

**Prairie to Pine Regional Council
Pastoral Relations Commission
Motions (May 14, 2024)**

Meeting Date	Motion #	Motion
May 14/24	2023-2024/ #15 (A-L)	<p>Take the following actions:</p> <p>A. Minutes of the Prairie to Pine Pastoral Relations Commission- April 9, 2024 That the minutes of the regular monthly meeting of the Prairie to Pine Regional Pastoral Relations Commission on April 9, 2024, be approved as circulated.</p> <p>B. Request for approval of Collaborative Ministry at Trinity United Church, Brandon and Forrest United Church, and Change in Terms of Call for Douglas Neufeld Having received from Trinity United Church, Brandon, and Forrest United Church: Financial Viability Reviews; Year-End Financial Statements for 2023 and Year-to-Date Financial Statements for 2024; minutes of meetings on May 5, 2024, of the governing bodies and the Communities of Faith at Trinity United Church, Brandon and Forrest United Church; a Joint Position Description; and a Collaborative Ministry Agreement, that the Pastoral Relations Commission of Prairie to Pine Regional Council receive the documents and approve:</p> <p>i. Effective September 1, 2024, the Collaborative Ministry arrangement outlined within the documents noted above, including details regarding:</p> <ol style="list-style-type: none"> 1. The maintenance of current governance structures in each Community of Faith, with the allowance for occasional meetings of the two Ministry and Personnel Committees for discussion of common matters; 2. The creation of a Joint Coordinating Team, consisting of a minimum of two members from each Community of Faith; 3. The provision of worship by the minister each Sunday at Trinity United Church at 10:00 am and then travel to Forrest United Church for their service at 12:30 pm. The minister will offer leadership resources for additional services of worship as required, such as Christmas Eve, Good Friday, etc., as well as joint worship between Trinity United Church and Forrest United Church, and other churches in Brandon. These services will be determined by the Joint Coordinating team and Ministry Personnel; 4. An indication that there is no expectation of office hours at Forrest United Church, but their community is welcome to see the minister at the Trinity United Church office.

		<p>ii. That the Collaborative Ministry Arrangement be filled by the Ministry Personnel at Trinity United Church, Brandon, REVEREND DOUGLAS NEUFELD (Ordained Minister) continuing in a full-time ministry position (40 hours per week) at Trinity United Church, amended to serve the Collaborative Ministry of Trinity United Church (30 hours per week) and Forrest United Church (10 hours per week), as outlined in the Joint Position Description, effective September 1, 2024, noting the overall financial remuneration is consistent with the Provisional Call to Reverend Douglas Neufeld, effective July 1, 2016, with appropriate cost of living increases and current terms noted as:</p> <ol style="list-style-type: none"> 1. Salary Category D COL 4 - <u>\$71,549.00 per year</u> Additional salary above category of 10% - <u>\$7,154.90</u> TOTAL SALARY - <u>\$78,703.90</u> (25 % reimbursed by Forrest <u>\$19,675.98</u>) 2. Telephone /Communication — <u>\$480.00 per year</u> (25% reimbursed by Forrest <u>\$120.00 per year</u>) 3. Continuing Education Allowance - <u>\$1,640.00per year</u> (25% reimbursed by Forrest <u>\$410.00 per year</u>) 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 in this Call 8. Adequate administrative assistance, defined as – <u>24 hours per week</u> at Trinity United Church and <u>2-3 hours per week</u> at Forrest 9. Travel expense reimbursement, based on the rate in the 2024 Minimum Salaries and Reimbursements for Ministry Personnel document 10. Employer costs for Pension and Benefits, as assessed in the Premiums and Taxable Benefit Calculator <p>With Trinity United Church, Brandon, agreeing to provide remuneration of the Ministry Personnel through the Pastoral Charge Payroll Service ADP #W0XB, with the understanding that, in accordance with the Collaborative Ministry Agreement, 25% of all employment costs will be reimbursed to Trinity United Church, Brandon by Forrest United Church, according to a schedule and mechanisms agreed upon in the Collaborative Ministry Agreement</p>
--	--	--

