

**Prairie to Pine Regional Council  
Pastoral Relations Commission  
Motions (April 11, 2023)**

| Meeting Date | Motion #                | Motion   |
|--------------|-------------------------|--|
| April 11 /23 | 2022-2023/<br>#21 (A-F) | <p><b>Take the following actions:</b></p> <p><b>A. Minutes of the Prairie to Pine Pastoral Relations Commission March 14, 2023</b></p> <p>That the minutes of the regular monthly meeting of the Prairie to Pine Pastoral Relations Commission on <b>March 14, 2023</b> be approved as circulated.</p> <p><b>B. Request for approval of Provisional Call for Noel Suministrado at Hamiota</b></p> <p>Whereas Reverend Noel Suministrado has been in an Appointment from September 1, 2021, with Hamiota Pastoral Charge while he completed the requirements for Admission to the Order of Ministry of the United Church of Canada;</p> <p>Whereas Reverend Noel Suministrado was interviewed for readiness for Admission to the Order of Ministry in the United Church of Canada by the Admission Board on February 23, 2023, and deemed ready for Admission, conditional upon completion of some course requirements, and therefore, is open to Call or Appointment anywhere within the United Church of Canada;</p> <p>And whereas representatives of the governing body of Hamiota Pastoral Charge, after conversations with Reverend Noel Suministrado, presented to a meeting on February 12, 2023 of the Community of Faith a recommendation to extend a Call to Reverend Noel Suministrado, effective July 1, 2023;</p> <p>And having received from Hamiota Pastoral Charge: a position description and terms for a full-time ministry position; a Financial Viability Review; a 2022 Year-end Financial statement and a 2023 Budget; minutes of the meeting on February 12, 2023, of the Community of Faith; and having received confirmation from the Vocational Minister that Noel Suministrado has completed his Annual Declaration Regarding Criminal Charges and Criminal Record and updated all mandatory trainings, that the Pastoral Relations Commission of Prairie to Pine Regional Council of the United Church of Canada:</p> <p>i. Approves the <b>change in terms of the pastoral relationship</b> between Reverend Noel Suministrado and Hamiota United Church Pastoral Charge, effective July 1, 2023, reflecting a continuation in the pastoral relationship of Reverend <b>NOEL SUMINISTRADO</b> (Ordained Minister within the Order of Ministry of the United Church of Canada) with <b>Hamiota Pastoral Charge</b> as a <b>CALL</b> to a full-time ministry position (40 hours per week), conditional upon completion of all</p> |

outstanding course requirements, and Admission to the Order of Ministry of the United Church of Canada by Prairie to Pine Regional Council on June 4, 2023, at the Celebration of Ministry Service, and with the following terms:

1. Salary Category F (with manse) for 40 hours per week - \$49,133.00 per year with all utilities at manse including water, hydro, and natural gas
2. Telephone /internet/cell phone - \$ 2,700.00 per year
3. Continuing Education Allowance - \$ 1,543.00 per year
4. Minimum of three weeks (21 days) of study leave within each pastoral year, including Sundays
5. Minimum of one month of vacation (including five Sundays) within each pastoral year
6. For members of the Order of Ministry and recognized lay ministers, a minimum of three months of sabbatical leave after five consecutive years of service to the pastoral charge
7. Moving expenses, based on reasonable estimates – *Not Applicable*
8. Adequate administrative assistance, defined as – 2 hours per week
9. Travel expense reimbursement, based on rate in the *2023 Minimum Salaries and Reimbursements for Ministry Personnel* document
10. Employer costs for Pension and Benefits, as assessed in the *Premiums and Taxable Benefit Calculator*

With Hamiota United Church Pastoral Charge agreeing to provide remuneration of the Ministry Personnel through the Pastoral Charge Payroll Service (ADP) unless granted a formal exemption by the General Council Office (ADP # J1BY)

**C. Request for approval of Appointment for Ilene Dowd at Dauphin First United Church**

Having received from Dauphin First United Church: minutes of a meeting on February 14, 2023 ,of the Community of Faith; the completed Record of Appointment for Ilene Dowd; and having confirmed with the Vocational Minister the completion of Annual Declaration Regarding Criminal Charges and Criminal Record and all mandatory training updates, the Pastoral Relations Commission of the Prairie to Pine Regional Council of the United Church of Canada approves the **APPOINTMENT** of **ILENE DOWD** (Designated Lay Minister) at **Dauphin First United Church** to a .6 time ministry position (24 hours per week), effective July 1, 2023, to June 30, 2025, with full Sunday worship coverage, and the following terms:

1. Salary up to and including Category F-COL 2 for Designated Lay Minister at 60% (24 hours per week) - \$36,873.00 per year

