

**Prairie to Pine Regional Council
Pastoral Relations Commission
Motions (May 10, 2022)**

Meeting Date	Motion #	Motion
May 10/22	2022-2023/ #1 (A-N)	<p>Take the following actions:</p> <p>A. Minutes of the Prairie to Pine Pastoral Relations Commission – April 12, 2022</p> <p>That the minutes of the regular monthly meeting of the Prairie to Pine Pastoral Relations Commission on April 12, 2022 be approved as circulated.</p> <p>B. Request for approval of Call of Frances Flook to Knox United Church, Kenora</p> <p>Having received from Knox United Church (Kenora): Year-to-date financial information for January-March 31, 2022; a motion from a meeting on April 24, 2022 of the congregation of Knox United Church (Kenora), and a completed Record of Call for Frances Flook, with confirmation of completion of her 2022 Annual Declaration Related to Criminal Charges and Criminal Record, the Pastoral Relations Commission of the Prairie to Pine Regional Council of the United Church of Canada approves the Call of FRANCES FLOOK (Ordained Minister) to a full-time ministry position at Knox United Church (Kenora), effective August 1, 2022, with the following terms:</p> <ol style="list-style-type: none"> 1. Salary Category F COL 3 - <u>\$ 64,440.00 per year</u> Additional salary above minimum 11.25% (\$ 7,249.50 in 2022) Total Salary - <u>\$ 71,689.50 per year</u> 2. Telephone/internet - <u>\$ 1,500.00 per year</u> 3. Continuing Education - <u>\$ 1,493.00 per year</u> (See Term 11) 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 – (See Term 11) 7. Moving expenses, based on reasonable estimates – <u>up to \$20,000.00 to be used by June 30, 2023</u> 8. Adequate administrative assistance defined as - <u>paid staff for 15 hours per week</u> 9. Travel expense reimbursement, based on <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; total of \$ 2,000.00 per year for Continuing Education (additional \$ 507.00 in 2022); Additional vacation for a total of six weeks, including 7 Sundays per year; A church laptop is available and the church will keep the Minister's laptop current for church work

With remuneration provided by the pastoral charge through the Pastoral Charge Payroll Service (ADP)# TCAZ unless the General Council Office has granted a formal exemption.

C. Request for approval of Appointment of Damber Khadka at Valley Pastoral Charge

Having received from Valley Pastoral Charge: a Year-end financial statement for 2021 and Year-to date statements until March 31, 2022 for Valley Pastoral Charge and the three Communities of Faith (Greenridge, Dominion City, St. Andrew's, Emerson); minutes from a meeting of the pastoral charge on April 18, 2022, and a completed Record of Appointment for Damber Khadka (Candidate), with confirmation of completion of his 2022 Annual Declaration Related to Criminal Charges and Criminal Record, the Pastoral Relations Commission of the Prairie to Pine Regional Council of the United Church of Canada approves the **Appointment of DAMBER KHADKA** (Candidate) to a full-time ministry position at **Valley Pastoral Charge**, effective July 1, 2022 to July 31, 2023, with the following terms:

1. Salary Student Step 2 – COL 1 - \$ 47,836.00 per year
Additional Salary – 12.41% (\$ 5,935.00)
Total Salary - \$ 53,771.00 per year
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 (See Term 11)
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 - *Not Applicable for Candidates*
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 defined as - paid staff 8 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: Additional Continuing Education time for a total of 5 weeks of continuing education (5 Sundays); and with the understanding that no changes will be made to the configuration of then Valley Pastoral Charge prior to June 30, 2023

With remuneration provided by the pastoral charge through the Pastoral Charge Payroll Service (ADP) # WOUQ, unless the General Council Office has granted a formal exemption.

D. Request for approval of position at Raymond Flett Memorial United Church, Winnipeg, and Appointment of Connie Budd

Having received from Raymond Flett Memorial United Church: a position description for a part-time (10 hours per week) position; confirmation of financial support for the position through the Indigenous Ministry Office of Vocation Minister; a motion from a meeting on April 27, 2022; and a completed paper Record of Appointment document for Connie Budd (Diaconal Minister) with confirmation of completion of her Annual Declaration in Respect to criminal Charges and/or Criminal Record, the Pastoral Relations Commission of the Prairie to Pine Regional Council of the United Church of Canada approves:

- i. The **Appointment of CONNIE BUDD** (Diaconal Minister) to a part-time ministry position (10 hours per week) at **Raymond Flett Memorial United Church (Winnipeg)**, effective May 10, 2022 to December 31, 2022, noting the completion of outstanding Boundaries training (which is usually required before the commencement of an appointment) must be completed by May 31, 2022. Otherwise, jurisdictional notice will be given;
- ii. The Appointment is eligible for renewal, with the understanding that there will be clarification about the status of the other Ministry Personnel currently appointed to Raymond Flett Memorial United Church prior to that renewal.

