

Prairie to Pine Regional Council – The United Church of Canada
PASTORAL RELATIONS COMMISSION
MINUTES
April 9, 2019 (Conference Call)

PRESENT

Chair: Mary Best

Members: Diane Gillis
Linda Paul
Aileen Urquhart
Harold Kenyon

Corresponding Secretary & Member: Elsie Douglas

Pastoral Relations Minister: Judy Hare

Administrative Support Staff: Cherry Abad

Corresponding Member: Kristin Woodburke

OPENING

Mary Best opened the meeting at 10: 00 a.m. and Aileen Urquhart offered prayer and reflection on celebration of the “Pine” portion of Prairie to Pine Region 5 (scripture and prayer related to trees, Tree of Life).

AGENDA

We agreed that the agenda be approved as circulated.

CORRESPONDENCE

Sent:

- Forms to various parties including GCO (General Council Office) for upload in Personnel Files
- Forms related to immigration for Noel Suministrado;
- Renewal of Appointment forms and process to all relevant Pastoral Charges

Received at Regional Office:

1. Ministry Profile documents, Financial Viability Review, Financial Statement Year-end 2018, Pastoral Charge minutes of March 31, 2019 for St. Paul’s United Church, Beausejour
2. Ministry Profile documents, Financial Viability Review, Financial Statement Year-end 2018, Pastoral Charge minutes of _____ for Neepawa Pastoral Charge
3. Email from Janet Loney re: resignation as Pastoral Charge Supervisor for Atikokan (March 23,2018)
4. Membership of Transition Team for Prairie Spirit IM (Interim Ministry) from Patrick Woodbeck (04-04-19)
5. Email from Committee on Community of Faith Support Chair Heather Lea, re: The Pas (04-03-19)
6. Minutes of Committee on Lay Ministry/Lay Leadership Support and Community of Faith Support (03-29-19)
7. Contract from EDGE for Kildonan United Church (J.8) (03-20-19)
8. Invoice from EDGE for J.8 Work (03-20-19)
9. Email exchanges with Michelle Smith re: M & P trainings (latest one 03-21-19)

10. Email from Barb Jardine notification of retirement effective June 1, 2019 (03-29-19)
11. Email from Deborah Murray notification of retirement effective July 1, 2019 (03-27-19)
12. Email from Marc Whitehead requesting change in Pastoral Relations from North Kildonan United Church effective June 30, 2019 (03-30-19)
13. Email from Barb Holms, Hillsview Pastoral Charge requesting withdrawal of vacancy (03-26-19)
14. Email from Oak Lake Griswold Pastoral Charge requesting withdrawal of vacancy (03-26-19)
15. Email from Elaine Madill, St. Andrew's Swan River, re: Ministry Profile (02-22-19 E)
16. Letter from Jean Thorpe, re: sabbatical for Gordon Taylor and Pastoral Charge Supervisor (April 24-August 11, 2019) letter
17. Email from Fort Garry United Church, re: sabbatical for Min Goo Kang- no Pastoral Charge Supervision required Bettina Allen (03-21-19)
18. Email from Crescent Fort Rouge United Church-Winnipeg for Pastoral Charge Supervisor effective May 1, 2019
19. Email regarding long term disability for Patricia Chabluk (03-29-19 effective April 08, 2019???)
20. Email from Betty Kelly, Nominations, re: Pastoral Charge Supervisors (04-06-19)
21. Email, re: Covenanting Service, May 5, 2019 at 7:00 p.m. at Deloraine-Melita-Tilston- Regional Rep required, 03-26-19
22. Email from Cheryl McKitrick, Rock lake Pastoral Charge Search Committee, re: access to available ministers list (04-04-19)
23. Email, re: concern around ministry personnel access to available positions list **
24. Email from Deb Kigar, re: ChurchHub training
25. Email from Shannon McCarthy, re: rural ministry consultation (04-03-19)
26. Email from E.L.C.I.C. (Evangelical Lutheran Church in Canada) Bishop, Rev. Jason Zinko re: Thompson (04-06-19)
27. Financial Viability and minutes of March 31, 2019 meeting from St. Andrew's River Heights
28. Record of Call for Marc Whitehead to Crescent Fort Rouge United Church-Winnipeg
29. Record of Provisional Call from Stonewall United Church
30. Record of Provisional Call for Donald Schau to Atlantic Garden City-Winnipeg
31. Record of Call or Appointment forms received for: (save for processing until AFTER completion of Online Annual declarations)
 1. Karen Toole - Birds Hill
 2. Marianne Olfrey -Reston-Pipestone
 3. Paul DuVal - Steinbach United Church

