointed by staff:

Rob Smith is appointed to St. Matthew's Pastoral Charge to assist with an appointment transferring into a call.

Dan Benson is appointed to Deer Park Pastoral Charge for a search for a new minister. Current minister is retiring December 2024.

Gail Hamblin is appointed to Westway Pastoral Charge for a search for a new minister. Their current appointment is concluding in May 2024.

Barbara Hendren is appointed to Thornhill Pastoral Charge to assist with a SME appointment changing into a provisional call.

b) Pastoral Charge Supervisors

There were no pastoral charge supervisors appointed.

c) Lay Led Congregation Consultation update

In October, at the joint meeting with the Community of Faith Commission, we decided on a listening process for lay-led congregations to help guide next steps for future Regional Council support, because the current system with Pastoral Charge Supervisors is not sustainable for the long term. However due to staff illness and ensuing staff support coverage challenges, the plan was delayed. Letters signaling the visits will now be sent in spring 2024, with a Zoom meeting for pastoral charge supervisors in June to introduce the plan and then facilitated gatherings in fall 2024. It was noted that there are 8 lay led congregations, with most in the northern areas of the region.

d) Flourish Updates

The Flourish Advisory Group met March 21, 2024. The Flourish Advisory Group continues to assess how offerings from Flourish are connecting with vision to Care, Connect, Collaborate.

Upcoming Flourish Offerings:

April 16, 2024 - Minister's Zoom Gathering: What is Church Growth? With Calin Lau (Growth Animator for SW/CS Regional Councils) and Cam Fraser (Director of Growth and Ministry Development). Key question: How do we as colleagues collaborate with one another and the Spirit, and encourage one another towards growth and vitality? (Collaborate)

In response to a question, Todd reported that Minister's Zoom Gatherings are specifically for ministry personnel and that an email is sent to that group directly, so registration is not required. He added that about 50-70 ministers attend.

June 7, 2024 - New Ministers to SWRC gathering: This will happen at the 2024 AGM to help build relationships between new ministry colleagues (Connect) This is an initiative of the Equity Task Group

March 26, 2024 - 6

September 24-26, 2024 - Minister's Retreat: for SW and CS Regional Council ministry personnel. Facilitator Robin McGauley. Fern Resort, near Orillia. (Care, Connect)
Theme: Care and Connect. Connecting with our own selves and one another, with Creation, connected to God.

November 6, 2024 - Minister's Day Together: potential facilitator the Rev. HaNa Park (serves Broadview United Church, Victoria B.C) Stretching and inspiring our collaborative leadership possibilities. (Care, Connect, Collaborate)

Equity Project Goal and Plan Rubric updates

Appendices A and B

The Equity Task Group met March 20, 2024 – See Appendix A

1. New Ministers Meet and Greet

New ministers to Shining Waters luncheon and Meet and Greet for Friday, June 7 at 12 Noon to 1:30 p.m. at North Bramalea United Church in the Green Room. Robin Pilkey will host this time and Eun-Joo Park will be the staff support for this event. Several members of the commission said they will also attend.

2. Shining Waters Statistics for Negotiation Handbook

The Equity task group is working on a negotiation handbook and requested that there be access to current statistics for Shining Waters, which are not available automatically anymore. After discussion at Executive about this request it was decided that instead of posting statistics on our website, there is instead an email address where ministry personnel can request the latest statistics from national. This ensures that those using the handbook would have the most up-to-date information. The handbook would include guidance on how to interpret and use this statistics effectively. The Negotiation Handbook is close to being finished and will be brought to a future meeting.

3. Welcome Letter to new and ongoing ministers in SWRC

The President of Shining Waters sent the first Welcome letter to the Rev. Jeffrey Dale who was called to College Street United Church. A cause for celebration!

4. Equity Advocate for Pastoral Relations Commission role description. (See Appendix B)

Liz went through the role description with the Commission and asked for questions or comments.

There was a question on what would the commission Equity Advocate's relationship be with the liaisons. The thought was that in the PR Liaison regular gatherings with regional staff, concerns would be communicated there and then staff would bring forward. When the Equity Task group completes its goals and systems, there needs to be a place for staff to discuss equity concerns. Having an Equity Advocate to lead these conversations and bring issues to the Commission would be beneficial. There was a request to add in consultation with Pastoral Relations Minister.

Todd noted that the Executive showed a keen interest in the commissions equity projects, asking detailed questions and expressing appreciation for the work accomplished. The sense of celebration and gratitude from the President towards our equity efforts was palpable and well-received.

A question arose whether liaisons are aware of who the equity-seeking ministry personnel are, especially those searching for communities of faith. It was noted that they probably don't all know, but also equity-seeking ministers need to make themselves known as such, but part of the Equity Advocate role is to be a contact point for them. This could improve connections between liaisons and equity-seeking ministers, facilitating discussions about available positions or relevant contacts. The Equity Advocate is focused on the search team level, not the pastoral relations liaison level. The liaison's responsibility is to train the search team and ensure they consider equity-seeking ministers in their searches. The liaison should inquire about any interviews or applications from such equity seeking ministers, although this can be challenging without clear self-identification. It's a conversation the liaison needs to follow up on during the search process.

There being no further discussion Donna called for a motion.

MOTION by Liz Mackenzie / Beth Moore SW PRC 2024-03-26-04
that the Pastoral Relations Commission of Shining Waters Regional Council
approve the role description of Equity Advocate as amended in Appendix B.

MOTION **CARRIED**

MOTION by Dee Lawrence / Sung-Ran Kim SW PRC 2024-03-26-05
that the Pastoral Relations Commission of Shining Waters Regional Council
appoint Liz Mackenzie as Equity Advocate for the Commission, appointed until
December 31, 2024.

MOTION **CARRIED**

Request from the Black Clergy Network

Appendices C and D

Todd presented a request from the Black Clergy Network concerning funding for a national Transformational Gathering May 27-29, 2024. He noted that this event's objectives touched every commission in the region and is also supported nationally. The request went to the four commissions, the first being the Social and Ecological Justice Commission. They committed \$500 to the event and challenged each of the other three commissions in Shining Waters to do the same. Donna noted that the commission had budgeted for an in-person spring meeting, which will not be happening, so there is room in the budget.

MOTION by Andy Comar / Liz Mackenzie SW PRC 2024-03-26-06
that the Pastoral Relations Commission of Shining Waters Regional Council
approve \$500 from the Pastoral Relations Commission budget to support the
gathering of the Black Clergy Network at Emmanuel College in May 2024.

MOTION

CARRIED

A question was raised whether all other networks would also receive financial support if they request funding, highlighting the need for consistency. We don't want to put ourselves in a position whereby we do it for one, and then we will not be able to do it for the others. A suggestion was made to consider budgeting for future events aligned with equity goals, albeit on a by request basis due to budget constraints. Perhaps some parameters could be put in place, such as if there is any network meeting happening within our region. This way going forward, we can explain why we are, or are not, supporting the request. If the event is within our region, we want to support it. Creating policy or policy decisions on this matter would fall under the Executive's purview.

MOTION by Andy Comar / Liz Mackenzie SW PRC 2024-03-26-06
that the Pastoral Relations Commission of Shining Waters Regional Council
approve \$500 from the Pastoral Relations Commission budget to support the
gathering of the Black Clergy Network at Emmanuel College in May 2024.

