

Prairie to Pine Regional Council – The United Church of Canada
PASTORAL RELATIONS COMMISSION
MINUTES
May 7, 2019 (Conference Call)

PRESENT

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

REGRETS

Aileen Urquhart

OPENING

Mary Best opened the meeting at 10:00 a.m. Elsie Douglas and Mary Best read a version of Psalm 23. Mary offered prayer.

AGENDA

We agreed that the revised agenda be approved as circulated, with the following amendments on the Omnibus Motion (#17):

- A. It should say Motion 2019#14-F
- B, no. 8 – moving expenses, it should be from Port of Entry in Canada
- C, D and E do not have secretarial assistance in their terms: St. Andrew's has 27.5 hours; Transcona has 27.5 hours for both positions;
- C, no. 2- Additional salary- expressed as percentage is 21%
- D, no. 4- Continuing Education has an extra 5, it should be \$1415.00; Administrative Support is 22 hours/week; ADP code is JFTH

Receipt of United Fresh Start minutes under correspondence.

CORRESPONDENCE

Sent:

- Forms to various parties including GCO (General Council Office) for upload in Personnel Files
- 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, **Governing Board minutes of May 01, 2019, Pastoral Charge minutes of May 5, 2019 for Transcona Memorial United Church**
2. **Record of Call or Appointment for Jeffrey Cook**
3. Community of Faith Request for Categorization Lay Ministry Positions (X2) from Transcona Memorial United Church

4. Ministry Profile documents, Financial Viability Review, Financial Statement Year-end 2018, Governing Board minutes of _____, Pastoral Charge minutes of March 31, 2019 for St. Andrew's River Heights United Church
5. Ministry Profile documents, Financial Viability Review, Financial Statement Year-end 2018, Governing Board minutes of April 23, 2019, Pastoral Charge minutes of May 5, 2019 for McKenzie United Church, Portage la Prairie
6. Ministry Profile documents, Financial Viability Review, Financial Statement Year-end 2018, Pastoral Charge minutes of May 5, 2019 for Neepawa Pastoral Charge
7. Minutes of Committee on Lay Ministry/Lay Leadership Support and Community of Faith Support (April 08,2019 Mtg)
8. Minutes of Committee on Ministry Personnel Support (Mtg on May 02,2019)
9. Email from Paul Peters Derry notification of retirement effective May 1, 2019
10. Minutes from United Fresh Start Facilitators
11. Email from Crescent Fort Rouge United Church-Winnipeg for Pastoral Charge Supervisor effective May 1, 2019- Carol Latter was recruited and will be appointed
12. Email re: need for Pastoral Charge Supervisor at St. Paul's Beausejour as Judy Limpright's last day is May 19,2019
13. Email from Betty Kelly, Nominations (May 01, 2019)
14. Email from Heather Sandilands re: Covenanting Service, May 26, 2019 at Reston-Pipestone for Marianne Olfrey
15. Email re: concern around ministry personnel access to available positions list ** Response?
16. Email from Deb Kigar, re: Church Hub training – Date Options
17. Email from E.L.C.I.C. Bishop, Rev. Jason Zinko re: Thompson (04-06-19) Date?
18. Record of Call or Appointment for Schalk Naude to Knox United Church-Fort Frances
19. 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- First United-Dauphin
 13. Mona Denton- Stony Mountain-Lilyfield

14. Milo Spooner Craig- Central-Brandon
15. Doug Craig-Central-Brandon
16. Maureen McCartney- Oakbank
17. Kevin Sprong – Benito- Kenville (May 03 – not printable format)

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) – **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– Ministry Profile documents ready AND APPROVED -**Harold Kenyon**
- **Brookdale – Maria Szabo Berces**
- Roland (Search) – **Harold Kenyon**
- Cartwright (Ministry Profile) - waiting for them to appoint people to do Community Profile – some issues with Charity status and buildings- **Maria Szabo Berces**
- Graysville (Ministry Profile) Student Supply completing – **Harold Kenyon**
- Gladstone (Ministry Profile) - meeting on May 09, 2019 with Committee - **Kathy Platt**
- McKenzie Portage (Ministry Profile completed) -**Patrick Woodbeck**