C. Renewal of Appointment for Mary Best at Warren-Meadow Lea Pastoral Charge

Having received from Warren-Meadow-Lea Pastoral Charge updated financial information (2023 Year-end Financial Statement; 2024 Year -to -Date Financial Statements from both Communities of Faith and the Pastoral Charge); a motion from a meeting of the Pastoral Charge on March 20, 2024, 2024; and completed Record of Appointment, that the Pastoral Relations Commission of Prairie to Pine Regional Council approve the RENEWAL of APPOINTMENT to a part-time (15 hours per week) ministry position for MARY BEST (Ordained Minister- Retired) on Warren-Meadow Lea Pastoral Charge, effective July 01, 2024 to June 30, 2025 with the following terms:

1. Minimum Salary at Category F COL 4 for 15 hours per week \$ 28,269.38
2. Basic Telephone \$ 600.00 per year (\$ 50.00 per month)
3. Continuing Education as per salary and reimbursement schedule which is \$ 615.00per year in 2024
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: NOT APPLICABLE
8. Adequate secretarial assistance defined as 10 hours per week
9. Travel expense reimbursement, based on rate in the 2024 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 Pastoral Charge committing to remuneration of the Ministry Personnel through the Pastoral Charge Payroll Service (ADP) # WOXY

D. Request for end of Pastoral Relationship at John Black Memorial United Church, Winnipeg, with Laurie Howard, due to finances

Having received from John Black Memorial United Church, Winnipeg: Financial Viability Review; 2023 Year-end Financial statement, 2024 Year-to-date financial statement, outlining the need for reduction in ministry time, and documents outlining the possibility of searching for a minister to meet the needs of reduced amount of ministry time through a collaborative ministry arrangement with Immanuel United Church (Winnipeg), in which there would be sharing of a full-time ministry personnel, who has no previous employment history with either Community of Faith; and with assurances that conversations were held with Reverend Laurie Howard about the fiscal reality and timelines related to any proposed changes to determine a mutually agreeable timeline for

change; and with the minutes from a meeting of Leadership Team on April 23, 2024, and a meeting of the Community of Faith on May 12, 2024.

The Pastoral Relations Commission of Prairie to Pine Regional approves the following:

- i. A reduction in ministry time from 87.5 % to 50% effective November 15, 2024;
- ii. The ending of the pastoral relationship, due to fiscal reality between John Black Memorial United Church, Winnipeg and Reverend Laurie Howard at the mutually agreed upon date of November 15, 2024, with timelines allowing for appropriate notice, time for compensating time-related to the 2023-2024 Pastoral year (July 1 – August 15) and sabbatical entitlement to be taken from August 15 to November 15, 2024. Last day paid will be November 15, 2024;
 - A. And with the understanding that if Laurie Howard secures a Call or Appointment within the United Church of Canada at 87.5 % time or more that would start prior to November 15, 2024, the financial obligations of John Black Memorial United Church ends at the start date of that Call or Appointment, waiving the 90 days’ notice requirement;
 - B. And if a part-time Call or Appointment within the United Church of Canada to begin prior to November 15, 2024, for less than 87.5% time is secured, the remuneration offered by John Black Memorial United Church will be pro-rated to supplement the remuneration of the new employer up to the level of the employment at John Black Memorial United Church until November 15, 2024.

E. Request for approval of Collaborative Ministry at John Black Memorial United Church and Immanuel United Church, to be known as Kindred Spirit

Having received the Collaborative Ministry Profile created jointly by Immanuel United Church and John Black Memorial United, including the Living Faith document including the Community Profiles; the detailed Joint Position Description and terms of a Collaborative Ministry Agreement; and the Financial Viability reviews; and financial statements 2023 year-end and 2024 Year-to-date from both Communities of Faith; minutes from meeting of the Leadership Team at John Black Memorial United Church on April 23, 2024; the meeting of the Community of Faith at John Black Memorial United Church on May 12, 2024, the minutes of the meeting of the Council at Immanuel United Church on April 24, 2024; and the Community of Faith at Immanuel United Church on May 12, 2024, that the