MOTION

CARRIED

Letter from Dale Hildebrand

Former Pastoral Relations Minister Dale Hildebrand sent an email expressing his appreciation for the gift card to a local restaurant sent to him for his retirement.

Next Meeting

The next meeting of the Pastoral Relations Commission will be held by Zoom video conference on Tuesday, April 30, 2024, at 9:00 a.m. A reminder that the May meeting will be on Tuesday, May 14, 2024, earlier in the month than normal.

End of Meeting

There being no further business, Dee Lawrence closed the meeting with a reading of "The Way of the Cross", written by John Harvey in *Eggs and Ashes*, a Lenten resource.

Donna Bowman Woodall
Chair

Donna Rutz
Note taker

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

Latest Updates Highlighted in Yellow

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?
<p>A. Search Teams appoint an equity monitor for the team's work. The regional council to provide enhanced equity</p>	<p>Create PRC policy that incorporates all the equity items from the Plan into one Equity policy.</p> <p>A short paragraph created for what</p>	<p>Next policy review of all policies, to incorporate equity lens.</p> <p>Under Pastoral Relations website</p>	<p>Equity Task Group and Staff</p> <p>1. Paragraph of responsibility description created by February 28,</p>

<p>training for the monitor. Key role for a monitor would be at the short-listing stage.</p>	<p>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>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>2023 (Liz and Robin)</p> <ol style="list-style-type: none"> 2. Presentation to PR Liaisons at check in on February 17, 2023 by Liz and Robin. (See Guidelines for Search and Selection handbook, page 14 for format.) 3. Revised Draft of Equity Advocate to PRC mtg, March 28, 2023 <p>COMPLETE</p>
<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</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</p>	<p>Mechanism for receiving feedback from the liaisons on the equity work in this area. Could use liaison check-ins for this.</p>	<p>Will Haughton and Paul Stott, with staff support</p> <ol style="list-style-type: none"> 1. Position Description consultation with PR Liaisons on February 17 by Paul and/or Will 2. Final revisions to sample Position descriptions presented at March 28, 2023 meeting <p>COMPLETE</p>

<p>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>have equity statement included.</p>		
<p>C. The Pastoral Relations Commission will provide an update(s) to the Communities of Faith Commission on our equity work and invite them to consider asking congregations to include an equity lens in their Living Faith Stories.</p>	<p>To share our learning with the CFC, possibly with a shared meeting or send a few reps from our commission to the CFC</p> <p>Raise this issue on October 25, 2022 to hear what both Commissions have done.</p>	<p>Offer to collaborate with Communities of Faith Commission on updated document on writing Living Faith Stories</p>	<p>Paul and Will (1 year goal) – presentation on October 25, 2022 COMPLETE</p>
<p>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.</p>	<p>Comprehensive Training of the Pastoral Relations Liaison (February 4-5, 2022)</p>	<p>We will have reviewed the training and implemented another round of training for the new liaisons.</p>	<p>Staff COMPLETE</p>

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>Liz reviewed the Compensation Workbook for Ministry Personnel (Feb 2016).</p> <p>Handbook for ministry personnel on Negotiation.</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 Yes, the UCC has given permission: include this - “Adapted with permission from The United out of print”). • UCC Yearbook Statistics: no longer available in book form or online. Can SWRC post the stats so can be included in Negotiation Handbook?

		<p>Workshop include how a minister can compare what previous ministers was compensated using Yearbook; YouTube video with role playing</p>	<p>Discussion with Executive Minister ongoing</p> <ul style="list-style-type: none"> • William will draft a version of the handbook • <p>Leads: Liz and William</p> <p>Negotiation Workshop for Ministry Personnel: PRM, Equity Task Group</p> <ul style="list-style-type: none"> • Need to have Negotiation handbook complete and posted on SWRC website • Proposal to SWRC AGM 2025 for General Council re making UCC Statistics available again.
<p>B. A Supported Beginning: Provide an annual gathering of new arriving ministry personnel to SWRC for the purpose of orientation and relationship building.</p>		<p>Pastoral Relations Ministers also incorporate equity issues into their training and check-ins with the M&P</p>	<p>Pastoral Relations Minister: Dale Hildebrand is introducing this at the January 24, 2024 M&P Check in COMPLETE</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 COMPLETE</p> <p>Todd, during Liaison check-in</p> <p>Request to Peter from PRC or planning Team</p> <p>Hold a meet and greet at the 2024 AGM</p> <ol style="list-style-type: none"> 1. Can the lunch hour on Friday of the AGM be longer to accommodate a meet and greet for new MP? <p>Yes, a welcome lunch can be held 12 noon to 1:30 p.m. on Friday, June 7, 2024 The Green Room at North Bramalea United has</p>
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			<p>been booked and lunch will be delivered and served in the Green Room.</p> <p>Eun-Joo Park will be staff support for the Welcome Lunch</p> <p>Tables: seating for geographic areas (Eun-Joo set up)</p> <p>A sheet with SWRC volunteer positions to gather interests of participants. Pass on results to Nominations Committee</p> <p>Draft Outline:</p> <ul style="list-style-type: none">a. Introductions and name tag -Executive Minister, President of SWRC and Chair of PRC to greetb. Enjoy lunch and conversation
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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.

<p>Grow equity within pastoral relations policy and practice within Shining Waters Regional Council</p>	<p>Where do we want to be after one Year?</p>	<p>Where do we want to be after three years?</p>	<p>Who is responsible?</p>
<p>A. Ensure at least one member of the PR Commission is a PR liaison (Policy change).</p>	<p>We currently have three members who are pastoral relations liaisons. This should be shared with the Nominations Committee for the future.</p>		<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> <p>Executive Approved,</p> <p>COMPLETE</p>
<p>B. Annually, at a quarterly Pastoral</p>	<p>This should be added to the</p>	<p>A mechanism in place to address</p>	<p>One of our pastoral relations</p>

<p>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>liaison check in agenda. Report could come to the June 2023 in person PRC meeting.</p>	<p>chronic problems (e.g., a change in training).</p>	<p>liaisons could report back from the liaison check-ins. A PR liaison from PRC to report.</p>
<p>C. PR Commission appoint an equity advocate 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 recommends Liz Mackenzie to take this appointment until December 31, 2024</p> <p>Liz will revise the Equity Monitor Advocate role description for PRC</p> <p>The Commission has appointed Liz Mackenzie.</p>

Appendix B – (Amended) Equity Advocate Role Description

Equity Advocate Role Description – Pastoral Relations Commission

Why is the Pastoral Relations Commission (PRC) asking for an Equity Advocate from among its members? In 2021, the Commission commissioned a research project to hear from equity seeking ministers about their experiences of pastoral relations processes in Shining Waters Regional Council (SWRC). We heard that an Equity Advocate appointed from within the Pastoral Relations Commission could encourage the Commission members to use an equity and anti-racist lens in their decision making. Sometimes, a little encouragement is all we need.

Is there special training for an Equity Advocate? Not necessarily. If the appointed Equity Advocate requests more training, the regional council will support them. The Equity Advocate should have some equity/anti-racism training and familiarity with identifying systemic barriers/systemic discrimination that can adversely affect the pastoral relations experience of equity-seeking ministry personnel.

What is an Equity Advocate being asked to do?