Former Assiniboine Area

- Birtle-Miniota – (Search) withdrawal?
- Elkhorn (Ministry Profile) – not able to make contact –Committee on Community of Faith Support will be asked 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) – _____**
- *Rivers – (Search/halftime/ GAP appointment as of May 31, 2019) – **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 of vacancy- **Linda Buchanan**
- *Swan River (conversation with Hillsview before posting) – **need new
forms/format/process– Linda Buchanan**
- *Thompson – **Judy Hare received an 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-application for vacancy) -
Mona Denton
- St. Paul’s-Beausejour (**Search**/application for vacancy) - **Kristin
Woodburke**

Former Winnipeg Presbytery

- Gordon King Memorial (Profile) - **Mary Best***
- St. Andrew’s –River Heights (Ministry Profile completed) gap
appointment - **Mary Best**
- St. Mary’s Road (Ministry Profile) – Student Supply completing-
congregational meeting to consider Ministry Profile on May 19? –
Melanie Kauppila
- **North Kildonan (Ministry Profile) - Patrick Woodbeck**
- **Congregational meeting on May 19 at SMRUC needs liaison?** Mary Best
will attend if the meeting is no earlier than 11:45
- **Congregational Meeting at Meridian on May 28 – Maria Szabo Berces
can attend.**

MATTERS FOR ACTION – MOTIONS

**MOTION 2019
#17 (A-G)**

***MOTION: Elsie Douglas / Harold Kenyon, 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 – April 9, 2019

That the minutes of the meeting of Prairie to Pine Pastoral Relations Commission on April 9, 2019 be approved with the following corrections:

- *Withdraw Motion 2019 #14-F – Neepawa Pastoral Charge Profile and re-label remaining section*

B. Appointment of SCHALK WILLEM NAUDE to Knox United Church – Fort Frances

Having received from Knox United Church, Fort Frances, the minutes of the Governing Board of April 07, 2019 and the congregational meeting April 07, 2019, list of references checked and completed Record of Call or Appointment Form (March 2019) that the Pastoral Relations Commission of the Prairie to Pine Region of the United Church of Canada approve the Appointment of SCHALK WILLEM NAUDE (Ordained Minister of the Dutch Reformed Church, South Africa) to Knox United Church-Fort Frances, based on 40 hours per week effective July 1, 2019 to June 30, 2021, with start date conditional upon completion of requirements for immigration, with the following terms:

1. *Minimum Salary at Category F and COL Group 1: \$55,239 per year*
2. *Additional salary above minimum salary schedule- NIL*
3. *Basic telephone for home, excluding long distance: \$540 per year*
4. *Continuing Education \$1415.00 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 (From Port of Entry in Canada)*
9. *Adequate secretarial assistance defined as 30 hours/week*
10. *Travel expenses reimbursement (based on the current Minimum Salaries for Ministry Personnel document)*
11. *Pension and benefits as assessed*

With the Pastoral Charge committing to remuneration through the Pastoral Charge Payroll Service (ADP # 32X8).

C. Approved Ministry Profile for St. Andrew's River Heights,

Having received from St. Andrew's –River Height's United Church, Community of Faith/Ministry Profile documents including position descriptions, Financial Viability Review, End of Year statements 2018/budget 2019, minutes of Pastoral Charge March 31,2019, the Pastoral Relations Commission of the Prairie to PineRegion of the United Church of Canada approves :

- i) the affirmation of the fulltime pastoral relationship with Karen Lumley with terms and position description previously approved*
- ii) the categorization of St. Andrew's River Heights United Church Youth and Young Adult Coordinator position (10 hours per week) as a Congregational Designated Ministry Position in accordance with the position descriptions and term submitted as part of the Community of Faith/Ministry Profile documents submitted*
- iii) the establishment of a part time ministry position (25 hours per month) effective August 01, 2019 at St. Andrew's- River Heights United Church with the position description outlined in the Ministry Profile document approved by the pastoral charge and the following terms:*
 - 1. Salary up to Category F COL 3*
 - 2. Additional salary above increment expressed as a percentage 21 %*
 - 3. Telephone (excluding personal long distance)/internet \$ 420.00 per year*
 - 4. Continuing Education \$ 1415.00 per year pro-rated*
 - 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 of vacation (including 5 Sundays) within each pastoral year (pro-rated)*
 - 8. Moving expenses to a maximum*
 - 9 Adequate secretarial assistance defined as 27.5 hours per week*
 - 10. Travel expenses reimbursement (based on Minimum Salaries for Ministry Personnel schedule)*
 - 11. Pension and other benefits as assessed**With St. Andrew's River Heights United Church committing to remuneration of the ministry personnel through the Pastoral Charge Payroll ADP # 4067*

