

Region 4 Commission Minutes November 15, 2018

- Present** Annette Taylor (Chair), Neil Gilbert, Bev Kostichuk, Bonnie Morton, Susan Reed (via Adobe Connect), David Whalley, Brian Maitland, Tricia Gerhard (Recording Secretary)
- A quorum was present.
- Staff Present** Shannon McCarthy (Executive Minister), Jamie McKay (Regional Program Assistant)
- Regrets** Bernice Saulteaux, Barb MacNaughton.
- Call to Order** Annette Taylor called the meeting to order at 10:10 a.m. and invited everyone to check-in with an update.
- Worship** The meeting was opened with a reading from *Singing a Song of Faith* and the singing of Hymn 716 in Voices United.
- Agenda Review** The agenda was updated to indicate that Tracy Murton is joining the meeting at 11:30 a.m. to make a presentation.
- Minutes** We reviewed the minutes from October 10, 2018 and October 18, 2018.
- 007-2018/2019** **It was agreed by consensus:**
That the minutes for October 10, 2018 and October 18, 2018 be adopted as circulated.
- Business Arising From Minutes** Any business arising from previous minutes has been included in the agenda.
- Mission Support Grants** Thank you to Brian for getting letters written and sent out.
- Brian reported he received some responses from a few organizations most of which were thanks for the information with a few requests for more information about what the requests had been.
- The group had a discussion on what information should be shared about mission support grants and the following factors were brought up:
- This conference has no funding bodies that are incorporated.
 - Some of the funding for these ministries came from presbyteries and unless this region decides to assess on top of the 4.5%, that money is gone out of the system.
 - Most United Church organizations in Saskatchewan won't accept government grants because that money comes from gambling.
- It would be helpful to write a letter to go out to pastoral charges to explain the factors that lead to the decision regarding allocation of mission support grants.
- Bev Kostichuk asked a question about Camp McKay regarding accepting funds with restrictions.

Action item: Annette and Shannon will draft a letter regarding mission and support grant history in Saskatchewan to distribute to pastoral charges.

Prep for discussion The Commission spent some time preparing questions and comments for their discussion with Erik Mathiesen and David Armour

Region Naming Process Tricia Gerhard gave a brief report of the region naming process:

- No name has been decided on
- Tricia sent out packages to Marlene Lightning, Bernice Saulteaux, and Janet Sigurdson regarding the consultation of Indigenous name suggestions.
- Janet Sigurdson called Jamie McKay to confirm she received the email but Tricia has not heard back from Marlene Lightning or Bernice Saulteaux.

If there is no name as of January 1st, it will be acceptable if the region is known as Region 4 until we choose a new name.

008-2018/2019 **It was agreed by consensus:**
That our legal name be Region 4 of the United Church of Canada.

Youth and Young Adult Ministry Youth and young adult ministry was discussed with the following notes made:

- Would like to have a consultation about youth and young adult work sometime in the New Year.
- Need to be prepared at the annual meeting with recommendations
- Wondered if a model where there are adult advisors, similar to what is done in Manitoba, would be a good option.

Property Dave Whalley reported that he has received information from various presbyteries but participation was low and Bill Doyle has forwarded everything he has from the conference.

A meeting with participants from the three regions has been planned on November 26th via conference call.

Pastoral Relations Governance Tracy Murton went over the report on Proposed Pastoral Relations Governance (Appendix A)

We are being asked to set up a pastoral relations commission that would have decision-making authority that would be directly accountable to the regional council and would report regularly to the Executive.

Regional Council Liaison Officers, previously known as Presbytery Reps, would be accountable to the Pastoral Relations Commission

Recommending three committees (open to name changes):
Committee on Ministry Personnel Support
Committee on Community of Faith Support
Committee on Lay Ministry Support

Authorize Tracy Murton to:

Make approvals to licensing to administer sacraments
Authorize person to perform marriages according to policy established by the Region
Be a corresponding member of the Regional Council Executive.