4. Paul DuVal- Prairie Spirit
 5. Ken DeLisle – Prairie Spirit
 6. Gordon Fulford – Valley Pastoral Charge
 7. Sandra Rex – Glenboro
 8. Susan Tilleman – Grey Street ,WPG
 9. Stephen Wilson – Northminster, Flin Flon
 10. Jamie Bradshaw- Strathclair
 11. Beth McLean (Little Britain)
 12. Ilene Dowd (Dauphin)
32. Ministry Profile document with Financial Viability Review, minutes of Pastoral Charge meeting-St. Andrew's River heights, March 31, 2019

UPDATES (for information)

For the next 6 months it would be our hope that **liaisons** acting on behalf of the Pastoral Relations Commission **would send in an email by noon on the THURSDAY before the Pastoral Relations Commission meeting date (second Tuesday of each month) with updates related locations they are working in, related forms and any questions they have.** Liaisons will be sent a copy of the proposed agenda for each meeting; if they wish they CAN join the call as corresponding member of the Commission.

Those marked with an () are when updated reports are received from or conversations held with liaisons this month.*

Former Agassiz Area

- Miami (Search / .75 vacancy / reposted as one-point pastoral charge / application for consideration) – **Cathie Waldie**
- Carberry – (Search / reposted) ready to upload to ChurchHub – **Harold Kenyon**
- Rock Lake (Search for full-time/reposted in to new year) – Access to Available Ministers List– **Cathie Waldie**
- Neepawa–**Harold Kenyon**
- **Brookdale - _____**
- Roland (Search) – **Harold Kenyon**
- Cartwright (Ministry Profile) - waiting for them to appoint people to do Community Profile – **Maria Szabo Berces**
- Graysville (Ministry Profile) Student Supply completing – **Harold Kenyon**
- Gladstone (Ministry Profile) Student Supply completing- draft profile done for April 28 meeting – can **any liaison be available on phone/in person for that – email Judy please** - likely halftime position - **Kathy Platt**
- McKenzie Portage (Ministry Profile)- has met with committee -**Patrick Woodbeck**

Former Assiniboine Area

- Birtle-Miniota – (Search) withdrawal?
- Elkhorn (Ministry Profile) – not able to make contact – **should we ask**

CCOFS (Committee on Community of Faith Support) **to follow up???**

Heather Sandilands

- Hamiota (Search) **WAITING** for applications – **Mona Denton**
- Hartney-Lauder – (Search) appointment– **Cathie Waldie**
- Oak Lake (Search) –withdrawal? – **David Howell***
- **Oak River (Ministry Profile) – _____**
- Reston-Pipestone (Search/appointment in process) – **Heather Sandilands**
- *Rivers – (Search/halftime/ GAP appointment as of Feb 01/19) – **David Howell**
- *Souris (Search /"gap" appointment) – application received directly **David Howell**
- Wawanesa –Brandon Hills (Ministry Profile/ "gap" appointment) – **Heather Sandilands**

Former Cambrian Presbytery

- *Dryden (Search / ¾ vacancy) – **Aileen Urquhart**
- *Fort Frances (Knox) (Search) - **navigating the immigration system???** - **Aileen Urquhart**
- Sioux Lookout (Search) – **Elizabeth Brown**

Former Northland Presbytery

- Flin Flon (Search / gap appointment)- working out contact via technology- **Melanie Kauppila**
- **Pine River- ? _____**
- *Hillsview (Search) – request for withdrawal- **Linda Buchanan**
- *Swan River (conversation with Hillsview before posting) – **Linda Buchanan**
- *Thompson - **JH received email from Bishop to set up time to talk about ministry needs and process soon** - **Elizabeth Brown**

