

**Prairie to Pine Regional Council
Pastoral Relations Commission
Motions (December 12, 2023)**

Meeting Date	Motion #	Motion
December 12/23	2023-2024/ #9 (A-O)	<p>Take the following actions:</p> <p>A. Minutes of the Prairie to Pine Pastoral Relations Commission- November 14, 2023 That the minutes of the regular monthly meeting of the Prairie to Pine Regional Pastoral Relations Commission on November 14, 2023, be approved as circulated.</p> <p>B. Request for approval of Supply ministry position at Prairie Spirit United Church (Winnipeg) and posting on Church Hub Having received from Prairie Spirit United Church, Winnipeg the following documents in addition to those received last month for the posting request for long-term position (Motion 2023 2024 #8 B): position description and terms for a full-time SUPPLY ministry position; minutes of the Oversight Council meeting on November 29, 2023, that the Pastoral Relations Commission of Prairie to Pine Regional Council of the United Church of Canada approves the posting on Church Hub of a full-time ministry position (40 hours per week) at Prairie Spirit United Church, Winnipeg, effective January 15, 2024, with the following terms:</p> <ol style="list-style-type: none"> 1. Salary Minimum Comprehensive Salary- up to and including Category F for COL (Cost of Living) Group 4 Additional Salary above minimum – 3 percent 2. Telephone / Communications - \$420.00 per year (\$35.00 per month) 3. Continuing Education- as per Minimum Salaries and Reimbursements for Ministry Personnel document 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/ministry unit 7. Travel Expense Reimbursement – based on Minimum Salaries and Reimbursements for Ministry Personnel document 8. Moving Expenses, based on three estimates, to be negotiated depending on locations -parameters up to \$20,000.00 9. Adequate Administrative Assistance – the Office Administrator is scheduled for 32.5 hours per week, and the portion dedicated to the Minister would be negotiated by the Ministry and Personnel Team, through dialogue with the Minister and Office Administrator

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

11. Other:

- a. The copyright interest, either economic or moral, in any work created by the candidate during their term of appointment/call to Prairie Spirit United Church (PSUC) shall remain with the Author or Authors of the work. PSUC shall have a license to use or reproduce such work without payment of a fee or other restriction during the term of the appointment/call and afterward for its day-to-day purposes as a church of the United Church of Canada but shall not have a license to use a work for commercial purposes or republish the work.
- b. No statement of a relationship to PSUC for the purposes of publicizing a work or bolstering its authority shall be made by or on behalf of the candidate without the prior written approval of PSUC. The Church may withhold its consent to any statement of a relationship to the Author or the Author's work for any reason.

With remuneration of the Ministry Personnel through the Payroll Charge Service (ADP) #JFT

C. Request for approval of Supply ministry position at Trinity United Church (Winnipeg) and posting on Church Hub

Having received from Trinity United Church, Winnipeg: position description and terms for part-time Supply ministry position (10 hours per week); Living Faith Story; minutes of Board meeting on November 22, 2023; Year-end Financial Statement for 2022; Year-to-date Financial Statement until October 2023, that the Pastoral Relations Commission of Prairie to Pine Regional Council of the United Church of Canada approves the posting on Church Hub of a part-time ministry position (10 hours per week) at Trinity United Church, Winnipeg, effective February 1, 2024, with the following terms:

1. Minimum Comprehensive Salary - up to and including Category F for COL (Cost of Living) Group 4 for 10 hours per week - \$ 18,846.25 per year (\$7,852.60 - for 5 months)
2. Telephone allowance – church cell phone provided by and paid for by Trinity United Church
3. Support for Continuing Education – one-quarter time \$410.00 per year (\$171.00 Prorated for 5 months, based on receipts for a course/travel for study time away)
4. Minimum of three weeks (21 days) of study leave within each pastoral year, including Sundays - Pro-rated for 5 months
5. Minimum of one month of vacation (including five Sundays) within each pastoral year – 12.91 days - Pro-rated for 5 months
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/ministry unity

7. Travel Expense Reimbursement – as logged, based on Minimum Salaries and Reimbursements for Ministry Personnel document
 8. Moving Expenses, based on three estimates to be negotiated depending on locations – nil-seeking local person
 9. Adequate Administrative Assistance – Office Administrator scheduled for 25 hours per week
 10. Employer costs for Pension and Benefits, as assessed in the Premiums and Taxable Benefit Calculator
- With remuneration of the Ministry Personnel through the Payroll Charge Service (ADP) #W0X2