The Appointment includes the following terms:

1. Minimum salary Category B- COL3 for one-quarter time (10 hours per week) - \$14,364.50 per year
2. Basic telephone - \$ 420.00 per year (\$ 35.00 per month)
3. Continuing Education Allowance - \$ 373.25 per year
4. A minimum of three weeks study leave within each pastoral year, including Sundays – pro-rated for part year
5. A minimum of one month vacation, within each pastoral year, including five Sundays – pro-rated for part year

6. A minimum of three consecutive months of sabbatical leave after five consecutive years of service to the pastoral charge
7. Moving expenses based on reasonable estimates- *Not Applicable*
8. Administrative Support defined as Volunteer
9. Travel expense reimbursement based upon the 2022 United Church rate
10. Pension and benefits as assessed – *United Church of Canada Pension and benefits are not assessed for an appointment of less than 14 hours per week)*

With remuneration of the ministry personnel through the pastoral charge payroll service through General Council /Indigenous Ministries.

E. Request for Renewal of Appointment of Eric Matheson at Dryden First United Church

Having received from Dryden First United Church: Year-to-date financial information for January-March 31, 2022; a motion from a meeting on April 24, 2022 of the governing body of Dryden First United Church; and a completed Record of Appointment for A. Eric Matheson, with confirmation of completion of his 2022 Annual Declaration Related to Criminal Charges and Criminal Record, the Pastoral Relations Commission of the Prairie to Pine Regional Council of the United Church of Canada approves the **Renewal of Appointment** of **A. ERIC MATHESON** (Ordained Minister - Retired) to a part-time ministry position(2 hours per week) at **Dryden First United Church**, effective July 1, 2022, to June 30, 2023, with the following terms:

1. Salary Category F COL 1 for 2 hours per week - \$ 2,913.70 per year
2. Telephone/internet - \$ 450.00 per year
3. Continuing Education - \$ 74.65 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 - paid staff for 20 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

With remuneration provided by the pastoral charge through the Pastoral Charge Payroll Service (ADP)# TC1L unless the General Council Office has granted a formal exemption.

F. Request for Renewal of Appointment of Tanis Podobni at Oak Lake Pastoral Charge

Having received from Oak Lake Pastoral Charge: Year-end financial statement for 2021 and Year-to-date financial information until March 31, 2022 for Oak Lake Pastoral charge and its two communities of faith (Oak Lake and Griswold); minutes from a meeting on February 17, 2022 of the pastoral charge; and a completed Record of Appointment for Tanis Podobni (Candidate), with confirmation of completion of her 2022 Annual Declaration Related to Criminal Charges and Criminal Record, the Pastoral Relations Commission of the Prairie to Pine Regional Council of the United Church of Canada approves **the Renewal of Appointment of TANIS PODOBNI** (Candidate) to a halftime ministry position (20 hours per week) on **Oak Lake Pastoral Charge**, effective July 1, 2022, to June 30, 2023, with the following terms:

1. Salary Student Step 1 -COL 3 for 20 hours per week – \$ 26,817.50 per year
2. Telephone/internet - \$ 740.00 per year
3. Continuing Education - \$ 746.50 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 – *Not Applicable for Candidates*
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 – Volunteer, as needed
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: The 10-day Learning Circles accessed in the spring and fall of each year (not to be included in time for continuing education); Worship services not provided in July and August

With remuneration provided by the pastoral charge through the Pastoral Charge Payroll Service (ADP)# WOUR, unless the General Council Office has granted a formal exemption.

G. Request for Renewal of Appointment of Karen Toole at Birds Hill United Church

Having received from Birds Hill United Church: Year-to-date financial information for January-February 28, 2022; **a motion from a meeting of the congregation**; and a completed Record of Appointment for Karen Toole, with confirmation of completion of her 2022 Annual Declaration Related to Criminal Charges and Criminal Record, the Pastoral Relations Commission of the Prairie to Pine Regional Council of the United Church of Canada approves the **Renewal of Appointment** of **KAREN TOOLE** (Ordained Minister - Retired) to a part-time ministry position(10 hours per week) at **Birds Hill United Church**, effective September 1, 2022, to June 30, 2023, with the following terms:

1. Salary Category F COL 3 for 10 hours per week - \$ 16,110.00 per year
2. Telephone/internet - \$ 720.00 per year
3. Continuing Education - \$ 373.25 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 - Volunteer
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

With remuneration provided by the pastoral charge through the Pastoral Charge Payroll Service (ADP)# J01D, unless the General Council Office has granted a formal exemption.

