

**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](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.

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Donna Bowman Woodall  
Chair

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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