

Prairie to Pine Regional Council – The United Church of Canada
PASTORAL RELATIONS COMMISSION
MINUTES
February 12, 2019 (Conference Call)

PRESENT

Chair & Liaison: Mary Best
Members: Diane Gillis
Linda Paul
Liaisons: Aileen Urquhart
Corresponding Secretary & Member: Elsie Douglas
Pastoral Relations Minister: Judy Hare
Administrative Support Staff: Cherry Abad

REGRETS

Harold Kenyon

OPENING

Mary Best opened the meeting at 10: 00 a.m. and led a time of prayer and reflection.

AGENDA

We agreed that the agenda be approved as circulated.

CORRESPONDENCE

Sent:

- Forms to various parties including GCO for upload in Personnel Files

Received at Regional Office:

1. Letter with request to reduce ministry time from Jeff Cook
2. Email from Margret Kristjansson, re: ending pastoral relationship with Hartney Lauder effective March 15, 2019
3. Ministry Profile documents, Financial Viability Review, Pastoral Charge minutes of December 9, 2018, PR 450 (Covenant for Call, Settlement or Appointment) for Westminster United Church-Winnipeg
4. PR 450 (Covenant for Call, Settlement or Appointment), minutes of Congregation al Meeting of January 13, 2019, list of references and updated manse information form for Reston-Pipestone Pastoral Charge
5. Record of Call or Appointment, list of references check, minutes of Hartney United Church, Lauder United Church and Hartney-Lauder Pastoral Charge (no dates), updated financials for Hartney-Lauder Pastoral Charge
6. From Broadway Disciples United Church: evaluations of Mutuality in Ministry Arrangement, email from Michael Blair December 12, 2018 regarding availability of ongoing financial assistance, email from Robin McGauley December 12, 2018 confirming approval of ongoing relationship from Bishop Melzar Labuntog (UCCP), financial updates, Record of Call or Appointment form, minutes of Pastoral Charge meeting on February 10, 2019
7. Ministry Profile documents, Financial Viability Review, Council

- Meeting minutes of November 15, 2018, Pastoral Charge minutes of February 3, 2019, and **membership on Search Committee** for Roland Pastoral Charge
8. Ministry Profile documents, Financial Viability Review, updated financials, board minutes January 31, 2019, minutes of Pastoral Charge meeting of February 10, 2019, membership on Search Committee, PR 403 RMP MNWO for Atlantic Garden City United Church
 9. Request from St. Mary's Road united Church (Winnipeg) to initiate pastoral relations process
 10. Request from Teulon for Pastoral Relations Process (Reduction in Ministry time)
 11. Request from St. Paul's (Beausejour) for Pastoral Relations Process
 12. Email from Betty Kelly, Chair of Nominating Committee re: Pastoral Charge Supervisor recommendations and liaison names
 13. Emails from Judy McEwan re: Costs re; pastoral Charge Supervision(X2)
 14. Request from Treherne-Rathwell Pastoral Charge for a Pastoral Charge Supervisor
 15. Answers to J.8 Review Questions from Kildonan United Church –Feb 3/19
 16. United Fresh Start facilitators conference call minutes
 17. Email from Valley Pastoral Charge January 23, 2019, re: United Fresh Start

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 Friday 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 exploring reduction in ministry time and possible Revision in Terms of Call /Appointment.*

Former Agassiz Presbytery

- 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) – **Cathie Waldie**
- **Neepawa (waiting for confirmation of realignment by charge and regional council) – _____**
- **Brookdale (waiting for confirmation of realignment by charge and regional council) - _____**
- Roland (Search) – **Harold Kenyon**

- Cartwright (Ministry Profile) – **Maria Szabo Berces**
- Graysville (Ministry Profile) SS completing – **Harold Kenyon**
- Gladstone (Ministry Profile) SS completing – **Kathy Platt**
- McKenzie Portage (Ministry Profile) – **Patrick Woodbeck**

