

**Prairie to Pine Regional Council
Pastoral Relations Commission
Motions (December 10, 2024)**

Meeting Date	Motion #	Motion
December 10/24	2024-2025/ #8 (A-L)	<p>Take the following actions:</p> <p>A. Minutes of the Prairie to Pine Pastoral Relations Commission- November 12, 2024 That the minutes of the regular monthly meeting of the Prairie to Pine Regional Pastoral Relations Commission on November 12, 2024 be approved as circulated.</p> <p>B. Request for approval of Ministry Sharing Agreement between Immanuel United Church and John Black Memorial United Church and appointment of Paul Duval Having been made aware that the Joint Search Team for the Kindred Spirits Collaborative Ministry position to be shared by Immanuel United Church and John Black Memorial United Church with a proposed start date of January 01, 2025, has been unable to find a suitable candidate available by the January 1, 2025 deadline, and having had a short-term Ministry Sharing Agreement in place from October 01 to December 31, 2024 with one another and Reverend Paul Duval (Motion 2024/2025 #4 C September 10, 2024);</p> <p>And having received minutes from governing bodies of Immanuel United Church (December 3, 2024) and John Black Memorial United Church (November 27, 2024) requesting approval of a revised Ministry Sharing agreement including a new joint position description, and all required documentation supporting the request: year-end Financial statements for 2023, 2024 Year-to-date Financial statements for 2024 and proposed budgets for 2025 from both Pastoral Charges, the Ministry Sharing agreement, and the completed Record of Appointment for Paul Duval at Immanuel United Church, the Pastoral Relations Commission of Prairie to Pine Regional Council approves:</p> <ul style="list-style-type: none"> i. The reduction of ministry time at Immanuel United Church from full-time (40 hrs/wk) to halftime (20 hrs/wk) and reduction of ministry time at John Black Memorial United Church from 37.5 hrs/wk to 20 hrs/wk ii. The Ministry Sharing agreement between Immanuel United Church and John Black Memorial United Church, Winnipeg, which takes effect from January 1, 2025, to June 30, 2025, including the following arrangements and position description reflecting the sharing of a full-time ministry position on a 50/50 basis with 20 hrs per week on each Pastoral Charge:

		<p>Principal Areas of Responsibility and Associated Duties (Average hours noted for a typical week)</p> <p>Administration: 5%</p> <ul style="list-style-type: none"> • Attends all monthly Immanuel Council meetings and all John Black Leadership team meetings. • Is aware of issues arising from the National and Regional conferences of the United Church of Canada. • Attends meetings of the Trustees at both churches. • Co-operates closely with the office administrators (9 hours per week at Immanuel and 15 hours per week at John Black) to attend to administrative tasks (bulletins, newsletters, annual reports) and shares information to aid in frontline reception duties. • Minister’s primary office will be at Immanuel. The minister will work out of the office at John Black as needed. <p>Community Outreach and Social Justice: 10%</p> <ul style="list-style-type: none"> • Is committed to the pursuit of justice, is inclusive and is keen to work with affirming congregations. • Is aware of and supports numerous current and evolving initiatives are underway, currently operating out of both church buildings. • Is committed to the recommendations of the Truth and Reconciliation Commission report. <p>Continuing Education: 5%</p> <ul style="list-style-type: none"> • Values continuing education and uses study leave for ongoing growth with new material or methods to the benefit of the pastoral charge. <p>Denomination and Communities: 5%</p> <ul style="list-style-type: none"> • Is actively involved in the life of the regional council and/or General Council and assumes at least one Committee/Commission role in the wider church. <p>Faith Formation and Christian Education: 5%</p> <ul style="list-style-type: none"> • When applicable, consults with the Sunday School leaders about worship plans for themes, so that there is consistency, wherever possible, between the worship focus and Sunday School learning. • Considers the children’s involvement in congregational life and worship. • Encourages and supports youth initiatives. • Provides inspiration and support for adult Christian Education programs, being open to a variety of models and opportunities. <p>Leadership: 10%</p> <ul style="list-style-type: none"> • Provides support and resources to the Council Elders and Cluster Guiding Elders at Immanuel and the Leadership Team at John Black Memorial. • Is open to new and creative ideas of church and open to change. • Works with the congregation in a team ministry.
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		<p>Pastoral Care: 25%</p> <ul style="list-style-type: none"> • Ministers pastorally to the people in the congregations and families who are grieving, ill, and those with other needs. • Attends monthly meetings of the pastoral care teams at Immanuel • The Pastoral Care team at JBMUC will continue to meet and support the congregation independently. The Minister will support the pastoral care needs at John Black when requested as he is able to do so. <p>Worship: 35%</p> <ul style="list-style-type: none"> • Minister provides leadership for one joint worship service per Sunday held at 10:45 a.m. at alternating locations. • Works cooperatively with the choir director and accompanists to plan for the church season, providing the lectionary so that complementary music selections can be made. • Meets regularly with the Joint Worship Team to plan the church seasons, special services, communion, and events, such as the Pre-Advent Gathering. • Welcomes all to the communion table whether they “belong to this church, another church or no church at all”. <p>Other:</p> <ol style="list-style-type: none"> a. The Ministry Personnel provides leadership for one joint worship service per Sunday held at 10: 45 a.m. at alternating locations. b. Music accompaniment will be provided by both the pianist at John Black and the organist at Immanuel. A plan has been in place since September 2024 and will continue into 2025. c. Lay leaders will support worship as has been the practice at both churches. d. Supporting worship materials will be created by the administrator of the church at which the service is being conducted. e. Offering money will go to the particular Community of Faith as directed by the giver. Offering plates for each community of faith are in place at both churches for all services. f. Minister’s primary office will be at Immanuel. The minister will work out of the office at John Black as needed. g. Existing governance at Immanuel United Church and John Black Memorial United Church will remain unchanged. h. Representatives from the two Ministry & Personnel Committees will meet together occasionally and with the Ministry Personnel for the purpose of coordination and oversight of the arrangements and addressing any conflicts that may arise. Matters requiring action must be taken to the governing bodies of the Communities of Faith. i. The Joint Search Committee for the Collaborative Ministry of Immanuel United Church and John Black Memorial United Church (Kindred Spirits) will continue to function during the period of this Ministry Sharing agreement. <p>* Minor adjustments can be made to the position description by the governing bodies upon recommendation of a joint meeting of the</p>
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Ministry & Personnel Committees). The Pastoral Relations Minister shall be notified of these changes.

** changes to the Ministry Sharing Agreement after initial approval requiring approval by the two Communities of Faith and the Pastoral Relations Commission of Prairie to Pine Regional Council and a CURRENT copy of the Ministry Sharing Agreement with any changes noted kept on file by both Communities of Faith and the Pastoral Relations Commission of Prairie to Pine Regional Council at all times.

*** If either community of faith wishes to withdraw from this Ministry Sharing agreement they will provide 90-day notice to the other party and the Pastoral Relations Commission of Prairie to Pine Regional Council.

iii. The **Appointment of Paul Duval** (Ordained Minister-retired) to a Full-time ministry sharing position at Immanuel United Church with time and costs to be divided equally between John Black Memorial United Church and Immanuel United Church effective **January 1, 2025 to June 30, 2025**.

A. Minimum salary at Category F and COL 4 \$77,646.00 per year (50% -\$38,823.00 per year)

B. Basic telephone \$420.00 per year (50% = \$ 210.00 per year)

C. Continuing Education Allowance \$1689.00 per year (50% - \$ 844.50 per year)

D. A minimum of three weeks study leave within each pastoral year, including Sundays (pro-rated for part year)

E. A minimum of one-month vacation, within each pastoral year, including five Sundays (pro-rated for part year)

F. A minimum of three consecutive months of sabbatical leave after five consecutive years of service to the pastoral charge

G. Moving expenses – NOT APPLICABLE

H. 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).

I. Travel expense reimbursement based upon the 2025 United Church rate of 55 cents per km

J. Employer costs for Pension and Benefits, as assessed in the Premiums and Taxable Benefit Calculator (relevant costs shared on a 50/50 basis)

K. Other: One additional week of holidays, usually following Easter. Waiving of 90 days' notice to end the pastoral relationship in favour of the jurisdictional minimum of one month.