D. Revised Profile from McKenzie United Church, Portage la Prairie with request for posting on Church Hub

Having received from McKenzie United Church, Portage la Prairie: updated Community of Faith Profile, including Living Faith Story, position description for a full-time ministry position and related terms; Financial Viability Review (2018-2022); Year-end Financial Statement for 2022; Year-to-date Financial Statement to September 2023; minutes of the meeting of the Board on November 29, 2023, that the Pastoral Relations Commission of Prairie to Pine Regional Council of the United Church of Canada approves the posting on Church Hub of a full-time ministry position at McKenzie United Church (Portage la Prairie), effective January 15, 2024, with the following terms:

1. Minimum Comprehensive Salary up to and including Category F for COL (Cost of Living) Group 3
2. Telephone / Communications - \$600.00 per year (\$50.00 per month)
3. Continuing Education- as per Minimum Salaries and Reimbursements for Ministry Personnel document
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/ministry unit
7. Travel Expense Reimbursement –logged mileage based on Minimum Salaries and Reimbursements for Ministry Personnel document
8. Moving Expenses, based on three estimates, to be negotiated depending on locations -parameters up to \$20,000.00
9. Adequate Administrative Assistance – the Office Administrator – 20 hours per week
10. Employer costs for Pension and Benefits, as assessed in the Premiums and Taxable Benefit Calculator

With remuneration of the Ministry Personnel through the Payroll Charge Service (ADP) #J00U

E. Request for approval of Profile from Grand Plains Pastoral Charge

Having received from the newly formed Grand Plains Pastoral Charge: a Community of Faith Profile, including Living Faith Story, position description for a full-time ministry position, and related terms including moving pool; Manse Summary Sheet; Financial Viability Review (2018-2022) for Grandview Pastoral Charge; Financial Viability Review (2016-2023) for St. Paul's United Church (Gilbert Plains); Year-end Financial Statement for 2022; Year-to-date Financial Statement to September 2023 for both Communities of Faith, and Budget for new Pastoral Charge 2024, minutes of the meeting of Community of Faith in Grandview on December 03, 2023 and minutes of meeting in Gilbert Plains on December, 2023 , that the Pastoral Relations Commission of Prairie to Pine Regional Council of the United Church of Canada approves the posting on Church Hub of a full-time ministry position at Grand Plains United Pastoral Charge, effective February 1, 2024, conditional upon receipt of detailed terms and with the following terms:

1. Minimum Comprehensive Salary with manse – up to and including Category F
B. Additional Salary above minimum - 10% - in 2024 \$5,222.80 per year
Total Salary - \$57,450.80
C. Manse at no cost to Minister: heat, water, electricity and building insurance paid by pastoral charge
2. Telephone / Communications -basic landline and basic cell phone package/internet at the church and will be provided in the manse for church-related purposes- \$420.00 per year (\$35.00 per month)
3. Continuing Education- \$1,640.00 as per Minimum Salaries and Reimbursements for Ministry Personnel document
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/ministry unit
7. Travel Expense Reimbursement – \$ 0.55 / km based on Minimum Salaries and Reimbursements for Ministry Personnel document
8. Moving Expenses, based on three estimates, to be negotiated depending on locations -parameters up to \$12,000
9. Adequate Administrative Assistance – paid part-time Administrative Assistant at Grandview United Church: Volunteer bulletin secretary at St. Paul's (Gilbert Plains)
10. Employer costs for Pension and Benefits, as assessed in the Premiums and Taxable Benefit Calculator

With remuneration of the Ministry Personnel through the Payroll Charge Service (ADP) #WOUF