Former Assiniboine Area Presbytery

- Birtle-Miniota – (Search) withdrawal?
- Elkhorn (Ministry Profile) replacing **Mona Denton** with **Heather Sandilands**
- Hamiota (Search) – **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) – **David Howell**
- Wawanesa –Brandon Hills (Ministry Profile/ "gap" appointment) – **Heather Sandilands**

Former Cambrian Presbytery

- Dryden (Search / ¾ vacancy) – **Aileen Urquhart**
- *Fort Frances (Knox) (Search) – **Aileen Urquhart**
- Sioux Lookout (Search)– **Elizabeth Brown**

Former Northland Presbytery

- Flin Flon (Search / gap appointment)- **Melanie Kauppila**
- **Pine River- ? _____**
- *Hillsview (Search) – Linda Buchanan
- *Swan River (conversation with Hillsview before posting) – **Linda Buchanan**
- *Thompson (not renewing appointment/ Ministry Profile?) – **Elizabeth Brown**

Former Selkirk Presbytery

- *Cloverdale (Search) – **Carol Fletcher**
- *Niverville – (Search) Application under consideration – **Aileen Urquhart**
- *Steinbach (Search/ SME Learning Site approved/ "gap" for 10 hours per week) – **Mona Denton**
- *Stonewall – (Search with applicants received / "gap" appointment) – **Mona Denton**
- St. Paul's-Beausejour (Ministry Profile) – **Kristin Woodburke**

Former Winnipeg Presbytery

- Gordon King Memorial (Searching) – **Mary Best**

- Crescent Fort Rouge (Search with applications) –replacing **Mary Best with Patrick Woodbeck**
- Westminster (Ministry Profile???) – **Mary Best**
- Atlantic-Garden City (Ministry Profile) – **Carol Fletcher with Diane Gillis**
- St. Andrew’s –River Heights? (Ministry Profile) gap appointment – **Mary Best**
- St. Mary’s Road (Ministry Profile) SS completing – **Melanie Kauppila**
- Broadway Disciples United Church (Renewal of Mutuality in Ministry Agreement) – **Elizabeth Brown**
- Transcona Memorial (Ministry Profile) reduction in ministry time – **Kristin Woodburke**

MATTERS FOR ACTION – MOTIONS

MOTION 2019 #6
(A-H)

MOTION: Diane Gillis /Elsie Douglas, that the Pastoral Relations Commission of Region 5 takes the following actions:

A. Minutes of the Pastoral Relations of Region 5– January 8, 2019

That the minutes of the meeting of Region 5 Pastoral Relations Commission on January 8, 2019 be approved as circulated.

B. Changes in Pastoral Relations

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

- ***Magret Kristjansson from Hartney-Lauder effective March 15,2019***
- ***Jeff Cook request for change in pastoral relationship in hopes of reduction in ministry time at Transcona Memorial United Church Winnipeg, effective July 1, 2019***

C. Appointment of MARIANNE OLFREY to Reston-Pipestone Pastoral Charge

Having received from Reston-Pipestone Pastoral Charge Form PR 450 (Covenant for Call, Settlement or Appointment), minutes of congregational meeting of January 13, 2019, list of references and updated manse information sheet (PR 436 MI), the Pastoral Relations Commission of Region 5 of the United Church of Canada approves the APPOINTMENT of MARIANNE OLFREY (Retired Recognized Designated Lay Minister) to a halftime ministry position (20 hours per week) at Reston-Pipestone Pastoral Charge, effective from March 15, 2019 to June 30, 2019 with the following terms:

- 1. Salary Category F with manse for Designated Lay Minister plus 5% at 20 hours per week \$22,884 (\$21,794 + \$1,090) per year***
- 2. Basic Telephone for home (excluding personal long distance) \$ 35 per month (\$420.00 per year)***
- 3. Continuing Education and Learning \$ 708 per year reimbursed upon proof of expense (pro-rated).***
- 4. Three weeks of study leave within each pastoral year (pro-rated)***
- 5. A minimum of three months of sabbatical leave after five consecutive years of service to the pastoral charge***