Former Selkirk Presbytery

- *Cloverdale (Search) – **Carol Fletcher**
- *Niverville – (Search) Application under consideration – training of Search Committee this week - **Aileen Urquhart**
- *Steinbach (Search/ SME Learning Site approved/ requesting reappointment of "gap" for 10 hours per week) - **Mona Denton**
- St. Paul's-Beausejour (**Search**) - **Kristin Woodburke**

Former Winnipeg Presbytery

- Gordon King Memorial (Search) - **Mary Best***
- St. Andrew's –River Heights (Ministry Profile) gap appointment - **Mary Best**
- St. Mary's Road (Ministry Profile)– Student Supply completing- postponed congregational meeting to consider Ministry Profile - **Melanie Kauppila**
- Transcona Memorial (Ministry Profile) reduction in ministry time -draft

Community of Faith profile and financials ready to go to Governing Board – **Someone to review???** – **Kristin Woodburke**

- **North Kildonan- Patrick Woodbeck**

MATTERS FOR ACTION – MOTIONS

MOTION 2019 #14 (A-H)

MOTION: Aileen Urquhart / Elsie Douglas, that the Pastoral Relations Commission of Prairie to Pine Region of the United Church of Canada takes the following actions:

A. Minutes of the Prairie to Pine Pastoral Relations Commission – March 12, 2019

That the minutes of the meeting of Prairie to Pine Pastoral Relations Commission on March 12, 2019 be approved as circulated:

B. Accepting changes in Pastoral Relations

That the requests for a change in pastoral relations from the following be received and approved as appropriate:

- ***Marc Whitehead from North Kildonan United Church effective June 30, 2019***
- ***Barb Jardine from Forrest United Church and Rivers United Church for the purpose of retirement effective June 1, 2019 (end date of current appointments)***
- ***Deborah Murray from Stonewall United Church for the purpose of retirement effective July 1, 2019***

(We received notification that Dwight Rutherford began collecting pension in February, 2019)

C. Provisional Call to DONALD SCHAU at Atlantic Garden City-Winnipeg

Having received from Atlantic Garden City United Church, Winnipeg, minutes of the congregational meeting of March 31, 2019, report of the Search Committee, listing of reference checks, the Pastoral Relations Commission of the Prairie to Pine Region of the United Church of Canada approve the Call of DONALD SCHAU (Ordained Minister) to Atlantic Garden City United Church Pastoral Charge to a full-time ministry position based on 40 hours per week effective July 1, 2019, provisional on his ordination prior to the start date with the following terms:

- 1. Minimum salary at Category A and COL Group 3 for full-time \$52,811 per year***
- 2. Basic telephone for home (excluding long distance) \$ 420 per year***
- 3. Continuing Education \$1415 per year***
- 4. Three weeks of study leave within each pastoral year (July 1- June 30)***
- 5. Three consecutive months of sabbatical leave after five consecutive years***

6. ***One month vacation (including five Sundays) within each pastoral year***
7. ***Moving expenses based on reasonable estimates -Not Applicable***
8. ***Adequate administrative assistance defined as 20 hours per week***
9. ***Travel expense reimbursement (based on the current Minimum Salaries for Ministry Personnel document)***
10. ***Pension and benefits as assessed***
With the Pastoral Charge committing to remuneration through the Pastoral Charge Payroll Service (ADP # WOUZ)

D. *Provisional Call to Tammy Bleue at Stonewall United Church*

Having received from Stonewall United Church, Record of Call or Appointment form, minutes of the congregational meeting of April 7, 2019, listing of references checked that the Pastoral Relations Commission of the Prairie to Pine Region of the United Church of Canada approve the Call of TAMMY BLEUE (Diaconal Minister) to Stonewall United Church to full-time ministry position based on 40 hours per week effective July 1, 2019, provisional on her commissioning prior to the start date with the following terms:

1. ***Minimum salary at Category A-COL 3 for full-time at \$52,811.00 per year***
2. ***Additional salary relative to minimum salary expressed as dollar amount of \$1,500 per annum.***
3. ***Home Internet and Cell Phone at a maximum of \$720 per annum (\$60.00 per month)***
4. ***Continuing Education Allowance of \$1415.00 per year***
5. ***A minimum of three weeks of study leave each pastoral year (July 1-June 30) including Sundays.***
6. ***A minimum of three consecutive months of sabbatical leave after five consecutive years of service to the pastoral charge.***
7. ***A minimum of 5 weeks' vacation (including 6 Sundays) within each pastoral year.***
8. ***Adequate administrative assistance defined as 15 hours per week.***
9. ***Additional terms:***
Additional one week of vacation including Sunday per pastoral year

