

**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

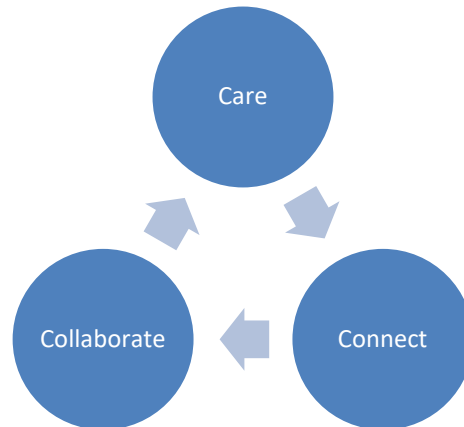
The Flourish Advisory Group met Thursday, December 14, 2023. The Advisory Group approved this vision for 2023–2025 to inform Flourish offerings:

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.

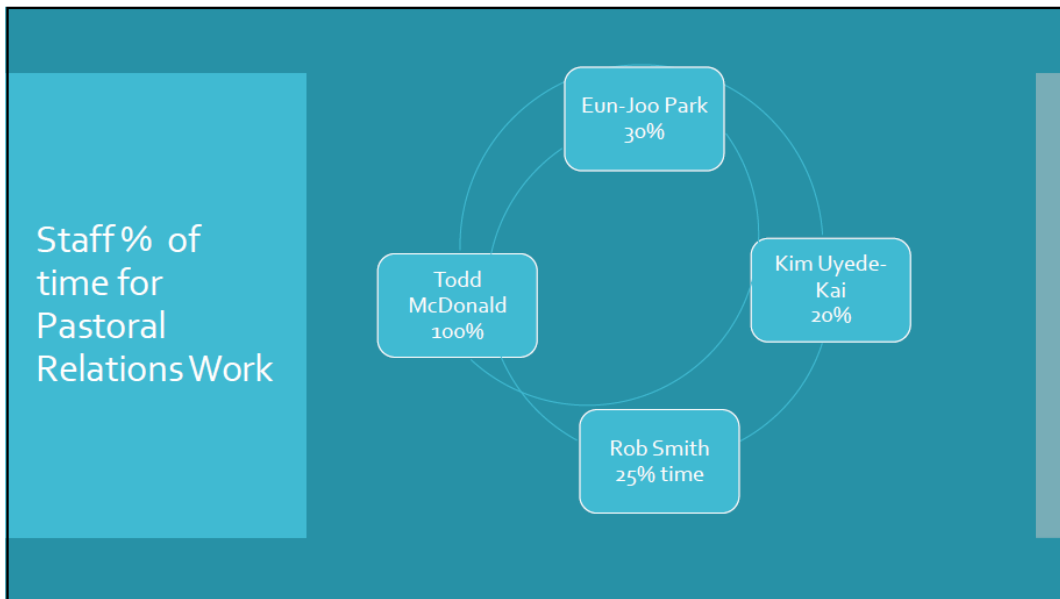
Donna Bowman-Woodall
Chair

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...

Staff Member	Location	PRM Response Areas
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 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 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>