D. 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, minutes of Pastoral Charge meeting of **May 05, 2019** and minutes 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 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, 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 \$ 1415.00 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 of vacation (including 5 Sundays) within each pastoral year***
 - 8. Moving expenses to a maximum of \$7500***
 - 9. Adequate secretarial assistance defined as 22 hours per week***
 - 10. Travel expenses reimbursement (based on Minimum Salaries for Ministry Personnel schedule)***
 - 11. Pension and other benefits as assessed***
- With Neepawa Pastoral Charge committing to remuneration of the ministry personnel through the Pastoral Charge Payroll Service (ADP #JFTH)***

E. Ministry Profile for Transcona Memorial United Church

Having received from Transcona Memorial United Church, Community of Faith/Ministry Profile documents, Financial Viability Review, Minutes of Governing Board of May 01, 2019 and minutes of **Pastoral Charge May 05,2019**, the Pastoral Relations Commission of the Prairie to Pine Region of the United Church of Canada approves :

- i) The reduction of ministry time at Transcona Memorial United Church from two fulltime positions to one fulltime Ministry position and one .5 Ministry position***
- ii) the categorization of Position A : Youth Point Person (7.5 hours per week) as a Congregational Designated Ministry Position in accordance with the position descriptions and term submitted as part of the Community of Faith/Ministry Profile documents approved by the Governing Board on May 01,2019***
- iii) the categorization of Position B: Transcona Memorial United Church Messy Encore Coordinator (7.5 hours per week) as a Congregational Designated Ministry Position in accordance with the position descriptions and term submitted as part of the Community of Faith/Ministry Profile documents approved by the Governing Board on May 01,2019***
- iv) the affirmation of the fulltime pastoral relationship with Carol Fletcher with terms and position description previously approved***

- v) *the establishment of a halftime ministry position (20 hours per week) effective July 01, 2019 at Transcona Memorial United Church with the position description outlined in the Ministry Profile document approved by the pastoral charge on May 05,2019 and the following terms:*
1. *Salary up to Category F COL 3*
 2. *Additional salary above increment expressed as a percentage 21 %*
 3. *Telephone (excluding personal long distance)/internet \$ 720.00 per year*
 4. *Continuing Education \$ 708.00 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. *Moving expenses – Not applicable*
 8. *Adequate secretarial assistance defined as 27.5 hours per week*
 9. *Travel expenses reimbursement (based on Minimum Salaries for Ministry Personnel schedule)*
 10. *Pension and other benefits as assessed*
With Transcona Memorial United Church committing to remuneration of the ministry personnel through the Pastoral Charge Payroll ADP # J3AE
- vi. *that the halftime position at Transcona Memorial United Church effective July 01, 2019 be filled by a Call to the incumbent Jeff Cook (Ordained Minister) with the following terms:*
1. *Salary up to Category F COL 3 at .5 time \$30,542.00 per year*
 2. *Additional salary above increment expressed as a percentage 21 % (\$ 6,413.82) for a total salary of \$ 36,955.82*
 3. *Telephone (excluding personal long distance)/internet \$ 720.00 per year*
 4. *Continuing Education \$ 708.00 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. *Moving expenses –Not applicable*
 8. *Adequate secretarial assistance defined as 27.5 hours per week*
 9. *Travel expenses reimbursement (based on Minimum Salaries for Ministry Personnel schedule)*
 10. *Pension and other benefits as assessed*
With Transcona Memorial United Church committing to

remuneration of the ministry personnel through the Pastoral Charge Payroll ADP # J3AE

F. Ministry Profile for McKenzie United Church Pastoral Charge- Portage la Prairie

*Having received from McKenzie Pastoral Charge (Portage la Prairie), Community of Faith/Ministry Profile documents, Financial Viability Review, Financial Statement Year-end 2018 and budget for 2019, minutes of Governing Board on April 23, 2019 and minutes of **Pastoral Charge meeting of May 05, 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 full-time ministry position for an Ordained, Diaconal or Designated Lay Minister on McKenzie United Church Pastoral Charge, effective July 01, 2019 with the following terms:*

