

**Prairie to Pine Regional Council
Pastoral Relations Commission
Motions (November 12, 2024)**

Meeting Date	Motion #	Motion
November 12/24	2024-2025/ #7 (A-F)	<p>Take the following actions:</p> <p>A. Minutes of the Prairie to Pine Pastoral Relations Commission- Ocotber 08, 2024 That the minutes of the regular monthly meeting of the Prairie to Pine Regional Pastoral Relations Commission on Ocotber 08, 2024 be approved as circulated.</p> <p>B. Request for approval of Ministry Sharing Agreement between St. Charles-Headingly United Church and Crestview United Church and the appointment of Cathy Maxwell With an awareness that the most recent Minister at Crestview, Reverend Beth Rutherford has transitioned to Long-term Disability and has been off the payroll of Crestview United Church as of June 05, 2024;</p> <p>And Having received the detailed Ministry Sharing agreement including a joint position description prepared jointly by representatives of Crestview United Church and St. Charles-Headingly United Church, year-end Financial statements for 2023, 2024 Year-to-date Financial statements from both Pastoral Charges and Financial Viability Review from Crestview United Church, the completed Record of Appointment for Catherine (Cathy Maxwell) at Crestview United Church and the minutes of meetings of the Community of Faith at St. Charles -Headingly United Church on October 28, 2024 and Crestview United Church on October 29, 2024, the Pastoral Relations Commission of Prairie to Pine Regional Council approves:</p> <p>i. a reduction in ministry time at Crestview United Church from 11/12 time (full-time hours for months work with two-month off-one as holidays and one as compensating time) to 1/2 time, an average of 20 hours per week appointment with the balance of FTE of Minister’s time devoted to St. Charles-Headingly United Church with which she is in a Call as noted below:</p> <p>ii. the Ministry Sharing Agreement between St. Charles-Headingly United Church and Crestview United Church including the following arrangements and joint position description:</p> <p>Principal Areas of Responsibility and Associated Duties (Average hours noted for a typical week.)</p>

i. Worship

1. The ministry personnel will lead 2 Sunday worship services each Sunday. The starting times for worship will be as follows: St. Charles-Headingley United Church at 9: 30 am and Crestview United Church at 11:00 a.m. In the months with five Sundays, the Ministry Personnel will have those Sundays off. Each Community will arrange for and pay for their own worship leadership. The individual worship teams/committees will work closely with the ministry personnel and music leadership to plan and schedule worship. These meetings may be held occasionally together.
2. Any non-Sunday worship services will be planned by the worship: teams/committees and the ministry personnel to determine the type of service(s) that will be held (for example Quiet Christmas /Longest Night, Christmas Eve, Ash Wednesday, Maundy Thursday).
3. Coverage for Sundays when ministry personnel are away will be coordinated by each community of faith's worship team/committee. Each community of faith is responsible for arranging, and covering the expenses of pulpit supply during the ministry personnel's absence.
4. Weather or sickness emergency plan to be decided on together by the ministry personnel and each individual community of faith.

The monthly breakdown of allotted time for worship planning and delivery will be 16 hrs/wk – 8 hrs/wk in each location, accounting for 40% of the ministry personnel's time.

ii. Pastoral Care

1. Pastoral Care is understood to be the responsibility of the community of faith and supported by ministry personnel. To nurture this approach the Ministry personnel will meet regularly with the Pastoral Care Committee at St. Charles-Headingley and the Community Connectors at Crestview to encourage good communication of care needs, exchange information, and determine who will respond. The Ministry Personnel will normally visit the hospital on behalf of the Communities of Faith.
2. The hours of the ministry personnel regarding pastoral care in each community of faith will depend upon the emerging needs of each community of faith.