With the Immanuel United Church agreeing to provide remuneration of the Ministry Personnel through the Pastoral Charge Payroll Service (ADP # WOTT)) unless granted a formal exemption by the General Council Office and with the John Black Memorial United Church Pastoral Charge committing to reimburse Immanuel United Church Pastoral Charge for 50% of all employer costs at agreed upon intervals and timelines.

- NOTE: Figures are given per 12-month period as required for the Record of Appointment online. Actuals will be pro-rated 6-month employment period.

C. Acknowledging Renewal of Appointment for Connie Budd at Raymond Flett Memorial United Church, Winnipeg

Having received from Raymond Flett Memorial United Church a copy of the motion from the governing body and a completed Record of Appointment for Connie Budd; having been assured that monies are available to support this ministry in the Indigenous Mission Support Grant budget for 2025 and having been assured by Tim Hackborn, Vocational Minister for Indigenous Ministries, that categories are correct and all credentials of the minister are up to date, that the Pastoral Relations Commission of Prairie to Pine Regional Council of the United Church of Canada “acknowledge and supports” the **Renewal of the Appointment of CONNIE BUDD** (Diaconal Minister- retired) to a fulltime ministry position at **Raymond Flett Memorial United Church, effective January 1, 2025, to December 31, 2025,** with the following terms:

1. Minimum Salary at Category C6 and COL 4- FTE \$71,720.00 per year
2. Telephone/internet - \$420.00 per year (\$35.00 per month)
3. Continuing Education as per salary and reimbursement schedule which is \$1689.00 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: Not applicable
8. Adequate secretarial assistance not specified
9. Travel expense reimbursement, based on the rate in the 2025 Minimum Salaries and Reimbursements for Ministry Personnel document up to \$2250.00 per year
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) # 6GF (General Council number)

D. Acknowledging Renewal of Appointment for Lawrence Moore at Kinosao Sipi Keenanow United Church, Norway House

Having received from Kinosao Sipi Keenanow United Church at Norway House a copy of a motion of the governing body and a completed Record of Appointment for Lawrence Moore; having been assured that monies are available to support this ministry in the Indigenous Mission Support Grant budget for 2025 and having been assured by Tim Hackborn, Vocational Minister for Indigenous