		<p>F. Request for approval of short-term Ministry Sharing Agreement between Altona United Church and Morris Ecumenical Shared Ministry</p> <p>Having received the details of a Ministry Sharing agreement from Altona United Church and Ecumenical Shared Ministry at Morris for the services of Reverend Leslie Poulin, ELCIC (Evangelical Lutheran Church in Canada) Minister in Ecumenical Shared Ministry Morris; the minutes of meeting of the Altona Board on November 21, 2023 and the governing body of Ecumenical Shared Ministry Morris on October 15, 2023; and having had communication with Bishop Jason Zinko of the MNO Synod (Manitoba/Northwestern Ontario Synod) of ELCIC, that the Pastoral Relations Commission of Prairie to Pine Regional Council of the United Church of Canada approves the Ministry Sharing agreement effective January 1, 2024 to June 30, 2024, conditional upon receipt of a signed copy indicating the approval of all related parties prior to the commencement of the agreement, and with the understanding that Altona United Church remains committed to the search for FTE (full-time equivalent) Minister to fill the collaborative Ministry position, and that Reverend Leslie Poulin remains in a FTE Appointment/Call with the Ecumenical Shared Ministry at Morris /Rosenfeld and with the following terms:</p> <ol style="list-style-type: none"> 1. Reverend Leslie Poulin will provide the following services within 40 hours PER MONTH to Altona United Church at the request, and direction of the Chair of the Board at Altona United Church: priority for Rev. Leslie Poulin’s time would be pastoral visiting of people from Altona United Church in the hospital and/or their homes; pastoral visiting of those in local Care facilities; worship leadership once a month at Altona United Church as arranged by the Chair of Worship Committee, when required. This would be towards the end of the month, depending on time spent on spiritual and pastoral care. 2. The Board and Ministry and Personnel Committee of Altona United Church will be informed each month of how the ministry time has been utilized, with a timesheet provided to give information on who was visited/called to provide spiritual care, and the amount of time used per month. Altona United Church is in agreement with the Ecumenical Shared Ministry proposal of mileage included in flat monthly payment as set out in point # 3. 3. Altona United Church will contribute \$1850 per month, which includes mileage and all benefits, payment sent directly to the Ecumenical Shared Ministry Treasurer at Morris / Rosenfeld on the last day of each month. This means Altona United would be a quarter partner within the Ecumenical Shared Ministry. 4. This ministry-sharing arrangement may be ended at any time by the ELCIC Bishop of the MNO Synod or by action of the governing body of Altona United Church, Ecumenical Shared Ministry at Morris or the Prairie to Pine Regional Council, with at least one month notice to all parties.
--	--	--

5. This ministry-sharing agreement may be extended or revised with agreement of the ELCIC Bishop of the MNO Synod, or by action of the governing body of Altona United Church, Ecumenical Shared Ministry at Morris, or the Prairie to Pine Regional Council.
6. This ministry-sharing agreement will come into effect on or before Jan 1/2024, tentatively for a 6 -month period.
7. Ecumenical Shared Ministry Requests Altona provides up to two representatives to be on the Ecumenical Shared Ministry Board

G. Request for initial Ministry Sharing Agreement between Miniota United Church of Birtle-Miniota Pastoral Charge and Miniota United Church

Having notes/minutes from a meeting on December 06, 2023, attended by the Worship Committee of Miniota United Church, the Chair of the Birtle-Miniota Pastoral Charge Board, Pastoral Charge Supervisor, the Pastoral Relations Minister of Prairie to Pine Regional Council, a representative of the Anglican Church in Rivers and Reverend Sally Carter, Anglican Priest currently serving Miniota and Rivers, and having received a document outlining an agreement approved at that meeting, the Pastoral Relations Commission of Prairie to Pine approves the initial short-term ministry sharing agreement between Miniota United Church and Holy Trinity Anglican Church, Miniota, for the services of Reverend Sally Carter, on the condition that approval for the arrangement is received from the Bishop or Representative from the Diocese of Brandon, Anglican Church of Canada, prior to the proposed start date of the arrangement, and with the following terms:

During the period from January 7, 2024 to March 31, 2024, Miniota United Church and Holy Trinity Anglican Church will collaborate in the following ways:

1. Up to 10 Sunday worship services will be held at Miniota United Church with leadership by Rev. Sally Carter serving Holy Trinity Anglican Church. Up to 3 of these services may be on consecutive Sundays.
2. These joint worship services will be planned with respect for the liturgical traditions of both denominations and congregations. Each service will include hymns from both United and Anglican resources; prayers and responses will be printed in the weekly worship bulletin and/or from the Anglican prayer Book.
3. Music leaders (Organist from Holy Trinity Anglican Church and Miniota United Church Choir) will continue to provide musical leadership for services.
4. From time-to-time, lay leaders from each congregation will participate in services as may be arranged and with agreement by the minister in charge.
5. Offering money will go to the congregation designated by the giver. Loose offerings will be divided equally between Miniota United Church and Holy Trinity Anglican Church.

6. The Birtle-Miniota Pastoral Charge office secretary will provide photocopied bulletin preparation as required by Rev. Carter and/ or the lay leadership.
7. Miniota United Church will contribute 50% of the daily rate to Holy Trinity Anglican Church (or the Anglican Parish or the Anglican Diocese of Brandon) to support the payment of the Anglican minister. (In 2024 for this trial period, this rate will be set by the Anglican Diocese for each joint worship service.)
8. Travel expenses will be shared equally, and mileage will be from Rivers to Miniota.