- Consults with the PRC chairperson regarding additional equity training/resources that might be helpful to the role as Equity Advocate or for the Commission as a whole.
- Ensures equity considerations are intentionally discussed at Commission meetings and policy discussions. This includes assessing and actively raising equity considerations in PRC decision-making regarding pastoral relations processes with particular attention to systemic inequalities regarding terms and conditions of appointments/calls and other PR processes.
- Reviews and ensures any information/concerns/questions from PR Liaisons are passed on to the PRC I consultation with the Pastoral Relations Ministers.
- Annually reviews the PRC Equity Project Goal and Plan, identifies potential barriers to equity-seeking ministry personnel in current PRC polity/process; and, makes suggestions for changes in PRC polity/process that could eliminate systemic barriers/discrimination for equity-seeking ministry personnel
- With the input of PRC Chair and members, identifies any needed changes to remove barriers/systemic barriers for equity-seeking ministry personnel in denominational PR polity/processes, and communicates these suggested changes/areas of concern to denominational staff with responsibility for PR/Equity/Anti-Racism. This could include writing proposals that request changes to PR polity/procedures for SWRC and General Council.
- Serves as point of contact for equity-seeking ministry personnel and others for suggestions/feedback to PRC regarding its Equity Plan and Goals and equity questions/concerns about SWRC pastoral relations polity and processes.

Appendix C- Black Clergy Network- Event Flyer

**INTERNATIONAL
DECADE FOR PEOPLE OF
AFRICAN
DESCENT**
2015 - 2024

JOIN US FOR A TRANSFORMATIVE GATHERING

**2024 INTERNATIONAL DECADE FOR PEOPLE
OF AFRICAN DESCENT: NOW WHAT?**
ACKNOWLEDGING THE TRAUMAS OF THE PAST
AND THE FUTURE WITH HOPE

DATE
May 27-29, 2024

LOCATION
**Emmanuel College,
Toronto**

As we approach the culmination of the International Decade for People of African Descent, we invite you to a pivotal conference aimed at reflection, celebration, and forward-thinking. This gathering will serve as a beacon of hope, acknowledging the deep-seated traumas of our past while paving the way for a future filled with promise and intention.

**Featuring
Keynote Speaker**

Sharing insights on hope, resilience, and the power of planning for a brighter future.

EVENT HIGHLIGHTS

- **Inspirational Talks & Workshops:** Engage with thought leaders and change-makers.
- **Interactive Sessions:** Participate in discussions on justice, recognition, and development.
- **Networking Opportunities:** Connect with community members, clergy, and scholars dedicated to making a difference.

A MESSAGE OF HOPE
"Hope is not wishing; hope is to wish for something with a plan. If you don't have a plan, you're not hoping. God has a plan for us; that's why God offers us hope because there was always the plan."

MORE INFORMATION COMING SOON
Stay tuned for updates on speakers, schedule, and registration details. Together, let's embark on a journey towards healing, empowerment, and collective action.

Save the Date and Join Us in Making History!

SUPPORTED BY

THE UNITED CHURCH OF CANADA
FOUNDATION

VICTORIA UNIVERSITY
A UNIVERSITY OF TRIUMPH

TUCC
CONNECTING RESOURCES

Appendix D – Event Brief – Black Clergy Network Gathering 2024

Objectives

- i. **Community Building:** Foster a strong, unified Black clergy community within the United Church of Canada (UCC), aiming for a 25% growth in membership by December 2024.
- ii. **Leadership and Empowerment:** Develop leadership skills among Black clergy through workshops, mentorship opportunities, and inspirational speakers.
- iii. **Racial Justice:** Address critical issues of racial injustice, align with the UCC's Anti-Racism Action Plan, and promote anti-racist practices within the Church.
- iv. **Cultural Celebration:** Leverage the conclusion of the UN Decade for People of African Descent by showcasing cultural richness and encouraging dialogue on racial equality and justice.

Themes

- i. **Faith and Mission:** Explore the role of faith in justice and equality, reflecting on historical lessons and current challenges.
- ii. **Leadership:** Focus on the evolution of leadership within the context of the UCC, highlighting success stories and fostering community building.
- iii. **Peace and Justice:** Emphasize racial equity, community solidarity, and the empowerment of clergy members to advocate for transformative change within the Church and society.

Anticipated Outcomes

- i. **Increased Engagement:** Enhanced participation and engagement of Black clergy within the UCC, with a targeted membership growth.
- ii. **Sustained Leadership:** Establishment of a dedicated board or subcommittee for the BCN, ensuring long-term sustainability and leadership development.
- iii. **Enhanced Understanding:** Deeper understanding among participants of racial justice issues, facilitated through dialogues, and cultural presentations.
- iv. **Community Support:** A stronger sense of fellowship and support among Black clergy, fostering a conducive environment for personal and collective growth.

Plan for Achieving Goals:

- i. Implement targeted outreach campaigns and membership drives.
- ii. Establish a clear governance structure for the BCN.
- iii. Curate content and invite speakers that align with the event's thematic focus.
- iv. Engage with participants through continuous communication and updates.

Evaluation Method

- i. Monitoring membership growth and engagement.
- ii. Feedback from participants on the event's impact and relevance.
- iii. Assessment of the board's functionality and adherence to sustainability plans.

This event promises to be a pivotal moment for the Black Clergy Network, aligning closely with the Shining Waters Regional Council's inclusivity, diversity, and social justice values. Your support would greatly amplify the reach and impact of this gathering, contributing significantly to the ongoing mission of the UCC and the broader church community.

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

**Minutes of a meeting of the
Pastoral Relations Commission
Tuesday, April 30, 2024**

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, April 30, 2024 by Zoom video conference. The meeting began at 9:00 a.m.

Present:

Donna Bowman-Woodall (ordered); Todd McDonald (staff); Andrew Comar (ordered); Barbara Hendren (lay); William Haughton (ordered); Sung-Ran Kim (ordered); Deirdre Lawrence (lay); Lawrence Nyarko (ordered); Robin Pilkey (lay); Paul Stott (lay); Liz Mackenzie (ordered); Eun-Joo Park (staff)

Regrets: 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, acknowledged the indigenous territory that they found themselves on and read an opening prayer taken from the book *Embers* by Richard Wagamese.

Agenda

MOTION by Paul Stott / Robin Pilkey SW PRC 2024-04-30-01
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 Dee Lawrence / Barbara Hendren SW PRC 2024-04-30-02
that the minutes of the March 26, 2024 meeting of the commission be approved.

MOTION

CARRIED

Letter from North and Central Ontario Candidacy Board

Appendix A

Todd reviewed a letter from Rev. Cynthia O'Connell, Chair of the North and Central Ontario Candidacy Board (see Appendix A) regarding ending Huanyung (Julia) Ye's Supervised Ministry Education (SME) with Westmount United Church in Orillia. Todd provided background on the situation at the community of faith which made it no longer a viable education site.