With the Pastoral Charge committing to remuneration through the Pastoral Charge Payroll Service (ADP # J32A)

E. *Approved Ministry Profile for St. Paul's United Church, Beausejour*

Having received from St. Paul's United Church, Beausejour, Ministry Profile documents, Financial Viability Review, Financial Statement Year-end 2018, minutes of a pastoral charge meeting on March 31, 2019, the Pastoral Relations Commission of the Prairie to Pine Region of the United Church of Canada approve the commencement

of the Search process and the posting of the ministry profile for a halftime ministry position (20 hours per week) for an Ordained, Diaconal or Designated Lay Minister on the St. Paul's United Church, Beausejour, effective July 01, 2019 with the following terms:

- 1. Salary up to Category F – COL 2 (\$28,894.50 per year) (\$2,407.88 per month)*
 - 2. Additional salary relative to minimum salary expressed as a percentage 5% per year*
 - 3. Basic home telephone (excluding personal long distance)/internet \$ 44.00 per month or \$528.00 per year*
 - 4. Continuing Education and Learning \$ 58.96 per month \$707.50 per year*
 - 5. Three weeks of study leave within each pastoral year, including Sundays*
 - 6. No less than three consecutive months of sabbatical leave after five consecutive years of service to the pastoral charge that is part to this covenant*
 - 7. A minimum of four weeks of vacation (including 5 Sundays) within each pastoral year (July 1-June 30)*
 - 8. Moving expenses (based on reasonable estimates) – (\$5,000.00)*
 - 9. Travel expenses reimbursement (based on Minimum Salaries for Ministry Personnel schedule)*
 - 10. Pension and other benefits as assessed*
- With St. Paul's United Church, Beausejour committing to remuneration of the ministry personnel through the Pastoral Charge Payroll Service (ADP #J03J)*

F. Ministry Profile for Neepawa Pastoral Charge

Having received from Neepawa Pastoral Charge, Ministry Profile documents, Financial Viability Review, Financial Statement Year-end 2018 and budget for 2019, Congregational and Pastoral Charge minutes of _____ including those requesting disbanding of two point Neepawa and Area Pastoral Charge and the establishment of separate Neepawa Pastoral Charge effective April 01, 2019, minutes from the Prairie to Pine Regional Commission approving this realignment, the Pastoral Relations Commission of the Prairie to Pine Region of the United Church of Canada approve the Community of Faith Profile and the commencement of the Search process and the posting of the ministry profile for a full-time ministry position for an Ordained, Diaconal or Designated Lay Minister on Neepawa Pastoral Charge, noting the omission in the Position Description for wider church involvement, conditional upon receipt of the minutes approving the Ministry Profile in 2018, effective July 01, 2019 with the following terms:

- 1. Salary up to Category (A-F) – COL 2*
- 2. Additional salary above increment expressed as a dollar amount \$ 2000.00*

3. *Telephone (excluding personal long distance)/internet \$ 80.00 per month*
4. *Continuing Education and Learning \$ 14515.00 per annum*
5. *Three weeks of study leave within each pastoral year, including Sundays*
6. *No less than three consecutive months of sabbatical leave after five consecutive years of service to the pastoral charge that is part to this covenant*
7. *A minimum of one month vacation (including 5 Sundays) within each pastoral year (July 1-June 30).*
8. *Moving expenses to a maximum of \$7500*
9. *Travel expenses reimbursement (based on Minimum Salaries for Ministry Personnel schedule)*
10. *Pension and other benefits as assessed*
With Neepawa Pastoral Charge committing to remuneration of the ministry personnel through the Pastoral Charge Payroll Service (ADP #JO1R)

G. Affirm the following liaison appointments :

Neepawa- Harold Kenyon

North Kildonan United Church-Winnipeg- Patrick Woodbeck

H. Receive the following requests for withdrawal of available positions

Receive the following requests for withdrawal of available positions

- **Withdrawal of halftime position including the possibility of being a Supervised Ministry Education learning site at Oak Lake –Griswold pastoral Charge**
- **Withdrawal of 60% time position on the Hillsvew Pastoral Charge.**

PROCESS MATTER: BEFORE these can be withdrawn all those bodies who voted on matter originally must vote on withdrawal (pastoral charge governing body; pastoral charge meeting). Preference is to note in those motions how they will cover ministry needs and submit that to PRC with their withdrawal request. They will need to start over in the new system in order to obtain any paid accountable ministry beyond occasional pulpit supply i.e. ministry personnel under call or Appointment.