6. ***One month of vacation (pro-rated) need to clarify as motion said two weeks holidays per annum***
7. ***Moving expenses reimbursement (based on reasonable estimates)***
8. ***Adequate secretarial assistance defined as Volunteer?***
9. ***Travel expenses reimbursement (based on current Minimum Salaries for Ministry Personnel schedule)***
10. ***Pension and other benefits as assessed Not applicable***
11. ***Other: Manse utilities and first \$ 800 heating costs per year and lawn care will be the responsibility of the minister, equipment provided; request Licence to Administer Sacraments for Marianne Olfrey??***

With Reston-Pipestone Pastoral Charge committing to remuneration of the ministry personnel through the Pastoral Charge Payroll Service (ADP) _____ (in process of re-establishing)

D. Appointment of JENNIFER CARTER MORGAN to Hartney Lauder Pastoral Charge

Having received from Hartney Lauder Pastoral Charge, Record of Call or Appointment, list of references check, minutes of Hartney United Church, Lauder United Church and Hartney-Lauder Pastoral Charge (no dates), updated financials for Hartney-Lauder Pastoral Charge, assurance of the eligibility of the minister from the Office of Vocation Ministry, the Pastoral Relations Commission of Region 5 of the United Church of Canada approves the APPOINTMENT of JENNIFER CARTER MORGAN (Candidate for Diaconal Ministry from Northern Spirit Region) to a halftime ministry position (20 hours per week) at Hartney Lauder Pastoral Charge, effective from March 15,2019- June 30, 2019 with the following terms:

1. ***Salary Category Student Step 1- COL 1 for 20 hours per week
\$ 22,500 per year***
2. ***Basic Telephone for home (excluding personal long distance) Cell Phone provided and paid for by Pastoral Charge***
3. ***Continuing Education and Learning \$ 1415 per year (pro-rated?)***
4. ***Three weeks of study leave within each pastoral year, including Sundays***
5. ***No less than three consecutive months of sabbatical leave after five consecutive years of service to the pastoral charge that is party to this covenant***
6. ***A minimum of one month of vacation (including 5 Sundays) within each pastoral year (July 1-June 30)***
7. ***Moving expenses reimbursement (based on reasonable estimates), in consultation with St. Paul's (Virden) United Church***
8. ***Adequate secretarial assistance defined as -Volunteer to run off bulletins***
9. ***Travel expenses reimbursement (based on current Minimum Salaries for Ministry Personnel schedule) 40 cents per logged***

kilometre submitted

10. Pension and other benefits as assessed

With Hartney Lauder Pastoral Charge committing to remuneration of the ministry personnel through the Pastoral Charge Payroll Service (ADP) WOX7

E. Renewal of Appointment of NOEL SUMINISTRADO to Broadway Disciples United Church

Having received from Broadway Disciples United Church, evaluations of Mutuality in Ministry Arrangement, email from Michael Blair December 12, 2018 regarding availability of ongoing financial assistance, email from Robin McGauley December 12, 2018 confirming approval of ongoing relationship from Bishop Melzar Labuntog (UCCP), financial updates from Broadway Disciples Pastoral Charge, Record of Call or Appointment form, minutes of Pastoral Charge meeting on February 10, 2019, that the Pastoral Relations Commission of Region 5 of the United Church of Canada approves the RENEWAL of the APPOINTMENT of NOEL SUMINISTRADO (Ordained Minister-United Church of Christ in the Philippines) to a full-time ministry position at Broadway Disciples United Church, effective July 21, 2019 to July 20, 2021, with the following terms:

- 1. Salary at Category F-COL 3 at \$ 61,083 per year**
- 2. Basic Telephone for home (excluding personal long distance) \$ 420 per year**
- 3. Continuing Education and Learning \$ 1415 per year**
- 4. Three weeks of study leave within each pastoral year, including Sundays**
- 5. No less than three consecutive months of sabbatical leave after five consecutive years of service to the pastoral charge that is party to this covenant**
- 6. A minimum of one month of vacation (including 5 Sundays) within each pastoral year (July 1-June 30)**
- 7. Moving expenses reimbursement (based on reasonable estimates) Not Applicable**
- 8. Adequate secretarial assistance defined as 20 hours per week**
- 9. Travel expenses reimbursement (based on current Minimum Salaries for Ministry Personnel schedule)**
- 10. Pension and other benefits as assessed**
With Broadway Disciples United Church committing to remuneration of the ministry personnel through the Pastoral Charge Payroll System (ADP) J36W

F. Ministry Profile for Roland United Church

Having received from Roland United Church Pastoral Charge, Ministry Profile documents, Financial Viability Review, Council Meeting minutes of November 15, 2018, Pastoral Charge minutes of February 3, 2019, and membership on Search Committee, the

Pastoral Relations Commission of Region 5 of the United Church of Canada approves 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 or Diaconal Minister on the Roland United Church Pastoral Charge effective July 01, 2019 with the following terms:

- 1. Salary up to Category F – COL 2***
 - 2. Basic home telephone (excluding personal long distance) /internet \$ 600.00 per year***
 - 3. Continuing Education and Learning \$ 707.50 per year***
 - 4. Three weeks of study leave within each pastoral year, including Sundays***
 - 5. 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***
 - 6. A minimum of one month vacation (including 5 Sundays) within each pastoral year (July 1-June 30)***
 - 7. Moving expenses (based on reasonable estimates) up to \$ 10,000.00***
 - 8. Adequate secretarial assistance defined as paid secretary available up to 5 hours per week***
 - 9. Travel expenses reimbursement (based on Minimum Salaries for Ministry Personnel schedule) 40 cents per kilometre***
 - 10. Pension and other benefits as assessed***
- With Roland United Church Pastoral Charge committing to remuneration of the ministry personnel through the Pastoral Charge Payroll Service (ADP) WOUT***

G. Ministry Profile for Atlantic Garden City United Church

Having received from Atlantic Garden City United Church Pastoral Charge, Ministry Profile documents, Financial Viability Review, updated financials, board minutes January 31, 2019, minutes of Pastoral Charge meeting of February 10, 2019, membership on Search Committee from Conference of Manitoba and Northwestern Ontario Form PR425 V (Record of Pastoral Charge Vacancy), Conference of Manitoba and Northwestern Ontario Form PR 403 RMP (Record of Ministry Profile Report), the Pastoral Relations Commission of Region 5 of the United Church of Canada approves the commencement of the Search process and the posting of the ministry profile for a full-time ministry position for an Ordained or Diaconal Minister on the Atlantic Garden City United Church Pastoral Charge effective July 01, 2019 with the following terms:

- 1. Salary up to Category C – COL 3***
- 2. Basic home telephone (excluding personal long distance) /internet \$ 420 per year***
- 3. Continuing Education and Learning \$ 1415 per year***
- 4. Three weeks of study leave within each pastoral year, including Sundays***

5. *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*
 6. *A minimum of one month vacation (including 5 Sundays) within each pastoral year (July 1-June 30)*
 7. *Moving expenses (based on reasonable estimates) up to \$ 10,000.00*
 8. *Adequate secretarial assistance defined as paid secretary available up to 20 hours per week*
 9. *Travel expenses reimbursement (based on Minimum Salaries for Ministry Personnel schedule)*
 10. *Pension and other benefits as assessed*
- With Atlantic Garden City United Church Pastoral Charge committing to remuneration of the ministry personnel through the Pastoral Charge Payroll Service (ADP) WOUZ*

H. Affirm the following liaison appointments

Having received requests to initiate Profile Processes, the Pastoral Relations Commission of Region 5 of the United Church of Canada appoints the following persons as Regional Pastoral Relations Liaisons to be a resources in the following locations:

Cartwright– Mariá Szabó-Bérces

Graysville– Harold Kenyon

Gladstone – Kathy Platt

McKenzie Portage – Patrick Woodbeck

Elkhorn -replacing Mona Denton with Heather Sandilands

Reston-Pipestone – Heather Sandilands

Wawanesa –Brandon Hills– Heather Sandilands

**Fort Frances (Knox)– Aileen Urquhart*

Sioux Lookout–Elizabeth Brown

Flin Flon– Melanie Kauppila

**Thompson – Elizabeth Brown*

**Cloverdale– Carol Fletcher*

**Teulon- Mona Denton*

**Stonewall – Mona Denton*

St. Paul's-Beausejour – Kristin Woodburke

Crescent Fort Rouge– replacing Mary Best with Patrick Woodbeck

Atlantic-Garden City– Carol Fletcher with Diane Gillis

St. Mary's Road (Winnipeg) – Melanie Kauppila

Broadway Disciples United Church– Elizabeth Brown

Transcona Memorial – Kristin Woodburke

And affirm the previous assignments:

Dryden (Search)- Aileen Urquhart

Niverville (Search)– Aileen Urquhart

Rock Lake (Search)- Cathie Waldie

Carberry (Search)- Harold Kenyon

Roland (Search)- Harold Kenyon

Miami(Search) – Cathie Waldie
Hamiota – Mona Denton
St. Paul’s Virden- Mona Denton (Covenantee)
St. Andrew’s –River Heights (Winnipeg) – Mary Best
Oak Lake-Griswold (Search)- David Howell
Deloraine-Melita-Tilston – Cathie Waldie (Covenantee)
Souris (Search) David Howell
Hartney-Lauder – Cathie Waldie (Covenantee)
Rivers(Search) –David Howell
Minnedosa- Linda Buchanan (Covenantee)
Swan River – Linda Buchanan
Hillsvievw(Search)- Linda Buchanan

CARRIED

Note: The following locations need some clarification or are awaiting further local actions – Birtle-Miniota; Pine River; Neepawa & Brookdale-awaiting finalization of realignment motions)

MOTION 2019 #7
(A and B)

MOTION: *Linda Paul /Diane Gillis, that the Pastoral Relations Commission of Region 5 of the United Church of Canada:*

A. Approve the appointment of the following Pastoral Charge Supervisors until the end of the current pastoral year (June 30,2019):

Snow Lake – Linda Buchanan
The Pas – Kathy Highmoor
Swan River- Kathy Highmoor
Lutheran United Church of Thompson- Ron Marlin
Ethelbert – Ron Marlin

B. Approve the following policy for Pastoral Charge Supervision for Region 5 of the United Church of Canada and refer this to the Region 5 Commission for their consideration:

The responsibilities of a Pastoral Charge Supervisor are outlined in The Manual (2019) section 1.2.5.2 (pages 152-153)

- *In Region 5 Pastoral Charge Supervisors are appointed by the Pastoral Relations Commission on behalf of the Regional Council/Commission*
- *All Pastoral Charge Supervisors who are not already members of the Region will be made members at large of the Region while under appointment as a Pastoral Charge Supervisor. It is acknowledged that a person cannot be a member of more than one Region (to be filled in)*
- *The Community of Faith receiving the support of a Pastoral Charge Supervisor need to consult with the Pastoral Charge Supervisor before scheduling any meetings that the Pastoral Charge Supervisor must be present for. ???*
- *The Community of Faith must be somewhat flexible in the scheduling and frequency of their meetings to*