		<p>Ministries, that categories are correct and all credentials of the minister are up to date, that the Pastoral Relations Commission of Prairie to Pine Regional Council of the United Church of Canada “acknowledge and supports” the Renewal of the Appointment of LAWRENCE MOORE (Diaconal Minister) to a fulltime ministry position at Kinosao Sipi Keenanow United Church at Norway House effective January 1, 2025, to December 31, 2025, with the following terms:</p> <ol style="list-style-type: none"> 1. Minimum Salary at Category F and COL 2 - FTE <u>\$69,019.00 per year</u> 2. Telephone/internet - <u>\$420.00 per year (\$35.00 per month)</u> 3. Continuing Education as per salary and reimbursement schedule which is <u>\$1689.00 per year</u> 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 not specified 9. Travel expense reimbursement, based on the rate in the 2024 Minimum Salaries and Reimbursements for Ministry Personnel document <u>up to \$4500.00 per year</u> 10. Employer costs for Pension and Benefits, as assessed in the Premiums and Taxable Benefit Calculator <p>With the Pastoral Charge committing to remuneration of the Ministry Personnel through Pastoral Charge Payroll system ADP with #6GF (General Council Number).</p> <p>E. Acknowledging Renewal of Appointment for John Thompson at Vernon Grieves Memorial United Church, Oxford House</p> <p>Having received from Vernon Grieves Memorial United Church, Oxford House a completed Record of Appointment for John R. Thompson (Ordained Minister-Retired); having been assured that monies are available to support this ministry in the Indigenous Mission Support Grant budget for 2025 and having been assured by Tim Hackborn, Vocational Minister for Indigenous Ministries, that categories are correct and all credentials of the minister are up to date, that the Pastoral Relations Commission of Prairie to Pine Regional Council of the United Church of Canada “acknowledge and supports” the Renewal of the Appointment of JOHN R.THOMPSON (Ordained Minister- retired) to a fulltime ministry position at Vernon Grieves Memorial United Church, Oxford House, effective January 1, 2025 to December 31, 2025, with the following terms :</p> <ol style="list-style-type: none"> 1. Minimum Salary at Category F and COL 2 with manse- FTE <u>\$53,795.00 per year</u> 2. Telephone/internet - <u>\$420.00 (\$35.00 per month)</u>
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3. Continuing Education as per salary and reimbursement schedule which is \$1689.00 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 not specified
 9. Travel expense reimbursement, based on the rate in the 2025 Minimum Salaries and Reimbursements for Ministry Personnel document up to \$4500.00 per year
 10. Employer costs for Pension and Benefits, as assessed in the Premiums and Taxable Benefit Calculator
 11. Other: Remote Manse allowance of \$3045.00 per year
- With the Pastoral Charge committing to remuneration of the Ministry Personnel through the Pastoral Charge Payroll Service (ADP) # 6GF (General Council Number)

F. Acknowledging Renewal of Appointment for Zach Kakegamic at Adam Fiddler Memorial United Church, Sandy Lake, ON

Having received from Adam Fiddler Memorial United Church, Sandy Lake, Ontario a copy of motion from the governing body and a completed Record of Appointment for Zach Kakegamic; having been assured that monies are available to support this ministry in the Indigenous Mission Support Grant budget for 2025 and having been assured by Tim Hackborn, Vocational Minister for Indigenous Ministries, that categories are correct and all credentials of the minister are up to date, that the Pastoral Relations Commission of Prairie to Pine Regional Council of the United Church of Canada “acknowledge and supports” the **Renewal of the Appointment of ZACH KAKEGAMIC** (Ordained Minister) to a fulltime ministry position at **Adam Fiddler Memorial United Church**, effective **January 1, 2025, to December 31, 2025**, with the following terms:

1. Minimum Salary at Category A2 and COL 2 with manse \$43,914.00 per year
2. Telephone/internet - \$540.00 per year (\$45.00 per month)
3. Continuing Education as per salary and reimbursement schedule which is \$1689.00 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 not specified