CARRIED

For Motion 2019 #15, Judy Hare chaired the meeting.

MOTION 2019
#15

Call to MARC WHITEHEAD at Crescent Fort Rouge United Church Winnipeg
MOTION: Linda Paul / Aileen Urquhart, that having received from Crescent Fort Rouge United Church, Winnipeg, the minutes of the congregational meeting March 31, 2019, which included approval of revisions of changes to Ministry Profile previously approved on November 18,2018 (start date; telephone reimbursement rate and

the addition of others noted below), that the Pastoral Relations Commission of the Prairie to Pine Region of the United Church of Canada approve the Call of MARC WHITEHEAD (Ordained Minister) to Crescent Fort Rouge Pastoral Charge, based on 40 hours per week effective July 1, 2019 with the following terms:

- 1. Minimum Salary at Category F and COL Group 3: \$61,083 per year***
- 2. Additional salary relative to minimum salary expressed as a percentage-7.26% (\$4434.62 per year for 2019).***
- 3. Basic telephone for home, excluding long distance: \$840 per year***
- 4. Continuing Education and Learning Allowance \$1415 per year***
- 5. Three weeks of study leave in each pastoral year (July 1 to June 30) including Sundays.***
- 6. Three consecutive months of sabbatical leave after 5 consecutive years of service in the pastoral charge that is party to this covenant.***
- 7. One month vacation (including 5 Sundays) within each pastoral year***
- 8. Moving expenses based on reasonable estimates N/A***
- 9. Adequate administrative experience defined as 35 hours/week***
- 10. Travel expenses reimbursement (based on the current Minimum Salaries for Ministry Personnel document)***
- 11. Pension and benefits as assessed***
- 12. Reimbursement of the Minister for actual costs of newly acquired computer hardware and software of his choice to the maximum amount of \$1500, will be mutually agreed upon between the minister and the Leadership Team.***
- 13. The pastoral charge will be open to participating in a facilitated program called "United Fresh Start" which is designed to ensure healthy new pastoral relations.***
- 14. The pastoral charge will relieve the minister of worship responsibilities, dates to be negotiated with the Ministry & Personnel and the Worship Committees.***

With the Pastoral Charge committing to remuneration through the Pastoral Charge Payroll Service (ADP # WOXF).

CARRIED

This was removed from the omnibus motion because Diane Gillis, Mary Best and Elsie Douglas were unable to vote on it due to a perception of bias. It was approved by remaining members of the Pastoral Relations Commission: Harold Kenyon, Linda Paul, and Aileen Urquhart.

Mary Best resumed the Chair.

MOTION 2019
#16
(A-C)

Pastoral Charge Supervisor

MOTION: Diane Gillis / Harold Kenyon, that Pastoral Relations Commission of Prairie to Pine Regional Council:

A. Accept the resignation of Janet Loney as Pastoral Charge Supervisor for Riverview, Atikokan.

B. Appoint the following Pastoral Charge Supervisors for terms as noted:

- Jim Warburton to MacKenzie United Church (Portage), effective May 1, 2019***
- Tim Crouch to United Church in Meadowood, Winnipeg, effective April 24-August 11, 2019***

C. Authorize Judy Hare to recruit a person to serve as Pastoral Charge Supervisor to Crescent Fort Rouge United Church, effective May 1, 2019. This will be ratified by the Pastoral Relations Commission at its next meeting on May 7, 2019.

CARRIED

Kristin Woodburke excused herself from the meeting.

SABBATICAL MATTERS

Notice was received from **United Church in Meadowood about the sabbatical of Rev. Gordon Taylor** from April 24, 2019 to August 11, 2019.

Notice was received from **Fort Garry United Church about the sabbatical of Rev. Min Goo Kang** from September 2019 to April 2020. A pastoral charge supervisor will NOT be required because the sabbatical will be taken as a course two days per week over the period of pastoral year.