		<p>Pastoral Relations Commission of Prairie to Pine Regional Council receive the documents and approves:</p> <ul style="list-style-type: none"> i. Effective January 1, 2025, the collaborative ministry arrangement outlined within them including details regarding: <ul style="list-style-type: none"> 1. The maintenance of current governance structures in each Community of Faith 2. The creation of a Joint Worship Planning Team which will work closely with the minister to schedule and plan details of worship. The two Communities of Faith will worship together in one building. Initially, services will alternate between the church buildings of the two Communities of Faith to maintain a balance between the two locations. The Worship Planning Team, along with the minister has the discretion to decide to have several worship services in a row in one location followed by several in a row at the other location. The agreed start time for joint worship is 10:45 a.m. 3. The creation of a Joint Collaboration Team 4. The creation of a Joint Ministry & Personnel Team 5. The allowance for the joint meetings of programming teams/committees for common purpose. ii. and the posting of a full-time position to be shared equally between Immanuel United Church and John Black Memorial United Church (50% each) in accordance with the position description in the Kindred Spirits Collaborative ministry documents, the start date for which would be January 1, 2025, to December 31, 2027, with the following terms: <ul style="list-style-type: none"> 1. Full-time collaborative ministry position divided equally between John Black Memorial United Church and Immanuel United Church with the Minimum Salary up to and including Category F and COL 4 as per salary schedule for 2025 (not yet available) 2. Basic telephone \$ 420.00per year (50% = \$ 210.00 per year) 3. Continuing Education Allowance of as per year the salary and allowances schedule of General Council 2025 (not yet available) 4. A minimum of three weeks study leave within each pastoral year, including Sundays 5. A minimum of one month 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, up to \$ 12,000.00 (50% = \$ 6,000.00) understanding that the receiving pastoral charges are responsible to pay full moving expense
--	--	--

		<p>8. Adequate administrative assistance defined as a paid office administrator (9 hours per week at Immanuel and 15 hours per week at John Black Memorial United Church).</p> <p>9 Travel expense reimbursement based upon the 2025 United Church rate</p> <p>With the John Black Memorial United Church Pastoral Charge committing to remuneration of the ministry personnel through the pastoral charge payroll service -ADP #WOTL, and Immanuel United Church committing to reimburse John Black Memorial United Church Pastoral Charge for 50% of all employer costs at agreed upon intervals and timelines.</p> <p>F. Request for Renewal of Appointment for Paul Duval at Immanuel United Church, Winnipeg</p> <p>Having approved the Collaborative Ministry arrangement between Immanuel United Church and John Black Memorial United Church, Winnipeg effective January 01, 2025, and having received from the Community of Faith of Immanuel United Church required financial documents, minutes of meeting of the Council on April 24, 2024, and the Community of Faith on May 12, 2024 and a completed Record of Appointment for Paul Duval the Pastoral Relations Commission of Prairie to Pine Regional Council approves the RENEWAL of the APPOINTMENT of PAUL DUVAL (Ordained Minister- Retired) to Immanuel United Church to a fulltime (40 hours per week) Supply Ministry position from July 01, 2024, to December 31, 2024, in accordance with the current position description and with the following Terms:</p> <ol style="list-style-type: none"> 1. Salary Category F-COL 4 - <u>\$ 75,385.00 per year</u> 2. Telephone - <u>\$420.00 per year</u> 3. Continuing Education- <u>\$1,640.00 per year</u> 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 Office Administrator available <u>9 hours per week</u> 9. Travel expense reimbursement, based on rate in the 2024 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: One additional week of holiday between Christmas and New Year. One more additional week, usually following Easter
--	--	--

With the Immanuel United Church 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 # WOTT

G. Request for Renewal of Appointment for John Thompson at Vernon Grieves Memorial United Church, Oxford House

Having received from the Indigenous Office of Vocation Minister, Tim Hackborn: information regarding medical clearance for the Minister and from the Acting Executive Minister of Indigenous Ministries and Justice Unit a request to backdate the appointment to April 01, 2024, and the assurances of funding to support the requested ministry and from the community of faith at Vernon Grieves Memorial United Church in Oxford House printed copy of Record of Appointment for John Thompson (Ordained Minister-Retired) and motion related to it that the Pastoral Relations Commission of Prairie to Pine Regional Council approve the RENEWAL of APPOINTMENT for JOHN THOMPSON to a fulltime ministry position (40 hours per week)at Vernon Grieves Memorial United Church, Oxford House, effective April 01, 2024 to December 31, 2024 with the following terms:

1. Minimum Salary at Category F with manse- \$ 52, 228.00 per year
2. Basic Telephone - \$ 420.00 per year (\$ 35.00 per month)
3. Continuing Education as per salary and reimbursement schedule which is \$ 1640.00 per year
4. Minimum of three weeks (21 days) of study leave within each pastoral year, including Sundays- Pro-rated for part-year
5. 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 months of sabbatical leave after five consecutive years of service to the pastoral charge
7. Moving expenses: NOT APPLICABLE
8. Adequate secretarial assistance defined as Volunteer
9. Travel expense reimbursement, based on the rate in the 2024 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 remuneration of the Ministry Personnel facilitated through the Indigenous Ministries Unit at General Council through the Pastoral Charge Payroll Service (ADP)

H. Request for Renewal of Appointment for Marianne Olfrey at Reston-Pipestone Pastoral Charge

Having received from Reston-Pipestone Pastoral Charge updated financial information (2023 Year-end Financial Statement; 2024 Year -to -Date Financial Statements for both Communities of Faith and the Pastoral Charge) and motion from meetings of the

Community of Faith on February 5, 2024, and the minutes of the meeting of the Pastoral Charge on February 05, 2024; and completed Record of Appointment, that the Pastoral Relations Commission of Prairie to Pine Regional Council approve the RENEWAL of APPOINTMENT in a halftime (20 hours per week) ministry position for MARIANNE OLFREY (Designated Lay Minister, re-engaged pensioner) at Reston-Pipestone Pastoral Charge, effective July 01, 2024, to June 30, 2025, with the following terms:

1. Minimum Salary for Designated Lay Minister at Category F with manse for halftime position- \$ 25,271.00
Additional Salary of 5% - \$ 1,263.55 (in 2024)
TOTAL SALARY: - \$ 26,534.55
2. Basic Telephone - \$ 420.00 per year (\$ 35.00 per month)
3. Continuing Education as per salary and reimbursement schedule which is \$ 820.00 per year in 2024
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: NOT APPLICABLE
8. Adequate secretarial assistance defined as Volunteer as needed
9. Travel expense reimbursement, based on the rate in the 2024 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 Pastoral Charge committing to remuneration of the Ministry Personnel through the Pastoral Charge Payroll Service (ADP) # 4038

I. Request for “Provisional” Call for Ilene Dowd at Dauphin First United Church

Having received from Dauphin: First United Church: updated financial information (2023 Year-end Financial Statement; 2024 Year -to -Date Financial Statement); position description for part-time ministry position (24 hours per week), minutes from meeting of Community of Faith on April 14, 2024; completed Record of Appointment, and from the Office of Vocation, notice of approval of Ilene Dowd for testamur for ordination, that the Pastoral Relations Commission of Prairie to Pine Regional Council :

- i. approve the “PROVISIONAL “CALL to a part-time position (24 hours per week) ministry position for ILENE DOWD (Ordinand) at Dauphin: First United Church, effective July 01, 2024, conditional upon Ordination by Prairie to Pine Regional Council prior to the start date, and with the following terms:

		<ol style="list-style-type: none"> 1. Salary Category F COL 2 for 60% time - <u>\$40205.40 per year</u> 2. Telephone / Communications - <u>\$420.00 per year</u> 3. Continuing Education Allowance for 60% time - <u>\$984.00 per year</u> 4. Minimum of three weeks of study leave within each pastoral year, including Sundays (at 60% - 72 working hours per pastoral year) 5. Minimum of one month of vacation (including five Sundays) within each pastoral year (at 60% - 110.4 working hours per pastoral year) 6. For members of the Order of Ministry and recognized lay minister, a minimum of three months of sabbatical leave after five consecutive years of service to the pastoral charge. 7. Moving expenses, (Not Applicable in this call) 8. Adequate administrative assistance – defined as <u>16.5 hrs per week – office administrator</u> 9. Travel Expense reimbursement, based on the rate of the 2024 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. The Community of Faith committing to renumeration of this Ministry Personnel provided through the Pastoral Charge Payroll Service – ADP #WOTK <p>ii. In accordance with previous arrangement and request that an exception to the Prairie to Pine Regional Council part-time ministry policy be granted to allow for worship leadership to be provided by Ilene Dowd every Sunday, as a continuation of the existing pastoral relationship, acknowledging that if/when a pastoral relationship involving a new minister is considered, any exception would automatically end.</p> <p>J. Request for increase in ministry positions at Oakbank United Church and “Provisional” Appointment for Maureen McCartney Having received from Oakbank United Church: the Profile documents, including a position description for a new part-time position; revised position description for a full-time minister; Financial Viability Review; 2023 Year- End Financial Statement; Year -to-Date Financial Statement and revised Budget for 2024; minutes of a meeting of the Community of Faith at Oakbank on May 08, 2024; completed Record of “Provisional” Appointment, and from the Office of Vocation, notification that Maureen McCartney has been granted testamur for commissioning to Diaconal Ministry, that the Pastoral Relations Commission of Prairie to Pine Regional Council receive the documents and approves:</p> <ol style="list-style-type: none"> i. increase in ministry positions at Oakbank United Church, adding a 14-hour-per-week ministry position, in addition to the full-time position, from July 01 – December 31, 2024, in accordance with the position descriptions presented
--	--	---