Omnibus Motion

MOTION by Andy Comar / Lawrence Nyarko SW PRC 2024-04-30-03
that the Pastoral Relations Commission take the following actions:

a) **Request for Change in Relationship**

... in accordance with The Manual I.3.1.4(b) accepts the request for a change in pastoral relations of **Lee-Ann Ahlstrom**, ordained minister at **Northlea Pastoral Charge (Toronto)** effective July 10, 2024 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 **Sydney Elias**, ordained minister at **Bolton Pastoral Charge (Bolton)** 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 **Huanyung (Julia) Ye**, candidate for ministry, at **Westmount Pastoral Charge (Orillia)** effective July 21, 2024 and gives thanks for her ministry.

b) **Calls**

... concurs with the request of **St. Matthew's Pastoral Charge (Toronto)** and approves the call to **Brigid Douglas**, ordained minister, beginning July 1, 2024, part time based on 24 hours per week with the following terms for category D and Cost of Living Group Assignment 5: Salary \$76,725 (prorated \$46,035) per annum, salary in addition to the minimum of \$9207 for a total prorated salary \$55,242 per annum, basic telephone \$1000 per annum, Continuing Education and Learning Amount \$1640 (prorated \$984) 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 **Nobleton-Schomberg Pastoral Charge (Schomberg)** and approves the provisional call to **William Gardner**, ordained minister, beginning July 1, 2024, full time based on 40 hours per week with the following terms for category A and Cost of Living Group Assignment 6: Salary

\$77,129 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 call does not require an act of covenant.

... concurs with the request of **Stroud: St. James Pastoral Charge (Innisfil)** and approves the provisional call to **Robert Murdock**, diaconal minister, beginning June 9, 2024, part time based on 30 hours per week with the following terms for category A and Cost of Living Group Assignment 5: Salary \$70,969 (prorated \$53,226.75) per annum, basic telephone \$840 per annum, Continuing Education and Learning Amount \$1640 (prorated \$1230) 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 **Burton Avenue Pastoral Charge (Barrie)** and approves the provisional call to **Andrea Wheaton**, ordained minister, beginning July 1, 2024, full time based on 40 hours per week with the following terms for category F and Cost of Living Group Assignment 4: Salary \$75,385 per annum, salary in addition to the minimum of \$6,408 for a total salary of \$81,793 per annum, basic telephone \$1200 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 call does not require an act of covenant.

c) **Appointments**

... concurs with the request of **Fairbank Pastoral Charge (Toronto)**, and re-appoints **Randolph Naylor**, ordained minister, from April 1, 2024 to June 30, 2024, part-time based on 24 hours per week, with the following terms for category F and Cost of Living Group Assignment 5: Salary \$80,562 (pro-rated \$48,337.20) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1640 (prorated \$984) per annum, and all other terms according to *The Manual I.2.*, and that in accordance with The Manual I.1.3.9 this appointment does not require an act of covenant.

... concurs with the request of **Humbervale Pastoral Charge (Toronto)**, and re-appoints **Cynthia Randall**, retired ordained minister, from July 1, 2024 to June 30, 2025, part-time based on 20 hours per week, with the following terms for category F and Cost of Living Group Assignment 5: Salary \$80,562 (pro-rated \$40,281) per annum, salary in addition to the minimum 14.36 % per annum of \$11,568 (prorated \$5784) for a total salary of \$92,130 (prorated \$46,065) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1640 (prorated \$820) per annum, and all other terms according to *The Manual I.2.*, and that in accordance with The Manual I.1.3.9 this re-appointment does not require an act of covenant.

d) **Voluntary Associate Minister Relationship**

... concurs with the request of **St. Paul's Pastoral Charge (Orillia)** and **Jody Maltby**, to enter a Voluntary Associate Minister relationship, beginning April 30, 2024.

e) **License to Administer Sacraments**

... concurs with the request of **St. Paul's Pastoral Charge (Orillia)** and grants sacramental privileges in accordance with of The Manual I.2.4.1(a) to **Jody Maltby**, diaconal minister, during her time as a voluntary associate minister at **St. Paul's Pastoral Charge (Orillia)**.

MOTION

CARRIED

Report from Staff

Eun-Joo Park joined the meeting and the staff reported in on work they are doing:

a) Liaisons

The following liaisons were appointed by staff:

Dan Benson appointed to Kimbourne Park Pastoral Charge for their search for a call.

Todd McDonald appointed to Churchill-Gilford Pastoral Charge and Nobleton-Schomberg Pastoral Charge to move from appointments to calls.

b) Pastoral Charge Supervisors

The following pastoral charge supervisors were appointed by staff:

Karen Dale is appointed to Newmarket: Trinity Pastoral Charge (Newmarket)

Jim Keenan is appointed to Westmount Pastoral Charge (Orillia).

c) Flourish Updates: no report

d) Congregational Designated Ministries

Todd reminded the commission members that they follow the policy of using the Congregational Designated Ministries (CDM) Handbook, and that they empowered staff to review position descriptions and approve CDM positions, as opposed to ministry personnel positions. Staff are also responsible for reporting to the commission in case there are questions.

Eun-Joo did that work with the following two CDM positions that were approved as congregational accountable ministry position for Westhill Pastoral Charge (Toronto).

- Visionary & Inspirational Leader
- Care & Connection Coordinator

The following question was raised:

Are CDM positions supposed to have a minister in place in the congregation?

That was a policy change at the last General Council meeting. A community of faith is required to have a pastoral charge supervisor in place, but they no longer have to have an incumbent minister anymore.

The CDM Handbook can be found online here:

https://united-church.ca/sites/default/files/pastoral-relations_congregational-designated-ministers.pdf

Equity Project Goal and Plan Rubric updates – No report

Next Meeting

The next meeting of the Pastoral Relations Commission will be held by Zoom video conference on Tuesday, May 21, 2024, at 9:00 a.m.

End of Meeting

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

Donna Bowman Woodall
Chair

Donna Rutz
Note taker

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APPENDIX A – Letter from North and Central Ontario Candidacy Board

April 17, 2024

To: Pastoral Relations Commission, Shinning Waters Regional Council
Cc: Todd MacDonald PRM, Shinning Waters Regional Council
Cc: Kellie McComb, vocational Minister, Shinning Waters and Canadian Shield Regional Council

I am writing on behalf of the North and Central Ontario Candidacy board to inform you of a motion passed today on April 17, 2024 with reference to Candidate for Ordained Ministry, Huanyun (Julia) Ye.

The Board passed the following motion:

To end the Supervised Ministry Education of Huanyun (Julia) Ye at Westmount United Church, Orillia effective immediately for the following reasons:

1. The Community of Faith is not able to provide a learning environment
2. The Community of Faith has broken its Covenant
3. The LST (Lay Supervision Team) has disbanded

We express our support for Julia in this time as well as our concern about the suitability of Westmount United as a SME site for any future students.

Sincerely,

Rev. O'Connell

The Rev. Cynthia O'Connell
Chair, North and Central Ontario Candidacy Board

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

**Minutes of a meeting of the
Pastoral Relations Commission
Tuesday, May 21, 2024**

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, May 21, 2024 by Zoom video conference. The meeting began at 9:00 a.m.

Present: Donna Bowman-Woodall (ordered); Todd McDonald (staff); Andrew Comar (ordered); Barbara Hendren (lay); William Haughton (ordered); Liz Mackenzie (ordered); Beth Moore (lay); Lawrence Nyarko (ordered); Robin Pilkey (lay);

Regrets: Paul Stott; Sung-Ran Kim; Deirdre Lawrence

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 Andy Comar / Beth Moore SW PRC 2024-05-21-01
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 Lawrence Nyarko / Will Haughton SW PRC 2024-05-21-02
that the minutes of the April 30, 2024 meeting of the commission be approved.