Region 2 changed from “Committee on Lay Ministry Support” to “Committee on Lay Leadership Support.”

009-2018/2019

It was agreed by consensus:

That we approve the Pastoral Relations Governance document as presented with two changes:

- 1. Committee on Lay Ministry Support will be changed to Committee on Lay Leadership Support**
- 2. Remove the note “May vary in Region #5” wherever it occurs.**

CORRESPONDENCE

Correspondence from Darrell Reine regarding Pastoral Care Proposal is being passed to our Pastoral Relations Minister, Tracy Murton.

Funding for LLWL Training

We discussed the correspondence from Marg Janick-Grayston for a funding commitment for the ongoing Licensed Lay Worship Leader training that was started by Saskatchewan Conference.

010-2018/2019

It was agreed by consensus:

That we will be covering the cost of the ongoing license lay worship leader training that was previously committed to by Saskatchewan Conference for the approximate amount of \$10,000.

Shannon will write a letter to Marg Janick-Grayson telling her that we agreed to continue the funding and Tracy will be copied.

Skylight Festival

Letter from Russel Mitchell-Walker requesting financial for support for the Skylight Festival. It was noted that Saskatchewan Conference Executive has already approved some support for this event.

Action item: Annette will write a letter to Russell Mitchell-walker thanking him for his request and letting him know that we will not be supporting the festival at this time.

Earth Care Connections

Duane Mohn asked about the Region’s relationship to Earth Care Connections. This is part of the wider discussion around structure.

We didn’t take any action on this request at this time.

Funding for Outreach and Community Ministries

David Armour and Erik Mathiesen joined the meeting via conference call at 1:00 pm.

Erik Mathiesen gave some details about presbytery assessments:

- 105 out of 167 pastoral charges are looking at decreases and most of the decreases are relatively modest
- Currently assessing at (2018) \$721,000
- New financial model is (2019) \$652,000
- Tamarack and Twin Valleys have a larger share of increases than other presbyteries in Saskatchewan Conference

General comments on new funding model:

- Common assessment-based sharing means that real estate rich areas such as Toronto, lower mainland BC, etc., are subsidizing by a substantial amount the overall financial model
- The Regional Commission has been working on the assumption that things are so tight that supplemental assessment wouldn't be an option

Annette asked if there was transition money available to help our grant receiving ministries in the short term. The answer from Erik Mathiesen was "No".

There was a suggestion that Region 4 could give a smaller proportion of the Moat's fund revenue to our Indigenous neighbours in Plains Presbytery. There was much concern voiced about this possibility.

Bev Kostichuk asked if there would be transition money available in 2019 to bring together ministries that we have funded in the past to look at other funding options? Erik Mathiesen's answer was "Yes". It was noted that the meeting might cost \$5000-10,000 and Erik would consider that to be investing in a good transition.

Another funding possibility discussed was assessments from the regions. The commission is clear that this decision would have to be made at a regional gathering.

Susan Reed asked "Out of the total amount of the money that is going to assessments, what percentage is coming back to the regions?" Erik responded: the division is approximately 60% going back to regions and 40% staying with General Council.

Erik Mathiesen and David Armour left the meeting at 1:30 p.m.

The group decided to form a Ministries Gathering Task Group which will organize how to bring people together, hold a first meeting taking place in mid-February, and will consist of:

- Brian Maitland
- Barb MacNaughton
- Tricia Gerhard
- Shannon McCarthy

Bev Kostichuk will ask Barb MacNaughton to be part of the new task group. If Barb is unable, Bev will be on the task group.

Transition & Mission and Ministry

Julie Graham joined the meeting at 1:50 pm.

Julie discussed the following slideshow presentation via Adobe Connect.

Next Steps in the Region: Big Picture

- Possible Clusters and Networks task group, to hold information and offer coordinated support? (idea from Region 5).
- Possible survey inviting Region 4 people to note their particular areas of interest regarding Regional Clusters, Networks, and topics.

