

**Prairie to Pine Regional Council
Pastoral Relations Commission
Motions (September 14, 2021)**

Meeting Date	Motion #	Motion
September 14/21	2021-2022/ #7 (A-F)	<p>Take the following actions:</p> <p>A. Minutes of the Prairie to Pine Pastoral Relations Commission – August 10, 2021</p> <p>That the minutes of the meeting of the Prairie to Pine Pastoral Relations Commission on August 10, 2021 be approved with the following correction: Section F should be: Lawrence Moore has requested a change in pastoral relations with Kinosao Sipi Keenanow Pastoral Charge (Norway House) as of October 31, 2021. <i>[This request is not for the purpose of retirement.]</i></p> <p>B. Request for Appointment for Susan Tilleman at St. Paul’s United Church (Beausejour)</p> <p>Having received from St. Paul’s United Church Pastoral Charge, Beausejour: minutes from the meeting on August 25, 2021 of the governing body of the Pastoral Charge and the completed Record of Appointment document, the Pastoral Relations Commission of the Prairie to Pine Regional Council of the United Church of Canada approves the Appointment of SUSAN TILLEMAN (Diaconal Minister-Retired) filling the part-time posted ministry position (15 hours per week) at St. Paul’s United Church, Beausejour, effective October 1, 2021 to June 30, 2024, with the following terms:</p> <ol style="list-style-type: none"> 1. Salary Category F – COL 2 for 15 hours per week - <u>\$ 22, 568.63 per year</u> Additional Salary of 5% above the minimum salary schedule for this category -(\$1,128.43 in 2021) TOTAL SALARY - <u>\$ 23, 697.06 per year</u> 2. Telephone/Communications – <u>\$ 528.00 per year</u> 3. Continuing Education - <u>\$ 552.75 per year</u> 4. A minimum of three weeks (21 days) of study leave within each pastoral year, including Sundays 5. For members of the Order of Ministry and recognized designated lay ministers, a minimum of three months of sabbatical leave after five consecutive years of service to the pastoral charge/ministry unit 6. A minimum of one month of vacation (including five Sundays) within each pastoral year 7. Moving expenses, based on reasonable estimates – <i>Not applicable</i> 8. Adequate administrative assistance defined as – <u>10 hours per week</u>

		<p>9. Travel expense reimbursement, based on the current <i>Minimum Salaries and Reimbursements for Ministry Personnel</i> document</p> <p>10. Employer costs for Pension and Benefits, as noted in the <i>Premiums and Taxable Benefit Calculator</i></p> <p>With St. Paul's United Church Pastoral Charge, Beausejour agreeing to provide remuneration through the Pastoral Charge Payroll Service (ADP) unless granted a formal exemption by the General Council Office (ADP # J03J)</p> <p>C. Request for transitional ministry appointment for Reverend William (Bill) Millar at Broadway Disciples United Church (Winnipeg) Pastoral</p> <p>Having received the final report from the Reverend Bill Millar resulting from a consultation process at Broadway Disciples United Church (Winnipeg), regarding ministry needs, including ministry goals for the next few months; and having received minutes from a meeting on September 5, 2021 of the Broadway Disciples United Church congregation which included the participation of the Reverend Dr. Jennifer Garbin, Regional Minister of the Christian Church (Disciples of Christ in Canada); the Financial Viability Review; Year-end financial statement for 2020 and Year-to-date financial statement for 2021 and the completed Record of Appointment, , the Pastoral Relations Commission of the Prairie to Pine Regional Council of the United Church of Canada:</p> <p>i. approves the following 5 Goals of Transition Ministry as approved by a meeting of the Broadway Disciples United Church congregation on September 5, 2021, in lieu of a Ministry Profile:</p> <ol style="list-style-type: none"> 1. To provide consistent, reliable and meaningful worship leadership during this time of transition [ie. until a new long term pastor is called]. This can involve either live zoom or in-person worship twice per month and if a pre-recorded element is incorporated it could be expanded to three times per month. The Minister/Pastor can work with worship leadership team in planning worship for weeks the Minister would not be present. 2. To provide the authentic, supportive love and caring of a pastor, in both formal and informal relationships, during the transition. 3. To work with trusted elders and leaders of the church to ensure a strong, functioning church structure (decision-making, governance, planning, administration, etc.) 4. To help the congregation prepare for a healthy new pastoral relationship, ensuring that, as much as possible, all members feel heard/valued, are engaged,
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		<p>and can heartily support the new vision of ministry and pastoral relationship.</p> <p>5. To help the congregation and its leadership look at the financial health and viability of the ministry, including exploring possible stewardship/visitation process, and other options.</p> <p>ii. approves the Appointment of WILLIAM (BILL) MILLAR (Ordained Minister -Retired) to a transitional ministry position (20 hours per week) at Broadway Disciples United Church, Winnipeg, effective September 15, 2021 to June 30, 2022, with the following terms:</p> <ol style="list-style-type: none"> 1. Salary Category F – COL 3 for 20 hours per week – <u>\$ 31, 806.50 per year</u> 2. Telephone/Communications - <u>\$ 420.00 per year</u> 3. Continuing Education - <u>\$ 737.00 per year</u> 4. A minimum of three weeks (21 days) of study leave within each pastoral year, including Sundays 5. For members of the Order of Ministry and recognized designated lay ministers, a minimum of three months of sabbatical leave after five consecutive years of service to the pastoral charge/ministry unit 6. A minimum of one month of vacation (including five Sundays) within each pastoral year 7. Moving expenses, based on reasonable estimates – <i>Not applicable</i> 8. Adequate administrative assistance defined as – <u>Volunteer</u> 9. Travel expense reimbursement, based on the current <i>Minimum Salaries and Reimbursements for Ministry Personnel</i> document 10. Employer costs for Pension and Benefits, as noted in the Premiums and Taxable Benefit Calculator 11. Other terms: with the final position description, based on a Memorandum of Understanding between Broadway Disciples United Church and Niverville United Church approved by both governing boards, to be developed by November 4, 2021; and that the 90 days’ notice to end the pastoral relationship be replaced by the jurisdictional minimum of one pay period (one month) <p>With Broadway Disciples United Church, Winnipeg agreeing to provide remuneration through the Pastoral Charge Payroll Service (ADP) unless granted a formal exemption by the General Council Office (ADP # J36W)</p>
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D. Request for categorization of lay positions and posting of new full-time position on Valley Pastoral Charge