accommodate the Pastoral Charge Supervisor who is a volunteer in this capacity

- *While the ideal may be attendance at a meeting in person there will be accommodation for a Pastoral Charge Supervisor to attend through technology where that is available locally (ADOBE Connect, Zoom or Conference Call). In these cases the Supervisor must receive a copy of the proposed agenda well ahead of the meeting, have the opportunity to discuss matters with the Chair of the meeting, be either present remotely through the whole meeting or accessible through the whole meeting and receive the DRAFT minutes for review within two weeks of the meeting and/or before ANY decisions made are acted upon.*
- *The Pastoral Charge Supervisor needs to be present for the whole Annual Meeting of the Community of Faith either in person or through technology.*
- *The Pastoral Charge Supervisor needs to be present in person for at least one meeting per pastoral year (preferably the Annual Meeting) so that the Community of Faith is familiar with him/her and he/she has some opportunity to become familiar with the Community of Faith.*
- *Costs for Pastoral Charge Supervision (mileage at the General Council/denominational rate and any other expenses) are to be reimbursed by the Community of Faith receiving the supervision (Rationale: In most cases where pastoral charge supervision is required the Community of Faith is not paying salary to ministry personnel). If this is anticipated to result in financial difficulties in the Community of Faith a request must be made in writing from the governing body of the Community of Faith to the Region 5 Pastoral Relations Commission for further conversation (potentially about the viability of the Community of faith or assistance from the Region with payment)*
- *In some circumstances the Pastoral Charge Supervisors being appointed may need to be Order of Ministry or recognized Designated Lay Ministers.*

CARRIED

** Emails received from Judy McEwan on the financial matters related to this policy.*

(NOTE: For Atikokan the suggestion from Nominations is to ask Region 6 to allow Rob Smith to continue; no body yet for Ochre River)

BUSINESS ARISING

- Follow up to Pastoral Relations Commission Motion # 2019 # 4, **Neepawa and Brookdale Realignment** :
Heather Lea attended the Congregational Meeting at Brookdale on January 20, 2019, and will also attend a meeting on February 17, 2019 at Neepawa as a representative of the Committee on Community of Faith Support. The Pastoral Charge Supervisor will also be present. ONLY After these meetings, a motion from the Committee on Community of Faith Support will go to the Regional Council Executive for approval. After this approval, Community of Faith profiles and search processes can be initiated.

Confidential matters removed from this version of the minutes.

MOTION 2019 # 8

Aileen Urquhart / Elsie Douglas, that the Pastoral Relations Commission appoints Margaret Scott as Pastoral Charge Supervisor on the Treherne –Rathwell Pastoral Charge during the paid leave of the Reverend Chuck Ross from February 4, 2019 to May 04, 2019.

CARRIED

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

(See sections of Winnipeg Presbytery Executive minutes dated October 23, November and December of 2018)

Regarding Pastoral Relations Commission Motion 2019 # 5, Mary Best and Judy Hare met with representatives of the Board/Council and the Minister of Kildonan United Church (Winnipeg) on January 29, 2019. The situation was discussed and updates regarding the work in progress and timelines related to it. Based on that discussion and subsequent email exchanges, the following is noted for inclusion in the Pastoral Relations Commission minutes, as the response from Kildonan United Church Council to Winnipeg Presbytery Executive Motion # 24/2018:

- Regarding Winnipeg Presbytery Motion # 18/2018 –
Response: KUC Council at a meeting on October 16, 2018 accepted

resignation of Congregant # 1 from all committees.

- Regarding Winnipeg Presbytery Motion # 19/2018

Response:

- Council has met twice with Peter Douglas and Cheryl Kinney Matheson, once on November 20th/18 and the other on January 22th/19.
- First meeting was to familiarize ourselves with each other and talk about the constitutions that KUC have. (2003 and 2013)
- Second meeting we discussed the election, role and responsibilities of the Trustees.
- Church keys – who should be responsible for looking after the keys. It was decided this was the role of the church secretary.
- Looked at diagram that Cheryl drew and a document that she put together for a new structuring of our constitution. Talked about putting a vision together – council will be meeting on Jan 19th/19 to start the process of our vision.

- Regarding Winnipeg Presbytery Motion # 20/2018

Response:

- Peggy Leuschen has made contact with EDGE.
- Email sent to EDGE on Jan 24/19
- Response to email on Jan 29th/19 from Cheryl Buttery, stating that Christine Jerrett would be in contact with me.
- Email from Cheryl Buttery on Jan 30th, stating she would call me later that night. Cheryl contacted me and we talked about some of the important facts that she needed to know. Christine Jarrett was to contact Judy Hare, Pastoral Relations Minister Region 5 of the United Church of Canada & Rev. Mark Satterly. Christine is to get in contact with me once she has talked to Judy and Mark.

