

**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.

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Donna Bowman Woodall  
Chair

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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.

<b>Enhance Equity Training</b>	<b>Where do we want to be after one Year?</b>	<b>Where do we want to be after three years?</b>	<b>Who is responsible?</b>
<p><b>A. Search Teams appoint an equity monitor for the team's work. The regional council to provide enhanced equity</b></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><b>training for the monitor. Key role for a monitor would be at the short-listing stage.</b></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"> <li>2. Presentation to PR Liaisons at check in on February 17, 2023 by Liz and Robin. (See Guidelines for Search and Selection handbook, page 14 for format.)</li> <li>3. Revised Draft of Equity Advocate to PRC mtg, March 28, 2023</li> </ol> <p><b>COMPLETE</b></p>
<p><b>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</b></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"> <li>1. Position Description consultation with PR Liaisons on February 17 by Paul and/or Will</li> <li>2. Final revisions to sample Position descriptions presented at March 28, 2023 meeting</li> </ol> <p><b>COMPLETE</b></p>

<p><b>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.</b></p>	<p>have equity statement included.</p>		
<p><b>C. The Pastoral Relations Commission will provide an update(s) to the Communities of Faith Commission on our equity work and invite them to consider asking congregations to include an equity lens in their Living Faith Stories.</b></p>	<p>To share our learning with the CFC, possibly with a shared meeting or send a few reps from our commission to the CFC</p> <p>Raise this issue on October 25, 2022 to hear what both Commissions have done.</p>	<p>Offer to collaborate with Communities of Faith Commission on updated document on writing Living Faith Stories</p>	<p>Paul and Will (1 year goal) – presentation on October 25, 2022 <b>COMPLETE</b></p>
<p><b>D. Create an enhanced equity training module for search team that can be used by PR liaison and the training module be reviewed annually at a Pastoral Relations liaison check in.</b></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 <b>COMPLETE</b></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><b>A. Interview/Negotiation: Pastoral Relations Commission provide a negotiation resource and post it to the website, and accompany the resource with a semi-annual workshop (one in north and one in the south or in partnership with United in Learning) for Ministry Personnel on how to negotiate.</b></p>		<p>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"> <li>• 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”).</li> <li>• UCC Yearbook Statistics: no longer available in book form or online. Can SWRC post the stats so can be included in Negotiation Handbook?</li> </ul>

		<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"> <li>• William will draft a version of the handbook</li> <li>•</li> </ul> <p>Leads: Liz and William</p> <p>Negotiation Workshop for Ministry Personnel: PRM, Equity Task Group</p> <ul style="list-style-type: none"> <li>• Need to have Negotiation handbook complete and posted on SWRC website</li> <li>• Proposal to SWRC AGM 2025 for General Council re making UCC Statistics available again.</li> </ul>
<p><b>B. A Supported Beginning: Provide an annual gathering of new arriving ministry personnel to SWRC for the purpose of orientation and relationship building.</b></p>		<p>Pastoral Relations Ministers also incorporate equity issues into their training and check-ins with the M&amp;P</p>	<p>Pastoral Relations Minister: Dale Hildebrand is introducing this at the January 24, 2024 M&amp;P Check in <b>COMPLETE</b></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 <b>COMPLETE</b></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"><li>1. Can the lunch hour on Friday of the AGM be longer to accommodate a meet and greet for new MP?</li></ol> <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"><li>a. Introductions and name tag -Executive Minister, President of SWRC and Chair of PRC to greet</li><li>b. Enjoy lunch and conversation</li></ul>
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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><b>Grow equity within pastoral relations policy and practice within Shining Waters Regional Council</b></p>	<p><b>Where do we want to be after one Year?</b></p>	<p><b>Where do we want to be after three years?</b></p>	<p><b>Who is responsible?</b></p>
<p><b>A. Ensure at least one member of the PR Commission is a PR liaison (Policy change).</b></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><b>COMPLETE</b></p>
<p><b>B. Annually, at a quarterly Pastoral</b></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><b>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.</b></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><b>C. PR Commission appoint an equity advocate from its membership to raise equity issues for the Commission.</b></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  Liz will revise the Equity Monitor Advocate role description for PRC  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



The flyer features a group photograph of diverse individuals at the top. Below the photo is the event title and a call to action. The background is a gradient of blue and orange with abstract patterns. The text is arranged in a structured layout with clear headings and bullet points.

**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**



## 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.