MOTION

CARRIED

Ordinand/Commissionand/Admittands Requirements Motion

MOTION by Robin Pilkey / Lawrence Nyarko SW PRC 2024-05-21-03
that the Pastoral Relations Commission approve the following ordinands /
admittands as having met the appointment/call/employment requirements for
ordination/commission/admission at the June 8, 2024 Shining Waters Celebration
of Ministry service:

Laura Gallagher-Doucette - to be ordained into her current appointment
(September 1, 2022 – August 31, 2024) as minister at Runnymede Pastoral
Charge.

Krista Marie Moore - to be ordained into her call beginning June 9, 2024 as
minister at Churchill-Gilford Pastoral Charge.

William Richard Gardner – to be ordained into his call beginning July 1, 2024
as minister at Nobleton-Schomberg Pastoral Charge.

Christopher Fraser – to be ordained into his call beginning June 9, 2024 as
minister at Parkdale Pastoral Charge.

Andrea Wheaton– to be ordained into her call beginning July 1, 2024 as minister
at Burton Avenue Pastoral Charge.

Robert Murdock - to be commissioned into his call beginning June 9, 2024 as
minister at Stroud: St. James Pastoral Charge.

Néstor Medina - to be admitted into his current employment position as
Associate Professor of Religious Ethics and Culture, at Emmanuel College.

Jason Byassee - to be admitted into his current appointment (January 1, 2024 –
December 31, 2026) as minister at Timothy Eaton Memorial Pastoral Charge.

MOTION

CARRIED

Omnibus Motion

MOTION by Liz Mackenzie / Beth Moore SW PRC 2024-05-21-04
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 **Janet Smith Zenwirt**, ordained minister at **St. Mark's**

Pastoral Charge (Toronto) effective July 10, 2024 and gives thanks for her ministry.

b) **Calls**

... concurs with the request of **St. Andrew's Pastoral Charge (Toronto)** and approves the call to **Morgan Bell**, ordained minister, beginning June 1, 2024, part time based on 30 hours per week with the following terms for category A and Cost of Living Group Assignment 5: Salary \$70,969 (pro-rated \$53,226.75) per annum, salary in addition to the minimum 54.06% per annum of \$38,365.84 (pro-rated \$28773.25) for a total salary of \$109,334.84 (pro-rated \$82,000) per annum, basic telephone \$1200 per annum, Continuing Education and Learning Amount \$1750 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 **Thornhill Pastoral Charge (Thornhill)** and approves the provisional call to **Mini Choi**, ordained minister, beginning June 1, 2024, full time based on 40 hours per week with the following terms for category A and Cost of Living Group Assignment 5: Salary \$70,969 per annum, salary in addition to the minimum 2.77% per annum of \$1966.00, for a total salary of \$72,935 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 call does not require an act of covenant.

... concurs with the request of **Newmarket: Trinity Pastoral Charge (Newmarket)** and approves the call to **Sydney Elias**, ordained minister, beginning July 1, 2024, full time based on 40 hours per week with the following terms for category F and Cost of Living Group Assignment 6: Salary \$86,722 per annum, salary in addition to the minimum 10 % per annum for a total salary of \$95,394.20, basic telephone \$1000 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 call does require an act of covenant.

... concurs with the request of **Parkdale Pastoral Charge (Toronto)** and approves the provisional call to **Christopher Fraser**, ordained minister, beginning June 9, 2024, part time based on 28 hours per week with the following terms for category A and Cost of Living Group Assignment 5: Salary \$70,969 (pro-rated \$49,678.30) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1640 (pro-rated \$1148) 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 **Churchill - Gilford Pastoral Charge (Thornhill)** and approves the provisional call to **Krista Moore**, ordained minister, beginning June 9, 2024, full time based on 40 hours per week with the following terms for

category A and Cost of Living Group Assignment 5, with use of manse: Salary \$42,635 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 call does not require an act of covenant.

c) **Appointments**

... concurs with the request of **St. Paul's Scarborough Pastoral Charge (Toronto)**, and appoints **James Keenan**, intentional interim minister, from September 1, 2024 to September 1, 2026, full-time based on 40 hours per week, with the following terms for category F and Cost of Living Group Assignment 5: Salary \$80,562 per annum, salary in addition to the minimum of \$12,268, for a total salary of \$92,830, 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.1.3.9* this appointment does require an act of covenant.

... concurs with the request of **Kingston Road Pastoral Charge (Toronto)**, and re-appoints **Debra Schneider**, retired ordained minister, from May 1, 2024 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 \$80,562 (pro-rated \$40,281) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1640 (pro-rated \$820) per annum, and all other terms according to *The Manual I.2*, and that in accordance with *The Manual I.1.3.9* this re-appointment does not require an act of covenant.

... concurs with the request of **Coldwater-Eady Pastoral Charge (Coldwater)**, and re-appoints **Bruce Sweet**, retired ordained minister, from July 1, 2024 to June 30, 2027, 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.1.3.9* this re-appointment does require an act of covenant.

MOTION

CARRIED

Report from Staff

Staff reported in on work they are doing:

a) Liaisons

There were no liaisons appointed by staff.

b) Pastoral Charge Supervisors

The following pastoral charge supervisors were appointed by staff:

Warren McDougall is appointed at Thornhill Pastoral Charge.

John Joseph Mastandrea is appointed at Saint Luke's Pastoral Charge, Toronto.

Norm Seli is appointed at Ebenezer Pastoral Charge,

James Keenan is appointed to Westmount Pastoral Charge, Orillia

c) Flourish Updates: no report

Equity Project Goal and Plan Rubric update

Will provided a brief update of the negotiation handbook for ministry personnel, which is in progress by the Equity Task Group. They've built upon a 2015 document, "A Guide to Compensation," reworking it to focus it from a minister's perspective. The draft is currently under review by the Equity Task Group members and will be shared with the commission at an upcoming meeting.

New Ministers Luncheon at the Regional Meeting

Robin and Eun-Joo Park will be leading this time together with new ministers to the region on June 7, 2024 at North Bramalea United Church in conjunction with the regional meeting.

Nominations - A Time of Discernment

Todd reported that the terms of the following members of the Pastoral Relations Commission will end on June 18, 2024, according to the SWRC Nomination policy: Donna Bowman-Woodall, Andrew Comar, Liz Mackenzie and Paul Stott.

Donna Bowman-Woodall discussed the responsibilities of the chair position and encouraged other commission members to consider taking on the role of chairperson for the Pastoral Relations Commission, which include:

- Offers/arranges opening prayer and closing prayer

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- The chairperson oversees the creation of the agenda with staff support
- Writes an annual report and represents the Commission at the Regional Meeting of Shining Waters
- Chairs the monthly Zoom meetings and in person meeting(s)
- Supports and advises staff as needed, usually by email

Todd will provide terms for remaining commission members at the next meeting. New members will be invited to the June 18 PRC meeting and orientation in August. An Equity Advocate and a member for the Equity Task Group need appointing. Donna suggested for the future to keep track of end-of-terms and recommend to nominations suitable replacements.

The commission members expressed their gratitude for the tremendous contributions each of these members have made to the work of the Pastoral Relations Commission.

Next Meeting

The next meeting of the Pastoral Relations Commission will be held by Zoom video conference on Tuesday, June 18, 2024, at 9:00 a.m.

End of Meeting

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

Donna Bowman Woodall
Chair

Donna Rutz
Note taker

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

**Minutes of a meeting of the
Pastoral Relations Commission
Tuesday, June 18, 2024**

The Pastoral Relations Commission of Shining Waters Regional Council met on Tuesday, June 18, 2024 by Zoom video conference. The meeting began at 9:00 a.m.

