

**Prairie to Pine Regional Council
Pastoral Relations Commission
Motions (March 31, 2025) – Special Meeting**

Meeting Date	Motion #	Motion
March 31/25	2024-2025/ #13	<p>Request for approval of Appointment of Diane Meredith to a Supervised Education Ministry (SME) at Windsor Park United Church</p> <p>Having received from Windsor Park United Church, Winnipeg, the minutes of the meeting of the governing body on March 19, 2025, the minutes of the Community of Faith on March 30, 2025, a copy of the Candidate's draft initial learning goals and comments from the Search Team on the ways that the Candidate's initial Learning Goals overlap with the position description of the appointment, clarification that a Ministry & Personnel Committee is in place as required, assurance from the Vocational Minister of the appointment of Heather Sandilands as Educational Supervisor and clarification of that an orientation training session will be provided for the Community Connectors and the Pastoral Charge Supervisor, that the Pastoral Relations Commission of Prairie to Pine Regional Council approve the Appointment of DIANE MEREDITH (Candidate) to a Supervised Ministry Education position of 30 hours/week at Windsor Park United Church including six (6) hours per month for meetings with Educational Supervisor and/or Community Connectors effective April 1, 2025, until June 30, 2026, with the expectation for the continuation of the SME appointment until June 30, 2027, if needed and appropriate and with the following terms:</p> <ol style="list-style-type: none"> 1. Salary Category Student Step 1 Cost of Living 4 @ 0.75 time, <u>\$49,371</u> pro-rated to the balance of the calendar year. Additional Salary of three percent (3%) per year-<u>\$1,481.13</u>. Total Salary <u>\$50,852.13</u> * 2. Telephone - <u>\$420.00</u> per year (\$35.00 per month). 3. Continuing Education Allowance - <u>\$1,266.75 per year</u> (0.75 of \$1,689.00). 4. Minimum of three (3) weeks (21 days) of study leave within each pastoral year, including Sundays, pro-rated for part-year. 5. Minimum of one (1) month of vacation (including five (5) 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 (3) months of sabbatical leave after five (5) consecutive years of service to the pastoral change – not applicable for candidates. 7. Moving expenses, based on reasonable estimates <u>to be used and billed before December 30, 2025 (budget estimate up to \$5,000.00)</u>. 8. Adequate administrative assistance, defined as paid office administrator at <u>30 hours per week</u>, 15% of which can be drawn on Ministry Personnel. 9. Travel expense reimbursement, based on the rate in the 2025 Minimum Salaries and Reimbursements for Ministry Personnel.

		<p>10. Employer costs for Pension and Benefits, as assessed in the Premiums and Taxable Benefit Calculator</p> <p>With the Pastoral Charge agreeing to provide remuneration for the Ministry Personnel through the Pastoral Charge Payroll Service (ADP) unless granted a formal exemption by the General Council Office (ADP #WOU8).</p> <p style="text-align: right;"><u>Carried</u></p>
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