2. Telephone / Communications - \$ 420.00 per year (\$35.00 per month)
3. Continuing Education Allowance - \$ 925.80 per year
4. Minimum of three weeks (21 days) of study leave within each pastoral year, including Sundays - 60% - 72 working hours per pastoral year
5. Minimum of one month of vacation (including five Sundays) within each pastoral year -60% - 110.4 working hours per pastoral year
6. For members of the Order of Ministry and recognized lay ministers, a minimum of three months of sabbatical leave after five consecutive years of service to the pastoral charge
7. Moving expenses, based on reasonable estimates – *Not Applicable*
8. Adequate administrative assistance is defined as - Office Administrator 56 hours per month
9. Travel expense reimbursement, based on the rate in the *2023 Minimum Salaries and Reimbursements for Ministry Personnel* document
10. Employer costs for Pension and Benefits, as assessed in the *Premiums and Taxable Benefit Calculator*

With Dauphin First United Church committing to remuneration of the Ministry Personnel provided through the Pastoral Charge Payroll Service (ADP) unless an exemption is granted by General Council (ADP # W0TK)

**D. Request for approval of Renewal of Appointment for Margaret West at Knox United Church, Roblin Pastoral Charge**

Having received from Knox United Church, Roblin: minutes of a meeting on March 20, 2023, of the Community of Faith; Year-end Financial Statement for 2022; Year-to-date Financial Statement for 2023; position expectations; the completed Record of Appointment for Margaret West; and having confirmed with the Vocational Minister the completion of Annual Declaration Regarding Criminal Charges and Criminal Record and all mandatory training updates, 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) at **Knox United Church, Roblin** to a .75 time ministry position (30 hours per week), effective July 1, 2023, to June 30, 2024, conditional upon the continuance in the Candidacy process and with the following terms:

1. Salary Student Step 1, with manse, including heat over \$800.00 per year or COL at ¾ time (30 hours per week) salary \$28,469.25 per year

Additional salary above minimum is not approved

2. Telephone/internet - \$1,200 per year
3. Continuing Education (based on ¾ time) - \$1,157.25 per year
4. Minimum of three weeks (21 days) of study leave within each pastoral year, including Sundays
5. Minimum of one month of vacation (including five Sundays) within each pastoral year
6. For members of the Order of Ministry and recognized lay ministers, a minimum of three months of sabbatical leave after five consecutive years of service to the pastoral charge  
*NOT APPLICABLE FOR STUDENTS*
7. Moving expenses, based on reasonable estimates – *Not Applicable at this time*
8. Adequate secretarial assistance as defined as 18 hours per week
9. Travel expense reimbursement, based on the rate in the *2023 Minimum Salaries and Reimbursements for Ministry Personnel* document increased to 0.55 per km
10. Employer costs for Pension and Benefits, as assessed in the *Premiums and Taxable Benefit Calculator*

With the Pastoral Charge agreeing to remuneration of the Ministry Personnel through the Pastoral Charge Payroll Service (ADP) unless granted a formal exemption by the General Council Office (ADP #WOUW)

**E. 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, with Judy Hare having the authority to continue to recruit:

\_\_\_\_\_ **Cartwright**, effective immediately

**Harold Kenyon - Circle Marsh Pastoral Charge**

**Philip Read - Windsor Park United Church**, effective May 1, 2023

**Tim Crouch - Harrow United Church**, effective May 1, 2023

\_\_\_\_\_ **Oakville United Church**, effective June 1, 2023

\_\_\_\_\_ **Wawanesa, as of July 1, 2023**

**Note:** Some Sabbaticals are coming up: Craig Miller at Knox (Brandon) – June, July, August 2023; Lesley Harrison (Knox, Winnipeg); Heather Sandilands (Cornerstone) October 2023- January 2024; Kristin Woodburke (Oakbank) October – January – likely Supply Appointment

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|  |  | <p><b>F. Appointment of Pastoral Relations Liaisons / Readers of Documents</b></p> <p>The Pastoral Relations Commission of the Prairie to Pine Regional Council of the United Church of Canada appoints the following individuals related to the various pastoral charges:</p> <p><b>Judy Hare – meeting at Birds Hill on April 11, 2023, at 1:00 pm</b> to deal with a motion regarding the decrease in ministry time and the Appointment of Karen Toole</p> <p><b>Patrick Woodbeck – meeting at Lake of the Woods Chapel on April 16, 2023, at 4:00 pm</b> (via Zoom) re: Provisional Appointment of Patricia Chabluk</p> <p style="text-align: right;"><u><b>Carried</b></u></p> |
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