H. Request for Renewal of Appointment of Jamie Bradshaw at Strathclair United Church

Having received from Strathclair United Church: Year-end financial statement for 2021; Year-to-date financial information until March 31, 2022; a minutes from a meeting on February 13, 2022 of the Strathclair Pastoral Charge; and a completed Record of

Appointment for Jamie Bradshaw, with confirmation of completion of her 2022 Annual Declaration Related to Criminal Charges and Criminal Record, the Pastoral Relations Commission of the Prairie to Pine Regional Council of the United Church of Canada approves the **Renewal of Appointment** of **JAMIE BRADSHAW** (Diaconal Minister) to a part-time ministry position (7 hours per week) on **Strathclair Pastoral Charge**, effective July 1, 2022, to June 30, 2023, with the following terms:

1. Salary Category D COL 1 for 7 hours per week - \$ 9,587.20 per year
2. Telephone/internet - \$ 236.43 per year (shared with Shoal Lake)
3. Continuing Education - \$ 261.27 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 – Volunteer assistance as able
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: Internet costs of \$ 161.92 per year

With remuneration provided by the pastoral charge through the Pastoral Charge Payroll Service (ADP)# J316, unless the General Council Office has granted a formal exemption.

I. Request for Renewal of Appointment of K. Virginia Coleman at Clandeboye-Winnipeg Beach

Having received from Clandeboye-Winnipeg Beach Pastoral Charge: Year-end financial statements from the Clandeboye-Winnipeg Beach Pastoral Charge and its individual communities of faith and financial information for 2022 related to the pastoral charge and individual communities of faith; a motion from a meeting on April 3, 2022 of the congregation; and two completed Records of Appointment (one for July 1, 2022 to August 31, 2022 and one for September 10, 2022 to August 31, 2023) for K. Virginia Coleman, with confirmation of completion of her 2022 Annual Declaration Related to Criminal Charges and Criminal Record; and

considering the policy/practise of the Prairie to Pine Regional Council related to the length of appointments, the Pastoral Relations Commission of the Prairie to Pine Regional Council of the United Church of Canada approves the **Renewal of Appointment of K. VIRGINIA COLEMAN** (Diaconal Minister - Retired) to a halftime ministry position(20 hours per week) at **Clandeboye-Winnipeg Beach Pastoral Charge**, effective July 1, 2022, to June 30, 2023, with the following terms:

1. Salary Category F COL 2 for 20 hours per week - \$ 30,482.50 per year
 Additional Salary - \$ 4,275.00 per year
 Total Salary - \$ 34,757.50 per year
 2. Telephone/internet - \$ 2,064.00 per year
 3. Continuing Education - \$ 746.50 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 – up to 5 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: 5 weeks of vacation, including 6 Sundays
- With remuneration provided by the pastoral charge through the Pastoral Charge Payroll Service (ADP)# WOX1 unless the General Council Office has granted a formal exemption.

J. Request for Change in Pastoral Relations

That Prairie to Pine Regional Council received the request for a change in pastoral relations from **Frances Flook** from the **Emo-Devlin Pastoral Charge** (which is in a service agreement with Rainy River Stratton Pastoral Charge), effective July 31, 2022.

K. 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, and gives authority to Judy Hare,

Pastoral Relations Minister, to continue to recruit Pastoral Charge Supervisors for the locations listed below, and with the understanding that they could begin work with those communities of faith before being formally appointed at the next meeting of the Pastoral Relations Commission:

Julie Baker to Circle Marsh Pastoral Charge, as soon as possible
Ken DeLisle to Young United Church, Winnipeg during sabbatical leave June-August, 2022, noting an appointment possible is in process for July/August

Tammy Bleue to Selkirk United Church during sabbatical July-September 31, 2022

Linda Buchanan (to continue) at **Roblin Pastoral Charge**

Marianne Olfrey to Souris (St. Paul's) effective July 1, 2022

Emma Seamone to Glenboro Pastoral Charge effective July 1, 2022

_____ to **Central (Brandon)** effective July 1, 2022
until disbanding

Peter Douglas to Fisher River Pastoral Charge, immediately

Lesley Harrison to Raymond Flett Memorial United Church,
Winnipeg

_____ to **Emo-Devlin Pastoral Charge**

_____ to **Rainy River-Stratton Pastoral Charge**

L. Appointment of Liaisons to Review Documents and /or attend meetings

The Pastoral Relations Commission of the Prairie to Pine Regional Council of the United Church of Canada appoints the following Liaisons to review documents, draft motions, and /or attend meetings related to Profile or Search processes and gives authority to Judy Hare, Pastoral Relations Minister, to continue to recruit Liaisons for the locations listed below, and with the understanding that they could begin work with those communities of faith before being formally appointed at the next meeting of the Pastoral Relations Commission:

Mary Best to Prairie Spirit United Church, Winnipeg (Elizabeth Brown on sabbatical)

Mary Best to Pembina Parish for Provisional Call on May 17, 2022

Aileen Urquhart to Knox, Fort Frances – congregational meeting on May 29 at 2:00 pm (via phone) for Appointment

Patrick Woodbeck to Riverview, Atikokan for Provisional Call on May 29 at 1:30 pm

Judy Hare to Sioux Lookout for meeting on May 31, 2022, regarding Collaborative Ministry conversations (Elizabeth Brown on sabbatical)

Harold Kenyon to Rock Lake in early June for Provisional Call

Harold Kenyon to Altona

		<p>M. Request for Renewal of Appointment for Margaret West at Roblin</p> <p>Having received from Roblin Pastoral Charge: Year-end Financial Statement for 2021 and Year-to-date financial information until March 31, 2022; minutes from a meeting on April 24, 2022 of Council of Roblin Pastoral Charge; and a completed Record of Appointment for Margaret West (Candidate – Designated Lay Minister, with confirmation of completion of her 2022 Annual Declaration Related to Criminal Charges and Criminal Record, the Pastoral Relations Commission of the Prairie to Pine Regional Council of the United Church of Canada approves the Renewal of Appointment of MARGARET WEST (Candidate – Designated Lay Minister) to a Supervised Ministry Education position of 30 hours per week on Roblin Pastoral Charge, effective July 1, 2022, to June 30, 2023, with the following terms:</p> <ol style="list-style-type: none"> 1. Student Step 1 for 30 hours per week - <u>\$ 27,533.25 per year</u> With Manse and heating over \$800.00 per year 2. Telephone/internet - <u>\$ 1,200.00 per year</u> 3. Continuing Education - <u>\$ 1,119.25 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- <i>Not applicable for Candidates</i> 6. A minimum of one month of vacation (including five Sundays) within each pastoral year 7. Moving expenses, based on reasonable estimates – <u>Not Applicable</u> 8. Adequate administrative assistance defined as <u>-18 hours per week</u> 9. Travel expense reimbursement, based on <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 <p>With remuneration provided by the pastoral charge through the Pastoral Charge Payroll Service (ADP)# WOUW unless the General Council Office has granted a formal exemption.</p> <p>N. Support (or not) for posting of the position of Principal for Centre for Christian Studies on the ChurchHub website</p> <p>Having received through United Church notification, a request for posting of the position of Principal at the Centre for Christian Studies;</p> <p>having received differing opinions from staff at the General Council Office about the eligibility and wisdom of posting a</p>
--	--	--

position that is not accountable to the Regional Council and is not subject to the United Church of Canada schedule for Minimum Salaries & Requirements for Ministry Personnel and other requirements for pastoral charges;
and having insufficient qualification to evaluate the accuracy of the content of the documents itself,
and having discussed the matter with background information for the request provided by the Chair of the Search Committee for this position at the Centre for Christian Studies,
the Pastoral Relations Minister, on behalf of the Pastoral Relations Commission of the Prairie to Pine Regional Council will undertake to:

- a. Contact the Search Committee for the Centre for Christian Studies and suggest to them that they access the Regional Council websites and other avenues that might be available (Newsletters) to advertise the position of Principal;
- b. And communicate with the appropriate General Council staff, requesting them to determine if positions that are not pastoral charge positions using the pastoral charge payroll system are eligible for posting on Church Hub through Regional Council Pastoral Relations Commissions/Committees and convey a consistent message about this across the denomination

(We note that other positions that would appeal to Ministry Personnel and for which they might be eligible, such as staff positions at General Council, other positions at theological schools and other positions in other "recognized" ministries have not been posted on Church Hub, as far as we are aware. We also noted that these positions require a person with some expertise to evaluate such requests and that these requests could be lodged in a particular section of Church Hub that would alert possible applicants that the process involved in applying for such positions and the remuneration attached are not necessarily the same as those in the pastoral charge payroll system.)

Carried

Training for Profile teams is now required for Altona, Emo-Devlin, and Rainy River, preferably before the end of June.

When requests are received, Liaisons will be appointed for Search processes in: Birtle-Miniota; Crossroads; Glenboro; Hartney-Lauder; Souris; The Pas; Virden.