

**Prairie to Pine Regional Council
Pastoral Relations Commission
Motions (August 10, 2021)**

Meeting Date	Motion #	Motion
August 10/21	2021-2022/ #6 (A-I)	<p>Take the following actions:</p> <p>A. Minutes of the Prairie to Pine Pastoral Relations Commission – July 13, 2021</p> <p>That the minutes of the meeting of the Prairie to Pine Pastoral Relations Commission on July 13, 2021 be approved as circulated.</p> <p>B. Request for Appointment for Douglas Craig at Souris First United Church</p> <p>Having received from Souris United Church Pastoral Charge: minutes from the meeting on July 22, 2021 of the governing body of the Pastoral Charge; a Memorandum of Understanding between Souris Pastoral Charge and Central United Church , Brandon; confirmation of the Minister’s completion of his 2021 ADCCCR (Annual Declaration in Respect to Criminal Charges and/or Criminal Record); 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 DOUGLAS CRAIG (Ordained Minister-Retired) filling the half-time posted ministry position (20 hours per week) at Souris United Church, effective September 1, 2021 to June 30, 2024, with the following terms:</p> <ol style="list-style-type: none"> 1. Salary Category F – COL 2 for 20 hours per week - <u>\$ 30,091.50 per year</u> 2. Telephone – <u>\$ 300.00 per year</u> reimbursed to Central United Church, Brandon, as per the Memorandum of Understanding with Central United Church, Brandon 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>15 hours per week</u>

9. Travel expense reimbursement, based on the current *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: Memorandum of Understanding between Souris United Church and Central United Church (Brandon)
- With Souris United Church Pastoral Charge agreeing to provide remuneration through the Pastoral Charge Payroll Service (ADP) unless granted a formal exemption by the General Council Office (ADP # WOZA)

C. Request for renewal of Appointment for Kathryn (Kathy) Highmoor at Hillsvie Pastoral Charge

Having received from Hillsvie Pastoral Charge: minutes from a phone poll on June 15, 2021 of the governing body of Hillsvie Pastoral Charge; the Year-end financial statement for 2020 and Year-to-date financial statement for 2021; confirmation of the Minister's completion of her 2021 ADCCCR (Annual Declaration in Respect to Criminal Charges and/or Criminal Record); and the completed Record of the Appointment document, the Pastoral Relations Commission of the Prairie to Pine Regional Council of the United Church of Canada approves the **Renewal** of the **Appointment** of **KATHRYN (KATHY) HIGHMOOR** (Ordained Minister-Retired) to a part-time ministry position (4 hours per week) at **Hillsvie Pastoral Charge**, effective September 1, 2021 to June 30, 2022, with the following terms:

1. Salary Category F – COL 2 for 4 hours per week - \$ 6, 018.30 per year
2. Telephone \$ 420.00 per year
3. Continuing Education - \$ 147. 40 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
7. Moving expenses, based on reasonable estimates – *Not applicable*
8. Adequate administrative assistance defined as –
9. Travel expense reimbursement, based on the current *Minimum Salaries and Reimbursements for Ministry Personnel* document

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

With Hillsvie Pastoral Charge agreeing to provide remuneration through the Pastoral Charge Payroll Service (ADP) unless granted a formal exemption by the General Council Office (ADP # W0UX)

D. Request for the renewal of the Appointment for Beth Clark at Cartwright Pastoral Charge

Having received from Cartwright Pastoral Charge: minutes from a meeting on May 29, 2021 (telephone conference call) of the Board of Cartwright Pastoral Charge; Year-end financial statement for 2020 and Year-to-date financial statement for 2021; confirmation of the Minister's completion of her 2021 ADCCCR (Annual Declaration in Respect to Criminal Charges and/or Criminal Record); and the completed Record of Appointment, the Pastoral Relations Commission of the Prairie to Pine Regional Council of the United Church of Canada approves the **Renewal** of the **Appointment** of **BETH CLARK** (Designated Lay Minister-Retired) to a part-time ministry position (8 hours per week) at **Cartwright Pastoral Charge**, effective September 1, 2021 to June 30, 2022, with the following terms:

1. Salary Category F – COL 1 (DLM) for 8 hours per week - \$ 11,203.00 per year
2. Telephone \$ 420.00 per year (\$ 35.00 per month)
3. Continuing Education \$ 294.80 per year (\$ 245.66 per ten-month period)
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 – *Not Applicable*
8. Adequate administrative assistance defined as printing of order of services and annual report
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

With Cartwright Pastoral Charge agreeing to provide remuneration through the Pastoral Charge Payroll Service (ADP) unless granted a formal exemption by General Council (ADP #JOZD)

E. Request for the renewal of Appointment for Irene Onuch at Prairie Vision Pastoral Charge

Having received from Prairie Vision Pastoral Charge: minutes of a meeting on May 27, 2021 (via Zoom) of the Prairie Vision Council; the Year-end financial statement for 2020 and Year-to-date financial statement for 2021; confirmation of the Minister's completion of her 2021 ADCCCR (Annual Declaration in Respect to Criminal Charges and/or Criminal Record); and the completed Record of Appointment, the Pastoral Relations Commission of the Prairie to Pine Regional Council of the United Church of Canada approves the **Renewal** of the **Appointment** of **IRENE ONUCH** (Ordained Minister-Retired) to a part-time ministry position (3 hours per week) at **Prairie Vision Pastoral Charge**, effective September 1, 2021 to June 30, 2022, with the following terms:

1. Salary Category F – COL 2 for 3 hours per week - \$ 4,513.73 per year
2. Telephone - \$ 420.00 per year
3. Continuing Education - \$ 110.55 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 sabbatical leave after five consecutive years of service to the pastoral charge / local ministry unit
6. A minimum of one month of vacation (including 5 Sundays) within each pastoral year
7. Moving expenses based on reasonable estimates – *Not Applicable*
8. Adequate administrative assistance defined as – 10-12 hours per month, as needed
9. Travel expense reimbursement based on the current *Minimum Salaries and Reimbursements for Ministry Personnel* document
10. Employer costs for Pensions and Benefits as noted in the *Premiums and Taxable Benefit Calculator*
11. Other: meal allowance of \$ 12.00 per service for a total of \$ 120.00 per 10-month period

With Prairie Vision Pastoral Charge agreeing to provide remuneration through the Pastoral Charge Payroll Service (ADP) unless granted a formal exemption by the General Council Office (ADP #)

F. Request for the end of pastoral relationship with Kinosao Sipi Keenanow (Norway House) for the purpose of retirement for Lawrence Moore

Having received an email from Ida Mackay, Chair of the Board of Kinosao Sipi Keenanow, containing the request from Reverend Lawrence Moore for a change in pastoral relations with Kinosao Sipi Keenanow (Norway House) for the purpose of retirement effective October 15, 2021, and having been made aware of the requirement from the United Church Pension and Benefits Centre **that all**

retirements are effective the first of the month the Pastoral Relations Commission of the Prairie to Pine Regional Council of the United Church of Canada approves the request of Reverence **LAWRENCE MOORE** for a **change in pastoral relations** for the purpose of **retirement**, effective October 31, 2021, subject to confirmation with Reverend Moore.

G. Request from St. Paul's United Church, Beausejour for Profile posting

Having received from St. Paul's United Church (Beausejour): minutes of a meeting on August 5, 2021 (via telephone conference call) of the Beausejour Pastoral Charge; a Living Faith Story; Financial Viability Review; Year-end financial statement for 2020 and Year-to-date financial statement for 2021; a revised position description and proposed terms, the Pastoral Relations Commission of the Prairie to Pine Regional Council of the United Church of Canada approves the posting of a part-time ministry position (15 hours per week) at St. Paul's United Church, Beausejour, effective October 1, 2021, with the following terms:

1. Salary up to Category F – COL 2 for 15 hours per week (.375) \$ 22, 568.63 per year (\$ 1, 880.72 per month)
Additional Salary of 5%
2. Basic telephone for home (excluding personal long distance) \$ 528.00 per year (\$44.00 per month)
3. Continuing Education pro-rated for .375 time \$ 552.75 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 sabbatical leave after five consecutive years of service to the pastoral charge / local ministry unit *Not Applicable for Candidate*
6. A minimum of one month of vacation (including 5 Sundays) within each pastoral year
7. Moving expenses based on reasonable estimates up to \$ 5,000.00
8. Adequate administrative assistance defined as 10 hours per week
9. Travel expense reimbursement based on the current *Minimum Salaries and Reimbursements for Ministry Personnel* document
10. Employer costs for Pensions and Benefits as noted in the *Premiums and Taxable Benefit Calculator*

With Beausejour Pastoral Charge agreeing to provide remuneration through the Pastoral Charge Payroll Service (ADP) unless granted a formal exemption by the General Council Office (ADP # JO3J)

H. 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:

**Aileen Urquhart and Lorraine Kakegamic to Kinosao Sipi
Keeanow (Norway House)**

I. Request for Appointment for Margaret West at Roblin Pastoral Charge

Having received from the Roblin Pastoral Charge: minutes of a meeting on July 29, 2021 of governing body of Roblin Pastoral Charge and the completed Record of Appointment, the Pastoral Relations Commission of the Prairie to Pine Regional Council of the United Church of Canada approves the **Appointment of MARGARET WEST** (Candidate-Designated Lay Ministry) to a part-time Supervised Ministry Education position (30 hours per week) at **Roblin Pastoral Charge**, effective September 1, 2021 to June 30, 2022, conditional upon receipt by the Pastoral Relations Commission of confirmation of approval by the congregation as a whole of the overall amount of ministry time and a completed Record of Appointment prior to the start date, with the following terms:

1. Salary Student Step 2 for 30 hours per week
With manse, including manse heating over \$ 800.00 per year or COL 2
 2. Telephone / Internet \$ 1,200.00 per year
 3. Continuing Education \$ 1,105.00 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 sabbatical leave after five consecutive years of service to the pastoral charge / local ministry unit *Not Applicable for Students*
 6. A minimum of one month of vacation (including 5 Sundays) within each pastoral year
 7. Moving expenses based on reasonable estimates up to \$ 15,000.00
 8. Adequate administrative assistance defined as 18 hours per week
 9. Travel expense reimbursement based on the current *Minimum Salaries and Reimbursements for Ministry Personnel* document
 10. Employer costs for Pensions and Benefits as noted in the *Premiums and Taxable Benefit Calculator*
 11. Other: maximum of three worship services per month
- With Roblin Pastoral Charge agreeing to provide remuneration through the Pastoral Charge Payroll Service (ADP) unless granted a formal exemption by the General Council Office (ADP # W0UW)

Carried