ii the "PROVISIONAL "APPOINTMENT of MAUREEN MCCARTNEY (Commissionand / Diaconal Minister) to the part-time position (14 hours per week) at Oakbank United Church, effective July 01, 2024, to December 31, 2024, conditional upon her commissioning to Diaconal Ministry prior to the start date and with the following terms:

1. Salary up to Category D – COL 4 at 14 hours per week - \$25,042.15 (\$12,521.08 for 6 month period)
2. Telephone – \$ 600.00 per year \$ 50.00 per month-\$ 600.00 per year- \$ 300.00 per 6 -month period)
3. Continuing Education Allowance at 14 hours per week- \$ 574.00 per year (pro-rated for part-time (\$ 287.00 per 6-month period)
4. Minimum of three weeks (21 days) of study leave within each pastoral year pro-rated for part-year
5. 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 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 24 hours per week
9. Travel expense reimbursement, based on the rate in the 2024 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 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 # J01

K. Appointment of Pastoral Relations Liaisons/Commission members to attend meetings

The Pastoral Relations Commission of the Prairie to Pine Regional Council of the United Church of Canada appoints the following Pastoral Relations Liaisons/Commission members to attend the following meetings:

Mary Best to Trinity United Church (Winnipeg) for May 14 Board Meeting and ?? meeting of Community of Faith

Judy Hare to Gordon King Memorial (Winnipeg) for Leadership Team meeting on May 17 and Community of Faith on May 26, 2024

Paul Duval to Grey Street United (Winnipeg) for Board meeting on May 15 and Community of Faith meeting on May 26, 2024

Patrick Woodbeck to Augustine (Winnipeg) for Board meeting after church May 26, 2024

Patrick Woodbeck to **Harrow United (Winnipeg)** for Board meeting not yet determined and Community of Faith on June 19, 2024
Sherrri McConnell to **Crescent Fort Rouge United (Winnipeg)** for a Leadership Team meeting on June 19, 2024 and Community of Faith meeting on June 23, 2024 (documents not yet received)
Judy Hare to **Grandview and Gilbert Plains (separate meetings)** on morning of May 26
Mary Best to **McClure United (Winnipeg)** for Board meeting on May 21 at 1:30 pm and Community of Faith meeting on May 28 at 1:30 pm (not all documents have been received so these may need to be moved forward)

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 authority to continue to recruit:

Nancy Flook to **Knox UC (Fort Frances)** effective immediately
Craig Miller to **Trinity UC (Brandon)** (for sabbatical: June 01, 2024 to August 31, 2024)

Craig Miller to **Forrest UC (for Doug Neufeld's sabbatical)**
Keewatin (St. Andrew's UC) and Sioux Narrows (Lake of the Woods Chapel) (to cover Pat Chabluk's Restorative Care?)

Rivers United Church (effective July 01, 2024)

Valley Pastoral Charge (effective July 01, 2024)

Miami Pastoral Charge (effective July 01, 2024, if not fully disbanded)

Rosser-Grosse Isle Pastoral Charge (effective July 1, 2024)

Sparling United Church (effective July 1, 2024, until disbanding)

Roland United (effective July 1, 2024, until Immigration matters are sorted out)

Broadway Disciples (Winnipeg) (effective July 1, 2024, until Immigration matters sorted out)

Roblin: Knox United Church (effective July 1, 2024)

Carried