Having received from Valley Pastoral Charge: minutes from a meeting on September 8, 2021 of the Valley Pastoral Charge; Year-to-date financial statements for 2021 for the Pastoral Charge and congregations; (Financial Viability Review, 2020 Year-end financial statements and first quarter financial statements for 2021 received previously); updated Ministry Profile including a Living Faith Story, terms and position descriptions for Ministry Personnel and lay positions, including the request for categorization of lay positions, the Pastoral Relations Commission of the Prairie to Pine Regional Council of the United Church of Canada:

- i. Having reviewed the lay positions in accordance with the requirements in the *Congregational Designated Ministry Handbook*, categorizes the submitted positions as Congregational Ministry Position – Worship Leader, and commends Section I.1.11.4 (page 148 of *The Manual 2021*) for future reference, noting that in order to employ Congregational Designated Ministers, a Called or Appointed Minister must be in place;
- ii. approves the posting of the full-time ministry position at Valley Pastoral Charge, effective January 1, 2022, with the following terms:
 1. Salary up to Category F – COL 1 minimum
 2. Telephone/Internet \$ 1,700.00 per year
 3. Continuing Education \$ 1,493.00 per year
 4. A minimum of three weeks (21 days) of study leave within each pastoral year, including Sundays
 5. For members of the Order of Ministry and recognized designated lay ministers, a minimum of three months of sabbatical leave after five consecutive years of service to the pastoral charge / local ministry unit
 6. A minimum of one month of vacation (including five Sundays) within each pastoral year
 7. Moving expenses based on reasonable estimates up to \$ 7,000.00
 8. Adequate administrative assistance 8 hours per week
 9. Travel expense reimbursement based on the current *Minimum Salaries and Reimbursements for Ministry Personnel* document
 10. Employers cost for Pension and Benefits as noted in the Premiums and Taxable Benefit Calculator
 11. Other: must have valid driver's license and vehicleWith Valley Pastoral Charge agreeing to provide remuneration through the Pastoral Charge Payroll Service (ADP) unless granted a formal exemption by General Council (ADP #WOUQ)

[Note: The start dates of the contracts with any Congregational Designated Ministers should be adjusted to coincide with the start date of Ministry Personnel. Congregational Designated Ministers

are not eligible for a Canada Revenue housing deduction, so the salary schedule for ministry personnel does not apply to them. The figure in the Minimum Salaries and Reimbursements for Ministry Personnel document for Visiting Ministry Personnel could be used, divided by 8 hours to get a rate per hour. It should also be noted that this figure is based on Salary Category F -COL 1 (Cost of Living), which includes housing and changes every January 1. Congregational Designated Ministers as employees are not eligible to be "Sacraments Elders".]

E. Request for change in pastoral relations

That the Pastoral Relations Commission of the Prairie to Pine Regional Council of the United Church of Canada approve the request for a change in pastoral relations from the **Reverend Peter Bartlett** from **St. Andrew's United Church, Sioux Lookout**, effective December 8, 2021.

F. Appointment of Pastoral Charge Supervisors

The Pastoral Relations Commission of the Prairie to Pine Regional Council of the United Church of Canada appoints the following Pastoral Charge Supervisors:

Heather Lea to Ochre River United Church Pastoral Charge, effective immediately to tend to the disbanding process, on behalf of the Committee on Community of Faith Support

Irene Greenwood to Westminster United Church, Winnipeg, effective immediately to cover the Medical Absence of Sherri McConnell

_____ to **St. Andrew's United Church, Sioux Lookout**, effective December 8, 2021.

Carried