PASTORAL RELATIONS MATTERS

- **J.8 review Follow Up from Kildonan United Church Winnipeg:**

Update:

- The contract for EDGE work with Kildonan United Church was received, signed and returned (March 20, 2019); Invoice for EDGE work was received and forwarded to Regional Finance person.
- KUC continue to work at requirements and Judy Hare is expecting a final report or request for extension this week from Mediator, Janet Schmidt. Deadline: April 15, 2019
- Need to check on progress of constitution /governance/policy work with Peter Douglas and Cheryl Kinney Matheson.
- Judy Hare has been notified by Michelle Smith that they have appointed an M & P (Ministry and Personnel) Committee and she is trying to find an appropriate time in her schedule to do training with them and other.
- Linda Paul will send the contact information of mentor to Judy Hare.

Invoice also received from Counsellor re: J.9. suggestion and forwarded on to Regional Finance person.

- Heather Lea on behalf of Committee of community of Faith Support sent a letter to **The Pas** Pastoral Charge to arrange a meeting between Judy Hare, Heather Lea and the Governing board of the charge. She had a few questions about if/how the congregation could be involved in the conversation and suggested possible dates for a meeting.
- Broadway Disciples United Church (BDUC) Winnipeg (For Information Only)
Elizabeth reported the decision made by the governing board of BDUC to transfer funds to pay off 2018 deficit and start fresh. Documents re: UCC (United Church of Canada) renewal of appointment sent to Noel Suministrado for submission as part of documents required by Immigration for renewal of Visa.
- **Date for liaison training for ChurchHub**
Email sent to liaisons and Pastoral Relations Commission re: Deb Kigar will be in Winnipeg on April 9/10 and is willing to do an in-person CHURCH HUB training on April 10 at the office. She will also be available to be ZOOMED in to part of May 07 face to face training day for those who are not able to make it this coming week in person because of short notice.

NEW BUSINESS

- **Concerns, re: access to available positions list and available ministers list**
*Deb Kigar Need to will clarify how Search Committees can get access to Available Ministers lists until Church Hub is functional and the requirement to have anyone seeing them sign the Confidentiality Agreement

*Email from ministry personnel expressing concern that ministers cannot access list of available positions without putting their name on the list of available ministers. Can no longer look anonymously –risk having someone on neighbouring charge tell their own charge of the listing and potentially jeopardize the continuation or a good ending of a pastoral relationship. Anything we can do to help ask about whether there are solutions for this???
- Judy and Mary will ask the Regional Commission Council for an agenda item for the Commission's next meeting and to have a letter sent to Deb Kigar, Jenny Stephens and the Ministry of Employment expressing concern about this.
- **Day long face-to-face meeting of liaisons** – content discussion – Church HUB

OTHER

- A Liaison to attend Covenanting Service at Deloraine- Melita –Tilston on May 05, 2019 (Cathie Waldie out of town). Will ask Heather Sandilands if she will be able to participate in the Covenanting Service.
- Covenanting service at Reston-Pipestone on May 26, 2019 at 7:00 p.m.- Heather Sandilands will attend.
- Covenanting service at St. Paul's ,Virden on _____ Liaison rep: Mona Denton
- Comments about who should be involved in rural ministry conversation/consultations (Shannon's email – Regional commission will decide but any input?) Harold volunteered to receive updates and information about these consultations.
- Aileen asked about the possibility of using ZOOM for Pastoral Relations Commission meetings (conference calls). That would require a new ZOOM account. (Currently there is only one ZOOM account in this Region.) \$20/month per account. As of now, we have one account for each region. Will request the Regional Commission to have an additional.
- Clarification is needed about the form for the Report from the Pastoral Relations Commission to the meeting of the Region in June.

Details related to the medical absences of Patricia Chabluk and Janet Walker have been removed from this version of the minutes.

NEXT MEETING

May 7, 2019 (day long face-to-face). Aileen Urquhart sending regrets.
Forms and documents due by noon on THURSDAY, May 2, 2019.
Mary Best offered to do the opening reflection.

ADJOURNMENT

The meeting of the Pastoral Relations Commission was adjourned at 12:08 p.m.