- Possible collaboration with Regions 2, 3, and on Intercultural and Living into Right Relations/ TRC Calls to Action (this is what's emerging as the most likely shared areas so far).
- Spring retreat for all Affirming and Affirming-curious ministries. Work and recommendations on the Region becoming Affirming may be part of this.
- Caucuses, Cluster meetings, and small group time at annual meeting

Next Steps in the Region, continued: Specific ideas

- Winter gathering of all (previous) Network and task conveners, all incorporated ministries; reps from former Presbyteries, including Plains Presbytery.
- Focus: program priorities and relationship needs; supporting one another; supporting formerly presbytery-focused ministries in their relationship with the Region; working on structure priorities that may emerge, and possible recommendations to the Regional annual meeting.
- Big tent so that people start to view their area of interest from a Regional perspective. Former priorities are included, without any assumption that these will be expressed in the same way.

Julie would like a communication to go out to all the current network and past leaderships, which also could include incorporated ministries, thanking for all they have done and giving them a sense of what is next.

Action item: Shannon and Annette will write a letter to current Networks and Task Groups to ask them to continue their work until the rise of the inaugural regional gathering in 2019. They will work with Julie Graham on this letter and together they will decide who needs to sign it

**Executive
Minister's Report**

There is an idea about a Principal's Tour to visit rural churches to offer resources and ask questions such as what do you need from the structure, what resources are available, what are the gaps, and how can we direct things to specifically help the rural church. The Executive Minister and the Principal of St. Andrew's College would both be a part of this tour.

Tracy Murton was suggested as a good contact to include from this region since people don't know her that well and because she is going to have the responsibility of caring for the pastoral charges and ministry personnel.

STRUCTURE

The group discussed a draft governance structure.

Finance

We need to have someone to act as treasurer until the Inaugural Meeting of the Region.

011-2018/2019

**It was agreed by consensus:
That Neil Gilbert will be the treasurer for Region 4 of The United Church of Canada.**

**Property
Commission**

We discussed what we need for Property decisions until we get things set up in the Region. It makes sense for three people from the commission to act as the property commission until a policy is created after January 1st 2019.

012-2018/2019

**It was agreed by consensus:
That for January 1st, the Property Task Commission consist of Bev Kostichuk, Dave**

Whalley, Annette Taylor, and Shannon McCarthy.

Banking We need signing authority for some investments coming from the sale of a church and from presbyteries.

013-2018/2019 **It was agreed by consensus:**
That Shannon McCarthy and Heather Dootoff have signing authority at Nesbitt Burns effective November 15, 2018 with one signature required to make changes.

014-2018/2019 **It was agreed by consensus:**
That Annette Taylor and Heather Dootoff have signing authority at Innovation Credit Union effective January 1, 2019 with one signature required to make changes.

COMMUNICATION Some communication items to make note of:

- Clarity around who goes to the annual meetings
- Definition of clusters and networks
- Pastoral charge supervisor's expenses paid by congregations
- Watch the United and Learning: Pastoral Relations webinar

Action item: Annette & Shannon will write a communication to be sent to all pastoral charges to give them an update on the work of the commission since September. Shannon will talk to Tracy about the pastoral relations document and how to word it for the communications.

