

**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.

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? 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.