The extension of this arrangement or the development of subsequent ones will be dependent on the involvement of representatives from the Diocese of Brandon as Rev. Carter is a priest under their oversight.

H. Renewal of Appointment for Connie Budd at Raymond Flett Memorial United Church Winnipeg

Having received from Raymond Flett Memorial United Church (Winnipeg): motions from a meeting of the Board dated December 05, 2023; and a completed Record of Appointment; and with confirmation by Tim Hackborn, Indigenous Vocational Minister of the support of the Indigenous Mission Support Grant Committee for financial support of the full-time ministry position, the Pastoral Relations Commission of the Prairie to Pine Regional Council approves the Renewal of the Appointment for CONNIE BUDD (Diaconal Minister) to a full-time ministry position (40 hours per week) at Raymond Flett Memorial United Church effective January 1, 2024, to December 31, 2024, with the following terms:

1. Salary Category C5-COL (Cost of Living) Group 4 - \$ 69,631.00
2. Telephone / Communications - \$ 420.00 per year
3. Continuing Education Allowance - \$ 1,640.00 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 -Volunteer
9. Travel expense reimbursement, based on the rate in the 2023 Minimum Salaries and Reimbursements for Ministry Personnel document (up to \$4,500.00 per year) up to \$ 2,250 per year.
10. Employer costs for Pension and Benefits, as assessed in the Premiums and Taxable Benefit Calculator

With remuneration to be paid by General Council, through the ADP Pastoral Charge Payroll Service

		<p>I. Renewal of Appointment for Lawrence Moore at Kinosoa Sipi Keenanow</p> <p>Having received a completed Record of Appointment (paper form) for Lawrence Moore, financial assurances from the Indigenous Office of Vocation Minister related to 2024 Mission Support grants for the location, the Pastoral Relations Commission of the Prairie to Pine Regional Council of the United Church of Canada approves the Renewal of Appointment for LAWRENCE MOORE (Diaconal Minister) to a full-time ministry position (40 hours per week) at Kinosao Sipi Keenanow, Norway House, backdated to January 1, 2024, and effective until December 31, 2024, with the following terms:</p> <ol style="list-style-type: none"> 1. Salary Category E-13 COL 2 for 40 hours per week \$65,092.00per year 2. Telephone \$420.00 per year 3. Continuing Education \$1,640.00 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/ministry unit 7. Moving expenses, based on reasonable estimates – Not Applicable 8. Adequate administrative assistance defined as Volunteer 9. Travel expense reimbursement, based on rate in the 2024 Minimum Salaries and Reimbursements for Ministry Personnel document to a maximum of \$4,500.00 per year 10. Employer costs for Pension and Benefits, as assessed in the Premiums and Taxable Benefit Calculator <p>With remuneration facilitated by Indigenous Ministries and provided through the Pastoral Charge Payroll Service (ADP)</p> <p>J. Renewal of Appointment for Samuel Ross at Cross Lake</p> <p>Having received from Johnston Garrioch Memorial United Church (Cross Lake): a motion from the governing body, dated November 20 , 2023, a completed Record of Appointment (paper form); and financial assurances from the Indigenous Office of Vocation Minister related to the 2024 Mission Support grants for the location, the Pastoral Relations Commission approves the Renewal of Appointment for SAMUEL ROSS (Designated Lay Minister – Recognized) to a full-time ministry position (40 hours per week) at Johnston Garrioch Memorial United Church (Cross Lake), effective January 1, 2024, to December 31, 2024, with assurances from the Indigenous Vocational Minister that all credential matters are up to date, in accordance with timelines determined by Indigenous Ministries, and with the following terms:</p> <ol style="list-style-type: none"> 1. Salary Category for Designated Lay Minister – B4 with manse for 40 hours per week - \$43,117.00per year
--	--	--

2. Telephone - \$ 420.00 per year
3. Continuing Education Allowance - \$ 1,640.00 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 – Volunteer
9. Travel expense reimbursement, based on the rate in the 2024 Minimum Salaries and Reimbursements for Ministry Personnel document- to a maximum of \$4,500.00 per year Employer costs for Pension and Benefits, as assessed in the Premiums and Taxable Benefit Calculator
11. Other: Remote manse allowance of \$2,956.00 per year
With remuneration facilitated by Indigenous Ministries and provided through the Pastoral Charge Payroll Service (ADP)