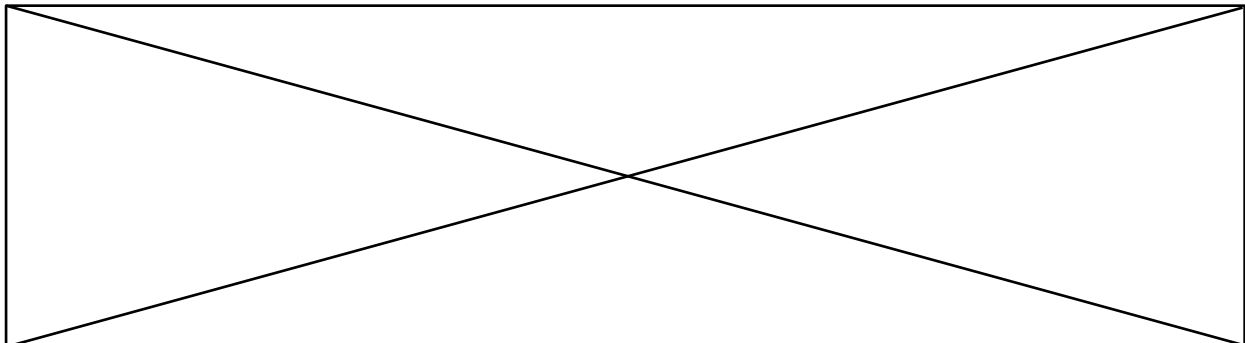
A list of the pastoral charges is being compiled by the regional admin.

Next Meeting December 13th @ 9:00 a.m. via Adobe Connect and teleconference.

Adjournment Annette Taylor adjourned the meeting at 4:15 p.m. (CT).

Annette Taylor, Chair

Shannon McCarthy, Executive Minister



Proposed Pastoral Relations Governance - November 9, 2018

RECOMMENDATIONS:

Having reviewed the position descriptions for the Pastoral Relations Ministers in Regions 2, 4 & 5,

Having reviewed the responsibilities and roles related to the scope of work for regional councils related to the above work outlined in The Manual (2019),

Having considered the structural options, regional contexts and volunteer capacity,

The following are recommended to Regional Commissions 2, 4 & 5:

PART A – Structural Recommendations

1. That a **Pastoral Relations Commission** be established in each Region to take action on and/or make decisions on behalf of the Regional Council (RC) in regard to the following:
 - Training and Supporting Regional Council Liaison Officers
 - Promoting articulation of mission and ministry [C.2.3(d)]
 - Appointing regional Council Liaison Officers to assist the Community of Faith in pastoral relations matters at designated times including profile development (C.2.8)
 - Approving all ministry positions [I.1.2.6.4]
 - Approving new positions [I.1.3.2]
 - Recruiting, choosing, calling, appointing and covenanting with ministry personnel and other staff in cooperation with C of F [B.2.1.3, C.2.8(a)],
 - Appointing RC Liaison Officers to attend meetings called for pastoral relations matters in B.5.4.2
 - Covenanting new pastoral relationships of 6 months or more [I.1.9]
 - Approving changes in terms of Call or Appointment (I.1.9)
 - Receiving and approving request from ministry personnel to end pastoral relationship [I.3.1.4],
 - Ending calls/ appointments with ministry personnel and other staff in cooperation with Community of Faith [C.2.8 (a &b)]
 - Participating in meeting of Community of Faith (C of F) requesting end in pastoral relationship [I.3.1.6]
 - Initiating the ending of pastoral relationship when notified by the Office of Vocations (OV) [I.3.1.7]
 - Deciding whether a position is accountable to governing body or region – categorizing Congregational Designated Minister (CDM) position [I.1.11.2]
 - Approving any leave more than 3 months [I.2.3.6] or sabbatical [I.2.3.5]
 - Appointing Interim Minister, appointing 1 or 2 representatives to Transition Team, participating in evaluation of IM, and receiving evaluation of IM and Interim Ministry [I.1.10]*
 - Approving supply appointments [I.1.8]
 - Approving renewal of supply appointments [I.1.8]

- Appointing Pastoral Charge Supervisors [I.2.5.2)] **may vary depending on region**
- OV maintains lists of trained Interim Ministers (IM) (designates and re-designates) and trains transition team [E.2.8]

To accomplish this, the Pastoral Relations Commission will consider the following:

- Meet monthly (initially until re-assessed)
- Work may be done by the Pastoral Relations Commission (PRC) as a whole and/or liaison officers and/or sub-groups established by the PRC, all of which will report to or through the PRC to Regional Council or its Executive
- The PRC will report “regularly”/monthly to the Regional Council Executive and annually to the Regional Council. (RC decides whether actions or minutes of PRC are posted on the website)
- Regional Pastoral Relations Ministers would act as resource to the PRC and sub-groups
- The Administrative Support to the Region would be involved in the meetings of the PRC
- Each region may decide on the compositions of the actual PRC that works best for its context (MNWO has already tested a model of the Commission which has included the liaisons in the monthly decision-making meetings that it may continue or revise)
- There is an awareness that since Pastoral Relations Commission is a COMMISSION, making decisions on behalf of the Regional Council, any appeals will be directed to the Denominational Judicial Committee.

2. That a **Committee on Ministry Personnel Support** be established in each Region to oversee and coordinate the Region’s responsibility to encourage and support Ministry Personnel toward health, joy and excellence in ministry practice in regard to the following:

- Caring pastorally for ministry personnel and families experiencing loss and hardship
- Initiating programming to enhance health, joy and excellence in the practice of ministry
- Providing ongoing training for ministry personnel [C.2.2 (d)] *
- Caring pastorally for retired members [I. 3.2]
- Recommending action on licensing to administer the sacraments privileges for people who retired while serving as Designated Lay Ministers to Pastoral Relations Staff, who are authorized by Regional Council Executive to make approvals according to policy statement [C 2.9]
- Supporting networks and clusters that are established related to the above work

* SEE ALSO E.2.2 (d) – Office of Vocation is responsible for continuing education, formation and professional development of ministry personnel

3. That a **Committee on Community of Faith Support** be established in each Region to oversee and coordinate the Region’s responsibility to support Communities of Faith in their life and work in regards to the following:

- Providing oversight of preparation of C of F Covenants with the assistance of Ministry Personnel/PC Supervisors [C.2.1]
- Receiving “regular” self-assessment reports from C of Fs re: Covenants [B. 2.1 (b); C.2.3 (a)]
- Connecting the C of F with United Fresh Start Facilitators at the beginning of new pastoral relationship and as needed throughout (May differ in Region # 5)

- Supporting Communities of faith in structural changes, amalgamations, realignments and disbanding and recommending any actions to the RCE (C.2.1(d)
 - Supporting emerging new ministries [C.2.3 (b)]
 - Ensuring compliance with policies and polity, and reviewing any relevant records [C.2.3 (e)]
 - Assisting the RC to ensure completion of statistical forms by C of F [J1.4]
 - Providing education and resources for providing safe and accessible communities, including compliance with all United Church of Canada (J.12.1) and government requirements
 - Supporting networks and clusters that are established related to the above
4. That a **Committee on Lay Ministry Support** be established in each Region to oversee and coordinate the Region's responsibility to provide ongoing leadership training for lay people in regards to the following:
- Maintaining a list of all Congregational Designated Ministers working in the Region
 - Recommending action on licensing of Licensed Lay Worship Leaders (LLWL) to the Regional Council Executive [I.1.11.15]
 - Providing ongoing support/ oversight [I.1.11.15]
 - Providing training and assessment of Sacraments Elders [I.2.4(c)]
 - Recommending action on licensing and re-licensing to administer the sacraments for Sacraments Elders to Pastoral Relations Ministers, who are authorized by RCE to make approvals according to policy statement
 - Supporting networks and clusters that are established related to the above work
5. Relevant to the period January 1, 2019 until the rise of the Regional Council, that the membership of these bodies be:
- a. Pastoral Relations Commission – minimum of 5 people
 - b. Committee on Ministry Personnel Support, Community of Faith Support, Lay Ministry Support – minimum of 3 people on each Committee

And that these appointments be as soon as possible, and no later than December 31, 2018.