Present:

Donna Bowman-Woodall (ordered); Todd McDonald (staff); Andrew Comar (ordered); Barbara Hendren (lay); Sung-Ran Kim (ordered); Beth Moore (lay); Lawrence Nyarko (ordered); Liz Mackenzie (ordered); Kim Uyede-Kai (staff)

Regrets: Deirdre Lawrence, William Haughton, Robin Pilkey, Paul Stott

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 acknowledged the indigenous territory that they found themselves on. She opened with a blessing from Joyce Rupp called *Magnificat to the God of Dawn*.

Agenda

MOTION by Barbara Hendren / Andrew Comar SW PRC 2024-06-18-01
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 / Liz Mackenzie SW PRC 2024-06-18-02
that the minutes of the May 21, 2024 meeting of the commission be approved.

MOTION

CARRIED

Omnibus Motion

Todd noted that call/appointment salary amounts over the minimum can either be a cash amount or a percentage over. Currently, the online form allows recording a cash amount in full but will reject a percentage if there is a decimal used. When a cash amount is used, the community of faith only has to pay that fixed amount regardless of future increases in the minimum. However, with a percentage, the payment adjusts with the minimum, ensuring the original agreement is maintained.

The Pastoral Relations Ministers (PRMs) are contacting communities of faith that used cash amounts, and asking them to calculate as percentages instead for long-term consistency. The communities of faith confirmed this was their intention, but the online form had aforementioned issues. Todd will consult with Deb Kigar, our ChurchHub specialist, about fixing the form, and until then, PRMs will keep addressing the issue with communities of faith using cash amounts.

Liz suggested that the intended percentage be included in the notes section of the online form, until that fix can happen. It would be clear and there is never any question down the line when the minister renegotiates with the community of faith. Todd noted that the PRMs could also add these notes to the online form.

MOTION by Liz Mackenzie / Barbara Hendren SW PRC 2024-06-18-03
that the Pastoral Relations Commission take the following actions:

a) **Calls**

... concurs with the request of **St. Andrew's Pastoral Charge (Toronto)** and approves the call to **Jeffrey Crittenden**, ordained minister, beginning October 1, 2024, full time based on 40 hours per week with the following terms for category F and Cost of Living Group Assignment 6: Salary \$80,562 per annum, salary in addition to the minimum of \$68,938, for a total salary of \$149,500, basic telephone \$1200 per annum, Continuing Education and Learning Amount \$8000 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 **Runnymede Pastoral Charge (Toronto)**, and approves the call to **Laura Gallagher-Doucette**, ordained minister, beginning July 1, 2024, full-time based on 40 hours per week, with the following terms for category A and Cost of Living Group Assignment 5: Salary \$70,969 per annum, salary in addition to the minimum of \$13,031, for a total salary of \$84,000, basic telephone \$1000 per annum, Continuing Education and Learning Amount \$2473 per annum, and all other terms according to *The Manual* I.2, and that in accordance with *The Manual* I.1.3.9 this call does not require an act of covenant.

... concurs with the request of **Bala-Port Carling Pastoral Charge (Bala)**, and approves the call to **Ceri Rees**, ordained minister, beginning June 2, 2024, full-time based on 40 hours per week, with the following terms for category F and Cost of Living Group Assignment 4: Salary \$75,385 per annum, salary in addition to the minimum of 3 % per annum or \$2,261.55, for a total salary of \$77,646.55, 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.1.3.9 this call does not require an act of covenant.

b) **Appointments**

... concurs with the request of **Unionville: Central Pastoral Charge (Unionville)**, and appoints **James Clubine**, retired ordained minister, from July 1, 2024 to October 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 \$80,562 per annum, salary in addition to the minimum of \$20,258, for a total salary of \$100,820, basic telephone \$1000 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.1.3.9 this appointment does not require an act of covenant.

... concurs with the request of **Northlea Pastoral Charge (Toronto)**, and appoints **Kerri Hagerman**, ordained minister, from May 27, 2024 to September 1, 2024, part-time based on 20 hours per week, with the following terms for category B and Cost of Living Group Assignment 5: Salary \$72,886 (pro-rated \$36,443) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1640 (pro-rated \$820) per annum, and all other terms according to *The Manual* I.2, and that in accordance with *The Manual* I.1.3.9 this appointment does not require an act of covenant.

... concurs with the request of **Kingston Road Pastoral Charge (Toronto)**, and appoints **Lauren Hodgson**, ordained minister, from June 3, 2024 to June 3, 2025, full-time based on 40 hours per week, with the following terms for category E and Cost of Living Group Assignment 5: Salary \$78,664 per annum, salary in addition to the minimum of \$23,120, for a total salary of \$101,764, 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.1.3.9 this appointment does require an act of covenant.

... concurs with the request of **Alpha Korean Pastoral Charge (Toronto)**, and re-appoints **Dong-Chun Seo**, retired ordained minister, from September 1, 2024 to June 30, 2025, part-time based on 20 hours per week, with the following terms for category F and Cost of Living Group Assignment 5: Salary \$80,562 (pro-rated \$40,281) per annum, basic telephone \$800 per annum, Continuing Education and Learning Amount \$1640 (pro-rated \$820) per annum, and all other terms according to *The Manual* I.2, and that in accordance with *The Manual* I.1.3.9 this re-appointment does not require an act of covenant.

... concurs with the request of **Home Pastoral Charge (Brampton)**, and re-appoints **Grant Williams**, ordained minister, from July 1, 2024 to December 31, 2024, part-time based on 10 hours per week, with the following terms for category F and Cost of Living Group Assignment 5: Salary \$80,562 (pro-rated \$20,140.50) per annum, salary in addition to the minimum of 10 % per annum or \$8056.20 (pro-rated \$2014.05), for a total salary of \$88,618.20 (pro-rated \$22,154.05), 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.1.3.9 this re-appointment does require an act of covenant.

c) **Voluntary Associate Minister Relationship**

... concurs with the request of **Islington Pastoral Charge (Toronto)** and **Ruth Noble** to enter a Voluntary Associate Minister relationship, beginning June 18, 2024.

MOTION

CARRIED

2024-2025 PRC Meeting Schedule

Appendix A

Todd reviewed the upcoming commission meetings for the coming year, noting key dates:

- The October 29, 2024 joint in-person meeting with the Communities of Faith Commission, will be an all-day event at a location yet to be determined.
- The May 2025 PRC meeting will not need to be held earlier in the month due to the Candidacy Board's new policy requiring candidates to complete their 24-month Supervised Ministry Education (SME) before approval for ordination or commissioning. Todd explained that most candidates start their SME in September, and therefore they would not be ready for a spring regional meeting Celebration of Ministry service. Discussions are under way at the Executive level on how to accommodate this new policy, by potentially moving the celebration to the fall.
- The June 24, 2025 PRC meeting will likely be an all-day event for extensive policy review, making in-person attendance important. Also, expect a major report from the Equity Group as they come to the end of their three-year work plan.

Concern was expressed that the new Candidacy Board policy could negatively impact admittands who have been approved but face delays due to the shift in the Celebration of Ministry Service. This delay might affect their work permits or ability to maintain permanent residency status. It was asked if these concerns could be communicated back, perhaps with an email to the Office of Vocation level. Todd to follow up.

There was a question about how this policy change would affect other regions. Todd explained that moving the celebration of ministry service from spring to fall would reduce

the heavy strain on staff who support both the CSRC and SWRC meetings, allowing them time to recover.

