

**Prairie to Pine Regional Council
Pastoral Relations Commission
Motions (February 9, 2021)**

Meeting Date	Motion #	Motion
Feb. 9/21	2020-2021/ #5 (A-J)	<p>Take the following actions:</p> <p>A. Minutes of the Prairie to Pine Pastoral Relations Commission – January 12, 2021</p> <p>That the minutes of the meeting of the Prairie to Pine Pastoral Relations Commission on January 12, 2021 be approved as circulated.</p> <p>B. Appointment for Deborah Vitt at Prairie Spirit United Church (Winnipeg)</p> <p>Having received from Prairie Spirit United Church (Winnipeg): minutes of the governing body (Oversight Council) dated January 30, 2021; 2020 Year-end Financial Statement; proposed budget for 2021; a 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 for DEBORAH VITT (Diaconal Minister) to a part-time ministry position (20 hours per week) at Prairie Spirit United Church (Winnipeg), effective February 15, 2021 to June 30, 2021, 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> Additional salary 10% above minimum salary schedule for category <u>\$ 3, 180.65</u> TOTAL SALARY <u>\$ 34, 987.15 per year</u> 2. Telephone <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>30 hours per week</u> 9. Travel expense reimbursement, based on <i>Minimum Salaries and Reimbursements for Ministry Personnel</i> document

		<p>10. Employer costs for Pension and Benefits, as noted in the Premiums and Taxable Benefit Calculator (necessary because of multiple appointments totaling more than 14 hours per week)</p> <p>11. Other terms: preaching up to two Sundays per month and available to the congregation the week prior (Monday to Sunday); \$100.00 per month taxable allowance to offset commuter expenses</p> <p>With Prairie Spirit United Church (Winnipeg) agreeing to provide remuneration through the Pastoral Charge Payroll Service (ADP) unless granted a formal exemption by General Council (ADP # JFT9)</p> <p>C. Request for Revised Posting of Ministry Position from Carberry United Church</p> <p>Having received from Carberry United Church Pastoral Charge Search Committee: a revised profile including a position description for full-time ministry position and revised terms; 2020 Year-end financial statement including special funds; budget for 2021; with a date for a congregational meeting and explanation of extraordinary condition, the Pastoral Relations Commission of the Prairie to Pine Regional Council of the United Church of Canada:</p> <p>i. approves, in principle, the increase in ministry time in Carberry United Church Pastoral Charge from 30 hours per week to 40 hours per week, effective July 1, 2021, in line with a previous vacancy (Pastoral Relations Commission Motion 2020-2021 #1 E – October 13, 2020)</p> <p>ii. approves, in principle, the following terms:</p> <ol style="list-style-type: none"> 1. Salary up to Category F with manse 2. Telephone/internet – <u>\$ 1,000.00 per year</u> 3. Continuing Education <u>\$ 1,474.00 per year</u> 4. A minimum of three weeks (21 days) of study leave within each pastoral year, including Sundays - <i>Pro-rated for partial year</i> 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 – <i>pro-rated for partial year</i> 7. Moving expenses, based on reasonable estimates – <u>\$ 12,000.00</u> 8. Adequate administrative assistance defined as – <u>4 hours per week</u>
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9. Travel expense reimbursement, based on *Minimum Salaries and Reimbursements for Ministry Personnel* document plus receipted parking expenses

10. Employer costs for Pension and Benefits, as noted in the Premiums and Taxable Benefit Calculator

With Carberry United Church Pastoral Charge agreeing to provide remuneration through the Pastoral Charge Payroll Service (ADP) unless granted a formal exemption by General Council (ADP #J10N)

D. Request for new position posting from Roblin Pastoral Charge

Having received from Roblin Pastoral Charge: a Community of Faith profile including a position description for a full-time position and terms; a Financial Viability Review; a Manse Summary Sheet; minutes from congregation meeting on January 19, 2021; financial statement dated November 2020, the Pastoral Relations Commission of the Prairie to Pine Regional Council of the United Church of Canada approves the posting of a full-time ministry position (40 hours per week) at **Roblin Pastoral Charge**, effective March 15, 2021, with the following terms:

1. Salary up to Category F with manse
2. Telephone and internet \$ 1,200 per year
3. Continuing Education \$ 1,474.00 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/ministry unit
6. A minimum of one month of vacation (including five Sundays) within each pastoral year -pro-rated
7. Moving expenses, based on reasonable estimates – \$ 15,000.00
8. Adequate administrative assistance defined as – 18 hours per week
9. Travel expense reimbursement, based on Minimum Salaries and Reimbursements for Ministry Personnel document
10. Employer costs for Pension and Benefits, as noted in the Premiums and Taxable Benefit Calculator
11. Other Term: additional \$ 26.00 to top up Continuing Education amount to \$ 1,500.00

With Roblin Pastoral Charge agreeing to provide remuneration through the Pastoral Charge Payroll Service (ADP # WOUW))

		<p>E. Request for Categorization of Lay Ministry Position from Crossroads United Church Pastoral Charge</p> <p>Having received from the governing body of Crossroads United Church Pastoral Charge: the form <i>Community of Faith Request for Categorization of a Lay Ministry Position</i>; an attached position description for Congregational Designated Minister – Worship Leader; a motion approved by the members of the governing body of the Pastoral Charge dated January 21, 2021; financial documents including 2020;</p> <p>and having reviewed it, in accordance with the requirements in the <i>Congregational Designated Ministry Handbook</i>, the Pastoral Relations Commission of the Prairie to Pine Regional Council of the United Church of Canada categorizes the submitted position as a Congregational Designated Ministry Position – Worship Leader, and indicates that payments for such a position must be on a per hour basis and meet at least the minimum wage requirements of the jurisdiction.</p> <p><i>Note: A Congregational Designated Minister must have an employee contract with a per hour rate. It is fully taxable. (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 – Cost of Living 1, which does include housing and changes every January 1.</i></p> <p>F. Notification of Sabbatical for Harold Kenyon at Crossroads United Church Pastoral Charge</p> <p>In accordance with correspondence received from Harold Kenyon, the Pastoral Relations Commission of the Prairie to Pine Regional Council of the United Church of Canada receives notification of the sabbatical leave for Harold Kenyon from Crossroads United Church Pastoral Charge from April 5, 2021 to July 5, 2021.</p> <p>The appointment of a Pastoral Charge Supervisor is not required as this is a team ministry setting.</p> <p>G. Request for Change in Pastoral Relations</p> <p>Having received a request for a change in pastoral relations from Meg Illman-White at Knox United Church (Kenora), effective July 31, 2021, including a period of sabbatical leave from May 1, 2021 to July 31, 2021, and confirmation that both were approved by the Leadership Team of Knox United Church (Kenora) at a meeting held on January 27, 2021, the Pastoral Relations Commission of the Prairie to Pine Regional Council of the United Church of</p>
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		<p>Canada receives this request for a change in pastoral relations and concurs with the arrangements approved by Knox United Church (Kenora).</p> <p>H. Appointment of Pastoral Charge Supervisors</p> <p>The Pastoral Relations Commission of the Prairie to Pine Regional Council of the United Church of Canada appoints the following Pastoral Charge Supervisor:</p> <p>Marc Whitehead to Knox United Church (Kenora), effective immediately</p> <p>I. Appointment of Liaisons</p> <p>The Pastoral Relations Commission of the Prairie to Pine Regional Council of the United Church of Canada appoints the following Liaison:</p> <p>Mona Denton to Knox United Church (Kenora)</p> <p>J. Resignation of Grant Queskekapow from Pastoral Relations Commission</p> <p>The Pastoral Relations Commission of the Prairie to Pine Regional Council of the United Church of Canada accepts, with regret, the resignation of Grant Queskekapow from the Pastoral Relations Commission, effective immediately, in accordance with the notification from the Prairie to Pine Regional Council Nominations Committee.</p> <p style="text-align: right;"><u>Carried</u></p>
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