- 1. Salary up to Category F –COL 2*
 - 2. Telephone (excluding personal long distance)/internet \$ 420 per year*
 - 3. Continuing Education \$ 1415.00 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 of vacation (including 5 Sundays) within each pastoral year*
 - 7. Moving expenses to a maximum of \$ 12,000*
 - 8. Adequate secretarial assistance defined as paid position 20 hours per week*
 - 9. Travel expenses reimbursement (based on Minimum Salaries for Ministry Personnel schedule)*
 - 10. Pension and other benefits as assessed*
- With McKenzie United Church Pastoral Charge committing to remuneration of the ministry personnel through the Pastoral Charge Payroll (ADP # JOOU)*

**G. Affirm the following liaison appointments:
Brookdale - Maria Szabo Berces**

CARRIED

**MOTION 2019
#18**

Pastoral Charge Supervisors

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

- i) appoint the following Pastoral Charge Supervisors for terms as noted:**
- Carol Latter to Crescent Fort Rouge United Church effective May 1 -June 30, 2019**
 - Eric Matheson to Riverview, Atikokan effective immediately**
 - Karen Lumley to Westworth United Church during the sabbatical**

period

- ii) ***approve an amendment to the Pastoral Charge Supervisor Policy (February 12, 2019 - Motion 2019 #7-B) to include a length of term comment “that Pastoral Charge Supervisors once appointed will continue to serve until 1) there is a “called or appointed” ministry personnel in place not requiring such supervision, OR 2) the supervisor gives an indication in writing to the Regional Pastoral Relations Commission of their desire to conclude their appointment as pastoral charge supervisor.***

CARRIED

Elsie and Cherry will be responsible for sending emails to current Pastoral Charge Supervisors, explaining the change in the length of terms, and requesting that they inform us (at PCRregion5@united-church.ca) about their intention to continue or be relieved of their responsibilities in their present appointments. Harold volunteered to phone any Pastoral Charge Supervisors who have not responded by May 24, 2019.

SABBATICAL MATTERS

Note the dates of the sabbatical for Loraine McKenzie Shepherd previously approved by Winnipeg Presbytery in October, 2018 : May – July, 2019

PASTORAL RELATIONS MATTERS

- **J.8 review Follow Up from Kildonan United Church Winnipeg:**
Update:
Kildonan United Church continue to work at finalizing requirements:

Confidential matters removed from this version of the minutes.

Invoice # 2 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 with the Governing board, her and Judy Hare, Pastoral Relations Minister. Date for the meeting is May 21, 2019.

- **Date for liaison training for ChurchHub**

In person CHURCH HUB training led by Deb Kigar, contract staff at General Council Office on April 10 at the office. She will also arrange to be ZOOMED in to part of the spring day long face to face meeting with liaisons face training day for liaisons. The date of this meeting needs to be renegotiated because of the number of liaisons not available on May 07, 2019.

NEW BUSINESS

- **Concerns, re: access to available positions list and available ministers list Follow-up?**

- **Day long face-to-face meeting of liaisons – ChurchHub Training- June 3, 2019 from 10:00 a.m. to 11:30 a.m. The location to be announced later.**

OTHER

- A Liaison to attend Covenanting Service at Deloraine- Melita –Tilston on May 05, 2019 (Cathie Waldie out of town). Heather Sandilands will attend.
- Comments about who should be involved in **rural ministry conversation/consultations** (Shannon email – Regional commission will decide but any input?) Harold Kenyon volunteered on behalf of PRC. Names were sent to Christine Garrett.
- Janet Walker working on final week of Graduated Return to Work (GRTW) plan at Churchill Park.

NEXT MEETING

June 11, 2019 (day long face-to-face). Will have all appointment renewals to do that day. Elsie Douglas sending regrets.

Forms and documents due by noon on THURSDAY, June 6, 2019.

Harold Kenyon offered to do the opening reflection/worship.

ADJOURNMENT

The meeting of the Pastoral Relations Commission was adjourned at 11:08 a.m.

Covenanting services:

Deloraine-Melita- Tilston on May 05, 2019 at _____ Liaison rep: Heather Sandilands

Reston- Pipestone on May 26, 2019 at _____ Liaison rep: Heather Sandilands

Knox, Winnipeg on _____ Liaison rep: _____

St. Paul's ,Virden on _____ Liaison rep: Mona Denton

Minnedosa, on June9, 2019 _____ Liaison rep: Linda Buchanan