Report from Staff

Staff reported in on work they are doing:

a) Liaisons

The following liaisons were appointed by staff:

Lynella Reid-James is appointed to St. Mark's Pastoral Charge (Toronto).

Daniel Benson is appointed to Cummer Avenue Pastoral Charge (Toronto).

Todd McDonald is appointed to McKellar Dunchurch Pastoral Charge (Parry Sound) for a potential change in the terms of the pastoral relationship.

b) Pastoral Charge Supervisors

The following pastoral charge supervisors were appointed by staff:

Gloria Tozek appointed to Unity Pastoral Charge (Midland), appointment to start August 1, 2024

Heather Stevenson and Emma Pipes, appointed to Palgrave Pastoral Charge (Caledon) (Lay led congregation), to start July 1, 2024.

Debbie Johnson appointed to Heart Lake Pastoral Charge (Brampton), appointment to start July 1, 2024.

Don Gibson appointed to St. Paul's Scarborough Pastoral Charge (Toronto), appointment to start July 1, 2024 – August 31, 2024.

Brian Stevens appointed to Kimbourne Park Pastoral Charge (Toronto), appointment to start August 1.

Catherine Hions appointed to Toronto Chinese Pastoral Charge (Toronto), appointment to start July 1, 2024.

c) Flourish Update

Todd reported on the November 6, 2024 Minister's Day Away to be held at Jubilee United Church, noting that HaNna Park and Min-goo Kang will co-lead the day with Kai Andrews as musician.

Equity Project Goal and Plan Rubric Update

Appendix B

Liz Mackenzie presented her report and updated the Commission on the following:

Negotiating Compensation Guide for Ministry Personnel within Shining Waters Regional Council – The first draft was reviewed at their last meeting, with feedback and editing suggestions provided. They thanked Will for his work on it. Once the content is finalized, there is some budget available so they plan to hire a graphic designer to polish and format it professionally. After their next meeting in September for a final review of the content, the goal is to complete it by January 2025. Next step would be to hold a workshop on negotiation with ministry personnel, using the guide as a resource. March – May timeline for potential workshop date.

June 7, 2024 New Minister's luncheon at the SWRC Regional Meeting – The luncheon went smoothly and was well received. Thanks were given to Robin and Eun-Joo for organizing it. Many commission members, along with the region's President and Executive Minister, attended, showing a strong commitment to welcoming new ministers and helping them make connections.

The Task Group will be meeting with the pastoral charge liaisons on Friday, September 20, 2024, to report on their findings on equity issues. For more details on plans for September to December 2024, see the attached Equity Goal and Plan Rubric (Appendix B)

What happens when we've completed our 2022-2025 goals? the Equity Task Group will focus on planning for the next three years in 2024/2025. They will revisit the Equity Research Project to identify other important recommendations to focus on. They will also consider succession planning for the group's future work.

Succession Planning Discussion

There was a discussion about succession planning for the Commission, with Donna highlighting concerns about upcoming departures. She stressed the importance of current members finding and suggesting suitable replacements as they understand the work. Todd added that when a commission member's term ends, many will move on to another ministry, however it is fine to take a year off and come back later if you find the work fulfilling. It doesn't have to be the end. Currently, there are no new members named from the nominations committee. The Commission can have 6-10 members, so with 4 leaving, there are still 7. If no additional members are added, attendance and quorum could become an issue.

It was suggested that the Commission communicate the need for 1-2 extra members and keep this as an ongoing item. Commission members will reach out to potential new members but also put it to the Nominations Committee so it is on their radar as well. Donna suggested that the new chair follow up with this work.

It was suggested contacting new regional members to see if they have past experience and might be interested in joining. With 2025 bringing new training and recruitment efforts, it is important to actively recruit and network, including at events like November's Ministers Day Together. It was also suggested to look back in minutes and see if there are any old commission members that might want to return to the work.

Terms for PRC Members

	Mid-term	Eligible for re-election	Not eligible for re-election	Vacancies
Pastoral Relations (chair + 6 -10 members)	William Haughton (2 nd term) Barbara Hendren (2 nd term) Robin Pilkey (2 nd term) Deirdre Lawrence (1 st term) Beth Moore (2 nd term) Lawrence Nyarko (2 nd term)	Sung Ran Kim	Andrew Comar Donna Bowman-Woodall Elizabeth Mackenzie Paul Stott	4

- William Haughton (ministry personnel) (second term ending 2025)
- Barbara Hendren (lay member) (second term ending 2025)
- Robin Pilkey (lay member) (second term ending 2025)
- Deirdre Lawrence (lay member) (first term ending 2025)
- Beth Moore (lay member) (second term ending 2026)
- Lawrence Nyarko (ministry personnel) (second term ending 2026)
- Sung Ran Kim (ministry personnel) (second term ending 2027)

From the Nominations policy: The term will be three years with a renewal for one term. After a one-year hiatus, an individual may be elected again.

Appointment of Liz Mackenzie to the Equity Task Group

MOTION by Andrew Comar /Lawrence Nyarko SW PRC 2024-06-18-04 that the Pastoral Relations Commission appoint M. Elizabeth Mackenzie to the Equity Task Group.

MOTION
Abstain: Liz Mackenzie

CARRIED

Notice of Appointment of Equity Advocate for PRC

Appendix C

Liz had agreed to be the Equity Advocate for the PRC until the end of December, however at that time was unaware that her term on the commission was ending July 2024. A new Equity Advocate will need to be appointed at the August 27, 2024 commission meeting. See Appendix C for Position Description.

Electing New Chairperson for Pastoral Relations Commission

MOTION by Liz Mackenzie /Barbara Hendren SW PRC 2024-06-18-05
that Lawrence Nyarko be the new chairperson of the Pastoral Relations
Commission effective June 19, 2024.

MOTION

CARRIED

Gratitude and Farewell

The commission members went around the circle and expressed gratitude for each of those who would no longer be members of the PRC: Donna Bowman-Woodall, Andy Comar, Liz Mackenzie and Paul Stott.

Next Meeting

The next meeting of the Pastoral Relations Commission will be held by Zoom video conference on Tuesday, August 27, 2024, at 9:00 a.m.

End of Meeting

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

Donna Bowman Woodall
Chair

Donna Rutz
Note taker

APPENDIX A – 2024-2025 PRC Meeting Schedule

**Shining Waters Pastoral Relations Commission
Meeting schedule 2024/2025**

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

August 27, 2024

September 24, 2024

October 29, 2024 (9:30 am - 3 pm) An in-person joint meeting with the Community of Faith Commission location TBD

November 26, 2024

December 17, 2024

January 28, 2025

February 25, 2025

March 25, 2025

April 29, 2024

May 27, 2025 (It is proposed that the Celebration of Ministry service be moved to the Fall 2025 – no need to meet earlier in May)

June 24, 2025 (in person all day meeting – location to be determined)

APPENDIX B - Equity Project Goal and Plan Rubric Report

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?
<p>A. Search Teams appoint an equity monitor for the team's work. The regional council to provide enhanced equity</p>	<p>Create PRC policy that incorporates all the equity items from the Plan into one Equity policy.</p> <p>A short paragraph created for what this equity monitor</p>	<p>Next policy review of all policies, to incorporate equity lens.</p> <p>Under Pastoral Relations website resources “Need</p>	<p>Equity Task Group and Staff</p> <p>1. Paragraph of responsibility description created by February 28,</p>