		<p>The breakdown for pastoral care will be 9 hrs/ week split 50/50 between the communities of faith and accounts for 22.5 % of the allotted time.</p> <p>iii. Programming- Christian Education and Outreach It is the goal and hope that the two communities of faith will collaborate on several programming opportunities including joint gatherings, Christian education, and outreach. At this point, plans would be for study during Advent and/or lent and time devoted at St. Charles-Headingley to the next steps in the project related to the dementia project.</p> <p>The breakdown for Christian education is based on 4 hrs/week split 50/50 between the communities of faith and accounts for 10 % of the allotted time.</p> <p>iv. Other Time- Administration, Networking, and wider church involvement</p> <ol style="list-style-type: none"> 1. Other time allotted consists of administration, wider church, and personal time. Ministry Personnel will observe office hours each week in each place: Tuesday and Thursday at St. Charles-Headingley and Monday and Wednesday at Crestview. The regular days off for the Ministry Personnel will be Friday and Saturday with some flexibility. 2. Ministry Personnel will attend monthly meetings of the governing bodies (the Second Wednesday evening at St. Charles-Headingley and the Third Tuesday afternoon at Crestview), meetings of the Trustees and Communities of Faith when required for quorum; meetings of other committees as requested, and/or as time and interest permits (Outreach, Christian Education, Property and Finance, Ministry and Personnel Committee and U.C.W.) <p>This could account for 8 hrs/ week split 50/50 between the communities of faith and accounts for 20 % of the allotted time.</p> <ol style="list-style-type: none"> 3. Ministry Personnel is expected to attend meetings of the Prairie to Pine Regional Council, be involved in the committee/commission work of the wider church (Cathy is currently the secretary of the Committee on Ministry Personnel Support) access cluster, networks, and ecumenical ministerial for collegial support. <p>This could account for 3 hrs/ week split 50/50 between the communities of faith and accounts for 7.5% of the allotted time.</p> <p>OTHER:</p> <ol style="list-style-type: none"> 1. Existing governance structures will remain in place at St. Charles-Headingley and Crestview United Churches.
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days at halftime) of holidays related to Crestview before June 30, 2025. Some of this time may be the initial days of the appointment with the balance being negotiated with the Crestview M & P Committee.

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 administrative assistance – defined as 12 hours per week - office administrator for Crestview who prepares bulletins (Volunteer at St. Charles-Headingley prepares bulletin and PowerPoint, based on materials submitted by the minister)
9. Travel Expense reimbursement, based on the rate of the 2024 Minimum Salaries and Reimbursements for Ministry Personnel document. Mileage to be logged and reimbursed on a 50/50 basis by each Community of Faith
10. Employer costs for Pension and Benefits, as assessed in the Premiums and Taxable Benefit Calculator
11. Other: Additional holidays: fifth Sundays in months with five Sundays and the week between Christmas and New Year off.
12. With each community of faith committing to remuneration of this Ministry Personnel through the Pastoral Charge Payroll Service – ADP # WOUS (Crestview)

NOTE: Figures are given per 12-month period as required for the Record of Appointment online. Actuals will be pro-rated 7-month employment period. All financial terms will change on January 1, 2025, to comply with the Minimum Salary and Reimbursement Schedule for Ministry Personnel for 2025 [Minimum Salaries for Ministry Personnel \(2025\) \(united-church.ca\)](https://united-church.ca)

C. Revisions to end date of supply appointment and or Reverend Steve Wilson at Grand Plains Pastoral Charge

With the arrival of the Reverend Luckson Mariba and the start of his appointment at Grand Plains Pastoral Charge, the Pastoral Relations Commission of Prairie to Pine Regional Council amends the end date of the **Supply Appointment (renewal) for the Reverend Steve Wilson** approved on June 11, 2024, in Motion 2023/2024 #16 F **from December 31, 2024 to October 31, 2024.**

D. Request for Change in Pastoral Relations for Retirement

Having received written notification as per the current requirements, that the Pastoral Relations Commission of Prairie to Pine Regional Council:

- Approves the request for a change in pastoral relations from **Sherri McConnell** from **Westminster United Church, Winnipeg**

		<p>effective May 31, 2025, with the intention to commencement retirement effective June 01, 2025</p> <ul style="list-style-type: none"> • Approves the request for change in pastoral relations from Margaret McCallum from Benito-Kenville Pastoral Charge, effective June 30, 2025, with the intention to commence retirement effective July 01, 2025 • Receives the notice from Elizabeth (Beth) Rutherford to transition from long-term disability related to Crestview United Church to commence collecting United Church Pension effective March 01, 2025, as per current terms of disability policy <p>E. Request for <i>Appointment of Pastoral Charge Supervisors</i> 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>_____ Northminster, Flin Flon <u>Lori Stewart</u> - Grand Plains Pastoral Charge, effective November 01, 2024 _____ Deloraine-Melita-Tilston Pastoral Charge _____ McClure as of January 1, 2025</p> <p>F. Appointment of Pastoral Relations Liaisons to attend meetings That the Pastoral Relations Commission appoints the following liaisons to attend meetings related to: <u>Patrick Woodbeck and Judy Hare</u> - St. Charles-Headingley and Crestview United Churches – October 29, 2024 <u>Patrick Woodbeck</u> – Warren Meadow Lea and Balmoral, next steps <u>Sherri McConnell</u> – Immanuel and John Black Memorial- meetings, re: revised ministry sharing <u>Paul Duval</u> – Windsor Park, re: profile/ SME</p> <p style="text-align: right;"><u>Carried</u></p>
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