PART B – Administrative Recommendations

Pastoral Relations Minister with Administrative Support Staff:

- *Providing support, advice and services to Communities of Faith in human resources [C.2.2(a)]
- *Providing assistance with dispute resolution processes with lay people [J.8.2(f)]
- *Providing input into Regional Council Budget [C.2.5(c)]
- *Granting licenses to Licensed Lay Worship Leaders [C.2.7(d)] **May vary in Region # 5**
- *Granting licenses to administer the sacraments [C.2.9]
- *Maintaining close connection with C of F Ministry and Personnel Committees [B.7.8.5]
- *Training Ministry and Personnel Committees
- *Assisting with informal Conflict Resolution processes [C.2.11(b) and J.3 & J.4]
- *Assisting with Reviews of Communities of Faith and follow up (J. 4)
- *Assisting Office of Vocations and Regional Council Executive with complaints, conducting reviews, formal hearings and appeals [E.2.7]

- *Assisting the RC/RCE with the processes related to the discipline of Congregational Designated Ministers(J.6)
- *Assisting OV with oversight of directed programs for Ministry Personnel
- *Receiving notice from Ministry Personnel of criminal charges; being or accompanying the representative from RC at suspension conversation [J.7.2 & J.7. 3]
- *Resourcing and supporting pastoral relations through confidential consultations [I.2.5.1]
- Processing Marriage Licensing requests according to regional policy
- Working with OV Minister to help Ministry Personnel access emergency funding
- Encouraging and supporting Ministry Personnel toward health, joy and excellence in ministry practice [C.2.11 (a)]
- Providing support for “clustering” [A.1.2]
- Supporting provision of ongoing training for ministry personnel [C.2.2 (d)]
- Resourcing and tracking training and accreditation for LLWL and Sacraments Elders
- Supporting C of F in emergencies i.e. fire, flood, tragedies
- Supporting C of F when Restorative Care Leave is activated
- Attending and recording minutes (regional Administrative Support) of meetings of Pastoral Relations Commission

*exclusive work of Pastoral Relations Minister

In order for the Pastoral Relations Minister to accomplish the above, the following are recommended:

6. That the Regional Council authorize the Pastoral Relations Minister to make approvals for licensing to administer the sacraments according to the policy established by the Region.
7. That the Regional Council designate the Pastoral Relations Minister to be the United Church of Canada Representative to authorize persons to perform marriages according to the policy established by the Region.
8. That the Pastoral Relations Minister be a corresponding member of the Regional Council Executive.

For Information - Regional Council/Executive/Executive Minister

Manual (2019) references

- Approving incorporated ministries [C.2.13 (a)]
- Serving, supporting, providing oversight of incorporated ministries [C.2.13 (b)]
- Providing oversight of Incorporated ministries that operate in more than one region [C.2.13 (c)]
- Celebrating the approval of applicants for Candidacy [C.2.7 (a)]
- Ordaining & Commissioning of members of the order of ministry [C.2.7 (b)]
- Recognizing Designated Lay Ministers [C.2.7 (c)]
- Celebrating admissions/readmissions [C.2.7 (e)]
- Celebrating retirements of ministry personnel [C.2.10]

- Supporting relationships with Communities of Faith who are not congregation/pastoral charge but are in a “covenant relationship” with Regional Council [B.8]
- Supporting Community of Faith property matters [B.2.1.2(d); C.2.2(b)]
- Participating in Review of C of F—(complaint against lay person) [J.8]
- Funding partnerships with camps, and training centers etc. [C.2.2 (e)]
- Hearing appeals from C of F [C.2.3.(f)]
- Assuming control of C of F in extraordinary conditions [C.2.3 (g)]
- * Assisting with Reviews of Communities of Faith and follow up (J. 4)

Earl Reaburn, Region 2; Tracy Murton, Region 4; Judy Hare, Region 5

Region 2, 4, 5 – Draft Pastoral Relations Governance