- Regarding Winnipeg Presbytery Motion # 21/2018

Response:

- Have three members, Michele Smith, Doug Ingram & Doreen Moroz willing to serve on the M&P committee. They are willing to let their names stand for nomination at our Annual General meeting on Feb 24th/19.
- I believe there have been people appointed to help our M&P committee. Email was sent with names

- Regarding Winnipeg presbytery Motion # 22/2018

Response:

- Peggy Leuschen contacted Michelle Owens (person appointed) on January 23rd, 2019 to see if she would be available for Sunday, February 10th, 2019. This date was set by Council.

- Michelle Owens replied back on January 23rd, 2019 informing Peggy Leuschen that she would be available and that she would be willing to preach on this Sunday. Peggy forwarded the email on to Rev. Mark Satterly to advise of Michelle's intentions and to give Rev Mark Satterly a chance to reply.
- ANNOUNCEMENTS for January 27th, 2019 & February 3, 2019 - HOLY MANNER SESSION: There will be a "Holy Manner" session on Feb 10th/19 after church for all volunteers, congregants and some former congregants. **This is a mandatory session for all volunteers & minister of Kildonan United Church per our J.8 review.** Please make every effort to attend. Thanks Peggy Leuschen, Chair of Council

- Regarding Winnipeg Presbytery Motion # 23/2018

- Response:

- Ken DeLisle visited KUC in December, 2018 for church service & to provide pastoral care to anyone needing it after the service.
- Note: Mary Best will be attending the Annual Meeting of KUC on February 24, 2019

NEW BUSINESS

- An initial **training session for liaisons** (new and some of the experienced ones) took place on February 07, 2019 at the Region 5 Office with liaisons present in person or via telephone conference call. In addition to those noted in previous minutes as new liaisons (Elizabeth Brown, Maria Szabo Berces, Kristin Woodburke, Patrick Woodbeck) we welcome aboard the following whose appointments will be confirmed by the Regional Council Executive/Commission at its meeting on February 14,2019:
- Carol Fletcher; Melanie Kauppila; Heather Sandilands; Kathy Platt
We note with thanks the work of Ila Swain who has decided NOT to continue on as a liaison at this time.
 - As soon as the **CHURCH HUB** becomes functional we will arrange a **training session (Preferably on the 2nd Tuesday of the month)** on that with Deb Kigar, General Council Staff.
 - We are still **attempting to clarify** how Community of Faith positions are circulated to those eligible to apply and how **lists** of available eligible ministry personnel are available to Communities of Faith and Regional Pastoral Relations before interviews and Calls/Appointments are made.
 - There will be a trial run of ChurchHub with a few Communities of Faith

Additions to other related Committees since our last meeting:

- CMPS (Committee on Ministry Personnel Support): Beth Rutherford, Bev Ward, Jan Van Aertselaer, **Nancy Sanders** (initial meeting on February 06,2019)
- CCOFS (Committee on Community of Faith Support): Heather Lea; Shirley McLaren, Lynne Sanderson, Mark Whitehead,

Wendy Denbow (initial meeting on February 1, 2019)

- CLM/LLS (Committee on Lay Ministry Support): Don Schau, Michelle Owens, Doug Neufeld, Jamie Bradshaw, Hope Mattus (initial meeting on January 31, 2019)

- **Renewals of Appointments for 2019-2020:**

The following is the list of locations where renewals of appointments are required:

Flin Flon; Hillsvie; Benito-Kenville; Dauphin-First United; Forest; Rivers; Central-Brandon (X2); Souris; Wawanesa-Brandon Hills; Strathclair; Caduris; Glenboro; Rock Lake; Valley; Meridian?; McClure; Grey Street; Gordon King Memorial; Spirit Path; Knox (\Winnipeg); Prairie Spirit(X2); Little Britain; Clandeboye-Winnipeg Beach; Stonewall?; Stony Mountain-Lilyfield; Oak Bank; West Hawk Lake; Bird's Hill; Lake of the Woods Chapel; St. Andrew's-Keewatin; Riverview; Atikokan;

Anything missing above? Prairie Vision; Ste. Rose; Baldur-Cypress; St. Mary's Road (Winnipeg); St. Andrew's River Heights (Winnipeg); Beausejour ; Hartney-Lauder; Reston-Pipestone.