		<p>9. Travel expense reimbursement, based on the rate in the 2025 Minimum Salaries and Reimbursements for Ministry Personnel document up to <u>\$4500.00 per year</u></p> <p>10. Employer costs for Pension and Benefits, as assessed in the Premiums and Taxable Benefit Calculator</p> <p>11. Other: Remote manse allowance <u>\$3,045.00 per year</u> With the Pastoral Charge committing to remuneration of the Ministry Personnel through the Pastoral Charge Payroll Service (ADP) # 6GF (General Council number)</p> <p>G. Acknowledging renewal of Appointment for Agnes Spence at Northwest Keewatin Circle Ministry Sharing at Nelson House United Church and Thompson Outreach Ministry</p> <p>Having received from Nelson House United Church, Thompson Outreach Ministry and Angus Bonner Memorial United Church, South Indian Lake a copy of motions approved and a completed Record of Appointment for AGNES SPENCE (Ordained Minister); having been assured that monies are available to support this ministry in the Indigenous Mission Support Grant budget for 2025 and having been assured by Tim Hackborn, Vocational Minister for Indigenous Ministries, that categories are correct and all credentials of the minister are up to date, that the Pastoral Relations Commission of Prairie to Pine Regional Council of the United Church of Canada “acknowledge and supports” the Renewal of the Appointment of AGNES SPENCE (Ordained Minister) to a fulltime ministry position at Northwest Keewatin Circle Ministry Sharing (Nelson House United Church 77%, Thompson Outreach Ministry 33% and Angus Bonner Memorial United Church, South Indian Lake (Pastoral Supervision)) effective January 1, 2025 to December 31, 2025 with the following terms:</p> <ol style="list-style-type: none"> 1. Minimum Salary at Category D9 and COL 2 - FTE <u>\$65,068.00 per year</u> 2. Telephone/internet - <u>\$420.00 per year</u> (\$35.00 per month) 3. Continuing Education as per salary and reimbursement schedule which is <u>\$1689.00 per year</u> 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 not specified 9. Travel expense reimbursement, based on the rate in the 2025 Minimum Salaries and Reimbursements for Ministry Personnel document up to <u>\$5940.00.00 per year</u> 10. Employer costs for Pension and Benefits, as assessed in the Premiums and Taxable Benefit Calculator
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With the Pastoral Charge committing to remuneration of the Ministry Personnel through the Pastoral Charge Payroll Service (ADP) # 6GF (General Council Number)

H. Acknowledging Initial Appointment for Mary Ann Folster at Johnston Garrioch Memorial United Church, Cross Lake

Having received from Johnston Garrioch Memorial United Church Cross Lake. MB a copy of request from the governing body and a completed Record of Appointment for Mary Ann Folster; having been assured that monies are available to support this ministry in the Indigenous Mission Support Grant budget for 2025 and been assured by Tim Hackborn, Vocational Minister for Indigenous Ministries, that categories are correct and all credentials of the minister are up to date, that the Pastoral Relations Commission of Prairie to Pine Regional Council of the United Church of Canada “acknowledge and supports” the **Appointment of MARY ANN FOLSTER** (Designated Lay Minister- retired) to a fulltime ministry position at **Johnston Garrioch Memorial United Church**, effective **December 1, 2024, to December 31, 2025**, with the following terms (all terms are for 2025 salary figures):

1. Minimum Salary at Category D8 with manse \$48,237.00 per year
Additional Salary above base: \$3045.00 per year (remote manse allowance?)
TOTAL SALARY: \$51,282.00 per year
2. Telephone/internet - \$540.00 per year (\$45.00 per month)
3. Continuing Education as per salary and reimbursement schedule which is \$1689.00 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:
8. Adequate secretarial assistance not specified
9. Travel expense reimbursement, based on the rate in the 2025 Minimum Salaries and Reimbursements for Ministry Personnel document up to \$4500.00 per year
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) # 6GF (General Council number)

I. Revisions to start date of appointment of Reverend Luckson Mariba at Grand Plains Pastoral Charge

With the arrival of the Reverend Luckson Mariba on October 07, 2024, and his securing a Social Insurance Number as of October 10, 2024, the Pastoral Relations Commission of Prairie to Pine Regional

Council **amends the start date of the Appointment for the Reverend Luckson Mariba** approved on June 17, 2024, in Motion 2023/2024 #18 from September 01, 2024 to October 10, 2024.

J. Request for Change in Pastoral Relations

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

Acknowledges receipt of the **notice from Patricia Chabluk** that she will not be requesting a renewal of her appointments at Keewatin: St. Andrew's and Lake of the Woods Chapel and approves the **request for a change in pastoral relations effective June 30, 2025**

K. 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:

_____ Northminster, Flin Flon

_____ Deloraine-Melita-Tilston Pastoral Charge

Scott McAuley - McClure as of January 1, 2025

L. Approval of Honourarium for Lorraine Kakegamic for work on Indigenous Ministry Renewal Forms

Request for approval of Honourarium for work completing renewals of appointments for Indigenous Ministries In acknowledgment of her work in getting the 2025 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 2024 (\$247.00).

Carried