K. Renewal of Appointment for Agnes Spence at Northwest Keewatin Circle Ministry Sharing

Having revised the position description to reflect conversations between representatives of the Prairie to Pine Regional Council Pastoral Relations Commission, with Agnes Spence and representatives from Indigenous Ministries on November 01, 2023, and received from Nelson House United Church, South Indian Lake (Angus Bonner Memorial United Church) and Thompson Outreach motions approving changes in positions description, the related terms of appointment and the completed paper copy of the Record of Appointment for AGNES SPENCE (Ordained Minister), and with confirmation of updated credentials from the Indigenous Ministry of Vocation Minister, and assurance by the Vocational Minister of financial resources in Mission and Service Budget to support this ministry, the Pastoral Relations Commission of the Prairie to Pine Regional Council of the United Church of Canada Approves :

- i. The revisions to the full-time collaborative ministry position of Northwest Keewatin Circle Ministry Sharing, to serve Nelson House (77%- 17 days per month)), and Thompson Outreach (23%- 5 days per month) with pastoral services to Angus Bonner Memorial United Church South Indian Lake being offered occasionally and upon request by Agnes Spence who will act as the Pastoral Charge Supervisor, and with finances for this arrangement through requests to Rey Anderson, CCDC, Keewatin Circle.
- ii. The full-time appointment for Agnes Spence at Nelson House for services to the redefined Northwest Keewatin Circle Ministry Sharing (Nelson House and Thompson Outreach) with the following terms:

		<ol style="list-style-type: none"> 1. Minimum salary Category D8 – COL 2 for full-time – \$ 63,173.00 per year 2. Basic Telephone - \$ 720.00 per year 3. Continuing Education Allowance - \$ 1,640.00 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 within each pastoral year, including five Sundays 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. Adequate administrative assistance defined as- not defined 9. Travel expense reimbursement based on the 2022 United Church rate - \$ 5,940.00 in budget 10. Pension and benefits as assessed 11. Other: Reimbursement for ministry at South Indian Lake through the ‘Visiting Ministers salary schedule ‘ With remuneration of the Ministry Personnel through the Pastoral Charge Payroll Service through General Council <p>L. 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:</p> <p>_____ Glenboro Pastoral Charge, effective October 23, 2023 to February 12, 2024 (Maternity Leave) Chewe Mulenga at MacGregor, as of January 1, 2024 Tanis Podobni at Wallace, effective immediately Cathy Maxwell at Crestview United Church (Winnipeg), effective immediately</p> <p>_____ Boissevain (St. Paul’s), effective December 1, 2023 _____ Minto United Church, effective December 1, 2023 Agnes Spence at Angus Bonner Memorial United Church (South Indian Lake), as of January 1, 2024</p> <p>M. Honorarium for Christina Stricker for coaching assistance with LMIA (Labour Market Impact Assessment) Exemption documents With an increasing number of Search Committees for Pastoral Charges/Communities of Faith considering the appointment of Admissions applicants from other countries who have also remained in pastoral relationship while still requiring work visas, each circumstance requiring the completion of some every changing and complicated Immigration forms, and having relied on the experience of Christina Stricker, lay person from Canadian Shield Regional Council, to assist with the coaching of members of our Communities of Faith completing those forms, that the Pastoral Relations Commission of Prairie to Pine Regional Council approves the payment of an honorarium in an amount based on the visiting</p>
--	--	--

		<p>minister rate for 2023 (\$ 232.00) for Christina Stricker for her assistance in 2023 as a token of our gratitude for her assistance.</p> <p>N. Revision to start date for appointment of Reverend Elijah Mwandila at Trinity United Church for collaborative ministry at Trinity United Church, Portage La Prairie, and MacGregor United Church</p> <p>Having received communication from Trinity United Church, Portage La Prairie, of the arrival of Reverend Elijah Mwandila on December 21, 2023, with a view to commencing work on January 01, 2024, that Prairie to Pine Regional Council approve the start date of the appointment noted in Motion 2023/2023 # 2 on June 27, 2023, from September 01, 2023, to January 1, 2024, and note that remuneration will change in accordance with the 2024 Salary and allowances schedule</p> <p>O. Request for approval of Honorarium for work completing renewals of appointments for Indigenous Ministries</p> <p>In acknowledgment of her work in getting the 2024 Record of Appointments for renewal for Indigenous Ministries prepared, delivered, and returned in a timely manner including connections with the Ministry Personnel and/or the local Communities of Faith, the Pastoral Relations Commission approves the payment of an honorarium to Lorraine Kakegamic in an amount based on the visiting minister rate for 2023 (\$ 232.00).</p> <p style="text-align: right;"><u>Carried</u></p>
--	--	--