

**Prairie to Pine Regional Council
Pastoral Relations Commission
Motions (September 19, 2023-Special Meeting)**

Meeting Date	Motion #	Motion
Sept. 19/23	2023-2024/ #5 (A-F)	<p>Take the following actions:</p> <p>A. Request for Approval of Collaborative Ministry at Oak Lake Pastoral Charge and St. Paul’s United Church, Virden Having received from Oak Lake Pastoral Charge updated documents related to Griswold: Living Faith Story; Financial Viability Review; 2022 Year-end financial information; 2023 Year-to-date financial information; documents related to Oak Lake: Living Faith Story; Financial Viability Review; 2022 Year-end and 2023 Year-to date financial information; documents related to Oak Lake Pastoral Charge: 2022 Year-end and 2023 Year-to-date financial information; budget for 2023; a detailed position description for 50/50 sharing of a full-time equivalent ministry position with St. Paul’s United Church Pastoral Charge, Virden; terms for a half-time ministry position; minutes of meetings of the Pastoral Charge Board and of the Community of Faith on September 11, 2023; and a signed copy of the detailed Collaborative Ministry Agreement, created jointly by representatives from Oak Lake Pastoral Charge and St. Paul’s United Church Pastoral Charge, Virden;</p> <p>and from St. Paul’s United Church Pastoral Charge, Virden, documents including a Living Faith Story; Financial Viability Review; 2022 Year-end and 2023 Year-to-date financial information; a detailed position description for 50/50 sharing of a full-time equivalent ministry position with Oak Lake Pastoral Charge; terms for a half-time ministry position at St. Paul’s, Virden; minutes of a meeting of the Community of Faith on September 13, 2023; and a signed copy of the detailed Collaborative Ministry Agreement created jointly by representatives from St. Paul’s United Church Pastoral Charge, Virden and Oak Lake Pastoral Charge;</p> <p>the Pastoral Relations Commission of Prairie to Pine Regional Council approves the collaborative ministry arrangement described within the documents created jointly by representatives from Oak Lake Pastoral Charge and St. Paul’s United Church Pastoral Charge, Virden, effective October 1, 2023, outlining the division of the Minister’s responsibilities related to worship leadership, pastoral care, administration, outreach, and other matters, for a full-time equivalent collaborative ministry position, divided equally between Oak Lake Pastoral Charge and St. Paul’s United Church Pastoral Charge, Virden, each with its own Record of Appointment and terms, effective October 1, 2023 until June 30, 2024, sharing expenses of a full-time equivalent Minister up to</p>

Salary Category F COL 4 for Designated Lay Minister – Recognized, and all related costs. (Detailed Collaborative Ministry Agreement to be attached to these minutes.)

B. Request for approval of Provisional Appointment of Tanis Podobni at Oak Lake Pastoral Charge, as part of Collaborative Ministry with St. Paul’s United Church, Virden

Having received from Oak Lake Pastoral Charge updated documents related to Griswold: Living Faith Story; Financial Viability Review; 2022 Year-end Financial Statement; 2023 Year-to-date financial information; documents related to Oak Lake: living Faith Story; Financial Viability Review; 2022 Year-end and 2023 Year-to date financial information; documents related to Oak Lake Pastoral Charge: 2022 Year-end and 2023 Year-to-date financial information; budget for 2023; a detailed Position description for 50/50 sharing of a full-time equivalent ministry position at St. Paul’s United Church Pastoral Charge, Virden; terms for a half-time ministry position; minutes of meetings of the Pastoral Charge Board and of the Community of Faith on September 11, 2023; and a signed copy of the detailed Collaborative Ministry Agreement, created jointly by representatives from Oak Lake Pastoral Charge and St. Paul’s United Church Pastoral Charge, Virden; completed Record of Appointment for TANIS PODOBNI, and having confirmed the completion of her 2023 Annual Declaration regarding Criminal Charges and Criminal Record (ADCCCR) and all mandatory trainings, that the Pastoral Relations Commission of Prairie to Pine Regional Council approve the **Provisional Appointment of TANIS PODOBNI** (currently Candidate), conditional upon her Recognition as a Designated Lay Minister by Prairie to Pine Regional Council in a service on September 24, 2023, to a half-time ministry position (20 hours per week) on the **Oak Lake Pastoral Charge**, as part of a full-time equivalent collaborative ministry position, divided equally between Oak Lake Pastoral Charge and St. Paul’s United Church, Virden, each with its own Record of Appointment, effective October 1, 2023 to June 30, 2024, with the following terms:

1. Minimum Salary Category A and COL 4 for Recognized Designated Lay Minister at half-time (20 hours per week) - \$30,301.00
2. Basic telephone and internet – 50% of total cost of \$1440.00, estimated at \$720.00 per year
3. Continuing Education Allowance – 50% of total cost of \$1,543.00, estimated at \$771.50 per year
4. A minimum of three weeks of study leave within each pastoral year, including Sundays
5. A 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 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. Adequate administrative assistance defined as – most duties incorporated into the Minister’s position description
 - 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 the Oak Lake Pastoral Charge committing to remuneration of the Ministry Personnel through the Pastoral Charge Payroll Service (ADP # WOUR)

C. Request for approval of Provisional Appointment of Tanis Podobni at St. Paul’s United Church, Virden as part of Collaborative Ministry with Oak Lake Pastoral Charge