After clarifying the flexibility the Region has to approve appointments of longer than one year for certain appointments (Designated Lay Ministers, Retired Supply) and whether persons to be appointed must have completed their Annual Declaration regarding Criminal Charges and/or Criminal record for 2019 and how we become aware of that), it is suggested that Elsie, Judy and Cherry meet to get correspondence ready about timelines and process for reappointments, including the exact motion expected with figures for the new 2019 form (Record of Call or Appointment) so that these can be sent out as soon as possible.

- *** OTHER:**

- * United Fresh Start questions received by the Pastoral Relations Commission from the January 16, 2019 meeting of the United Fresh Start facilitators. The following are our responses:

- United Fresh Start facilitators will be appointed by the Pastoral Relations Commission, but with some consultations with the facilitators about priorities and preferences
- Dianne Kowalchuk to be assigned to Virden as a first priority (Reston-Pipestone as the next priority)
- **The Regional Weekly News will provide acknowledgement of new pastoral relationships in the week they begin, and a list of covenanting services.** (A summary of the Pastoral Relations Commission minutes will go to the Regional Council and its committees only.)
- Facilitators are encouraged to initiate contact with new pastoral relationships to which they have been assigned if they have

- received no response from the pastoral charge
- The Pastoral Relations Commission will not normally get involved with the process beyond sending out letters introducing pastoral charge to their assigned liaisons.
- * What will we include in **reports to Region 5 Council executive/Commission**? Who will prepare it? Judy Hare and Cherry Abad will prepare an initial report
- * Does the Chair of the Pastoral Relations Commission see merit in being a **corresponding member of the Regional Council executive/Commission** so that she receives minutes and could participate in meeting if needed? YES
- * Are we in agreement that non-confidential portions of Pastoral Relations Commission **minutes be shared** with other Pastoral Relations related Committees and that we would receive minutes from those committees for information? YES
- * How /where will we publicize **COVENANTING SERVICES** Information is to be sent to Cherry Abad at Vacancies e-mail for inclusion in Regional Weekly News
- * **Matters related to support of Indigenous Communities of Faith**
 - Treated as ordinary members of the Region
 - Reappointments have been made (check date with Aileen)
 - Renewed for 2 years – December 2020- Mission Support Grant year rather than pastoral year
 - Track candidates for ordained, commissionand or needing provisional call
 - Will be in the agenda as an ongoing thing
 - Are they going on ChurchHub?
- * **Committee on Lay Ministry/Lay Leadership Support** is in the process of clarifying those locations that have Congregational Designated Ministers. We may have some PR 462 (Request for Categorization of Positions) to review at some point. NEW FORM as of February 08, 2019 “Community of Faith Request for Categorization of Lay Ministry Position“
- * Pulpit Supply lists now the responsibility of the Regions (cooperative effort between Pastoral Relations Commission and Committee on Lay Ministry Support)?
 - **Email LLWLs who want to be on the Pulpit Supply list**
 - **Email ministry personnel who are retained on the roll without restrictions if they want to be included on the list and what contact information they want shared.**
 - **An option is to include in the mailing to Pastoral Charges**

asking them if they know retired clergies worshipping in their congregation who may be interested in being included on the Pulpit Supply list.

- **Use Facebook to contact retired clergy?**

ADJOURNMENT The meeting of the Pastoral Relations Commission was adjourned at 11:50 a.m.

NEXT MEETING The next meeting of the Pastoral Relations Commission is scheduled for, **March 12, 2019 at 10:00 a.m. by Conference Call. Forms/Agenda items due in by noon on Friday, March 8, 2019.**

Diane Gillis has offered to lead the opening worship/devotion.