<p>training for the monitor. Key role for a monitor would be at the short-listing stage.</p>	<p>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>a New Minister” include a link to the Equity Policy.</p> <p>Forward paragraph to National church for Pastoral Relations handbook revisions.</p>	<p>2023 (Liz and Robin)</p> <ol style="list-style-type: none"> 2. Presentation to PR Liaisons at check in on February 17, 2023 by Liz and Robin. (See Guidelines for Search and Selection handbook, page 14 for format.) 3. Revised Draft of Equity Advocate to PRC mtg, March 28, 2023 <p>COMPLETE</p>
<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</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</p>	<p>Mechanism for receiving feedback from the liaisons on the equity work in this area. Could use liaison check-ins for this.</p>	<p>Will Haughton and Paul Stott, with staff support</p> <ol style="list-style-type: none"> 1. Position Description consultation with PR Liaisons on February 17 by Paul and/or Will 2. Final revisions to sample Position descriptions presented at March 28, 2023 meeting <p>COMPLETE</p>

<p>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>have equity statement included.</p>		
<p>C. The Pastoral Relations Commission will provide an update(s) to the Communities of Faith Commission on our equity work and invite them to consider asking congregations to include an equity lens in their Living Faith Stories.</p>	<p>To share our learning with the CFC, possibly with a shared meeting or send a few reps from our commission to the CFC</p> <p>Raise this issue on October 25, 2022 to hear what both Commissions have done.</p>	<p>Offer to collaborate with Communities of Faith Commission on updated document on writing Living Faith Stories</p>	<p>Paul and Will (1 year goal) – presentation on October 25, 2022 COMPLETE</p>
<p>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.</p>	<p>Comprehensive Training of the Pastoral Relations Liaison (February 4-5, 2022)</p>	<p>We will have reviewed the training and implemented another round of training for the new liaisons.</p>	<p>Staff COMPLETE</p>

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.

<p>Provide support, connection and accompaniment to equity seeking ministry personnel</p>	<p>Where do we want to be after one Year?</p>	<p>Where do we want to be after three years?</p>	<p>Who is responsible?</p>
<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>Equity Task Group is currently reviewing the 2016 Ministry Personnel Compensation handbook:</p> <ul style="list-style-type: none"> • Copyright: Do we have permission to revise this handbook for SWRC purposes Yes, the UCC has given permission: include this - “Adapted with permission from The United out of print”). • UCC Yearbook Statistics: no longer available in book form or online. Can SWRC post the stats so can be included in Negotiation Handbook? Discussion with Executive Minister ongoing

		<p>Workshop include how a minister can compare what previous ministers was compensated using Yearbook; YouTube video with role playing</p>	<ul style="list-style-type: none"> • William will draft a version of the handbook • Leads: Liz and William <p>Completion Goal: January 2025</p> <p>Negotiation Workshop for Ministry Personnel: PRM, Equity Task Group</p> <ul style="list-style-type: none"> • Need to have Negotiation handbook complete and posted on SWRC website • Proposal to SWRC AGM 2025 for General Council re making UCC Statistics available again. <p>Completion Goal: March April or May 2025</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 check-ins with the M&P</p>	<p>Pastoral Relations Minister: Dale Hildebrand is introducing this at the January 24, 2024 M&P Check in COMPLETE</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 COMPLETE</p> <p>Todd, during Liaison check-in COMPLETE</p> <p>Request to Peter from PRC or planning Team</p> <p>Hold a meet and greet at the 2024 AGM</p> <ol style="list-style-type: none"> 1. Can the lunch hour on Friday of the AGM be longer to accommodate a meet and greet for new MP? <p>Yes, a welcome lunch can be held 12 noon to 1:30 p.m. on Friday, June 7, 2024 The Green Room at North Bramalea United has</p>
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			<p>been booked and lunch will be delivered and served in the Green Room.</p> <p>Eun-Joo Park will be staff support for the Welcome Lunch</p> <p>Tables: seating for geographic areas (Eun-Joo set up)</p> <p>A sheet with SWRC volunteer positions to gather interests of participants. Pass on results to Nominations Committee</p> <p>Draft Outline:</p> <ul style="list-style-type: none"> a. Introductions and name tag -Executive Minister, President of SWRC and Chair of PRC to greet b. Enjoy lunch and conversation <p>COMPLETE</p>
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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?
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<p>A. Ensure at least one member of the PR Commission is a PR liaison (Policy change).</p>	<p>We currently have three members who are pastoral relations liaisons. This should be shared with the Nominations Committee for the future.</p>		<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> <p>Executive Approved,</p> <p>COMPLETE</p>
<p>B. Annually, at a quarterly Pastoral Relations liaison gathering, liaisons will come prepared to report on any equity issues they are</p>	<p>This should be added to the liaison check in agenda.</p> <p>Report could come to the June</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</p>

<p>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>2023 in person PRC meeting.</p>		<p>from PRC to report.</p> <p>Equity Task group to meet with PR Liaisons to explore equity issues on Friday September 20.</p>
<p>C. PR Commission appoint an equity advocate 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 Monitor Advocate role description for PRC COMPLETE</p> <p>Need an appointed Equity Advocate</p>

APPENDIX C – Equity Advocate Role Description - PRC

Equity Advocate Role Description – Pastoral Relations Commission

Why is the Pastoral Relations Commission (PRC) asking for an Equity Advocate from among its members? In 2021, the Commission commissioned a research project to hear from equity seeking ministers about their experiences of pastoral relations processes in Shining Waters Regional Council (SWRC). We heard that an Equity Advocate appointed from within the Pastoral Relations Commission could encourage the Commission members to use an equity and anti-racist lens in their decision making. Sometimes, a little encouragement is all we need.

Is there special training for an Equity Advocate? Not necessarily. If the appointed Equity Advocate requests more training, the regional council will support them. The Equity Advocate should have some equity/anti-racism training and familiarity with identifying systemic barriers/systemic discrimination that can adversely affect the pastoral relations experience of equity-seeking ministry personnel.

What is an Equity Advocate being asked to do?

- Consults with the PRC chairperson regarding additional equity training/resources that might be helpful to the role as Equity Advocate or for the Commission as a whole.
- Ensures equity considerations are intentionally discussed at Commission meetings and policy discussions. This includes assessing and actively raising equity considerations in PRC decision-making regarding pastoral relations processes with particular attention to systemic inequalities regarding terms and conditions of appointments/calls and other PR processes.
- Reviews and ensures any information/concerns/questions from PR Liaisons are passed on to the PRC.
- Annually reviews the PRC Equity Project Goal and Plan, identifies potential barriers to equity-seeking ministry personnel in current PRC polity/process; and, makes suggestions for changes in PRC polity/process that could eliminate systemic barriers/discrimination for equity-seeking ministry personnel
- With the input of PRC Chair and members, identifies any needed changes to remove barriers/systemic barriers for equity-seeking ministry personnel in denominational PR polity/processes, and communicates these suggested changes/areas of concern to denominational staff with responsibility for PR/Equity/Anti-Racism. This could include writing proposals that request changes to PR polity/procedures for SWRC and General Council.
- Serves as point of contact for equity-seeking ministry personnel and others for suggestions/feedback to PRC regarding its Equity Plan and Goals and equity questions/concerns about SWRC pastoral relations polity and processes.