Having received from St. Paul’s United Church Pastoral Charge, Virden, documents including a Living Faith Story; Financial Viability Review; 2022 Year-end and 2023 Year-to-date financial information; a detailed position description for 50/50 sharing of a full-time equivalent ministry position with Oak Lake Pastoral Charge; terms for a half-time ministry position at St. Paul’s, Virden; minutes of a meeting of the Community of Faith on September 13, 2023; and a signed copy of the detailed Collaborative Ministry Agreement created jointly by representatives from St. Paul’s United Church Pastoral Charge, Virden and Oak Lake Pastoral Charge; completed Record of Appointment for TANIS PODOBNI, and having confirmed the completion of her 2023 Annual Declaration regarding Criminal Charges and Criminal Record (ADCCCR) and all mandatory trainings, that the Pastoral Relations Commission of Prairie to Pine Regional Council approve the **Provisional Appointment of TANIS PODOBNI** (currently Candidate), conditional upon her Recognition as a Designated Lay Minister by Prairie to Pine Regional Council in a service on September 24, 2023, to a half-time ministry position (20 hours per week) at **St. Paul’s United Church Pastoral Charge, Virden**, as part of a full-time equivalent collaborative ministry position, divided equally between Oak Lake Pastoral Charge and St. Paul’s United Church, Virden, each with its own Record of Appointment, effective October 1, 2023 to June 30, 2024, with the following terms:

- 1. Minimum Salary Category A and COL 4 for Recognized Designated Lay Minister at half-time (20 hours per week) – \$30,301.00
- 2. Basic telephone and internet – 50% of total cost of \$1440.00, estimated at \$720.00 per year
- 3. Continuing Education Allowance – 50% of total cost of \$1,543.00, estimated at \$771.50 per year
- 4. A minimum of three weeks of study leave within each pastoral year, including Sundays

5. A 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 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. Adequate administrative assistance defined as – Office Administrator available 20 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
 11. Other: a taxable commuter allowance of \$100.00 per month (\$1,200.00 per year)
- With St. Paul's United Church Pastoral Charge, Virden, committing to remuneration of the Ministry Personnel through the Pastoral Charge Payroll Service (ADP # W0Z6)

D. Request for approval of Appointment of Jamie Miller at Dryden First United Church

Having received from Dryden First United Church: a position description for 4 hours per week; 2022 Year-end and 2023 Year-to-date financial information; minutes of the Board meeting on September 11, 2023 and the Community of Faith on September 17, 2023; and having received confirmation of the completion by Jamie Miller of her 2023 Annual Declaration regarding Criminal Charges and Criminal Record (ADCCCR) and all mandatory trainings, that the Pastoral Relations Commission of the Prairie to Pine Regional Council approves the **Appointment of JAMIE MILLER** (Candidate for Ministry) to a part-time ministry position (4 hours per week), working in team with the Congregational Designated Minister (Alice Bloomfield) at **Dryden First United Church**, effective October 1, 2023 to June 30, 2024, with start date conditional upon completion of the Record of Appointment through Church Hub by all parties prior to start date, and with the following terms:

1. Minimum Salary Category Student Step 1 COL 1 for 4 hours per week - \$4,908.40 per year
Additional Salary - \$809.00 per year
TOTAL SALARY - \$5,715.50 per year
2. Basic telephone – \$540.00 per year (\$45.00 per month – pro-rated for part year)
3. Continuing Education Allowance – \$154.30 per year – pro-rated for part year
4. A minimum of three weeks (21 days) of study leave within each pastoral year, including Sundays- pro-rated for part-year

5. A minimum of one month of vacation (including five Sundays), within each pastoral year – pro-rated for part year
 6. For members of the Order of Ministry and recognized lay ministers, a minimum of three consecutive months of sabbatical leave after five consecutive years of service to the pastoral charge – *Not Applicable*
 7. Moving expenses based on reasonable estimates – *Not Applicable*
 8. Adequate administrative assistance defined as – Administrator available 20 hours per week
 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 the Dryden First United Church Pastoral Charge committing to remuneration of the Ministry Personnel through the Pastoral Charge Payroll Service (ADP # TC1L)

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:

Betty Kelly to Wawanesa-Brandon Hills Pastoral Charge (October 1, 2023 – January, 2024)

Chris Davis to Cornerstone Pastoral Charge (sabbatical coverage October 1, 2023-January 2024)

Dianne Kowalchuk to Kenton-Shiloh, effective immediately to help with closing procedures

_____ to **Glenboro Pastoral Charge**, effective October 23, 2023 to February 12, 2024 (for maternity leave)

_____ to **Boissevain (St. Paul's)**, effective December 1, 2023

_____ to **Minto United Church**, effective December 1, 2023

Eric Matheson to Dryden First United, effective October 1, 2023

Kathy Highmoor to Hillsvie Pastoral Charge, effective immediately

Note: Some Sabbatical are coming up: Lesley Harrison (Knox, Winnipeg) May – August 31, 2024; Heather Sandilands (Cornerstone) October 2023-January 2024

F. Request for Change in Pastoral Relations for the purpose of retirement from Kathy Platt

The Pastoral Relations Commission approves the request of Kathy Platt for a change in pastoral relations from Minnedosa Pastoral Charge, for the purposes of retirement, effective June 30, 2024.

Carried