

# Pastoral Relations Governance

## RECOMMENDATIONS:

Having reviewed the position descriptions for the Pastoral Relations Ministers in Northern Spirit, Living Skies and Prairie to Pine Regional Councils,

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 Northern Spirit, Living Skies and Prairie to Pine Regional Commissions:

## 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]]
  - 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
  - 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
  - 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 Leadership 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 Leadership Support – minimum of 3 people on each Committee

## **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)]
- \*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:**

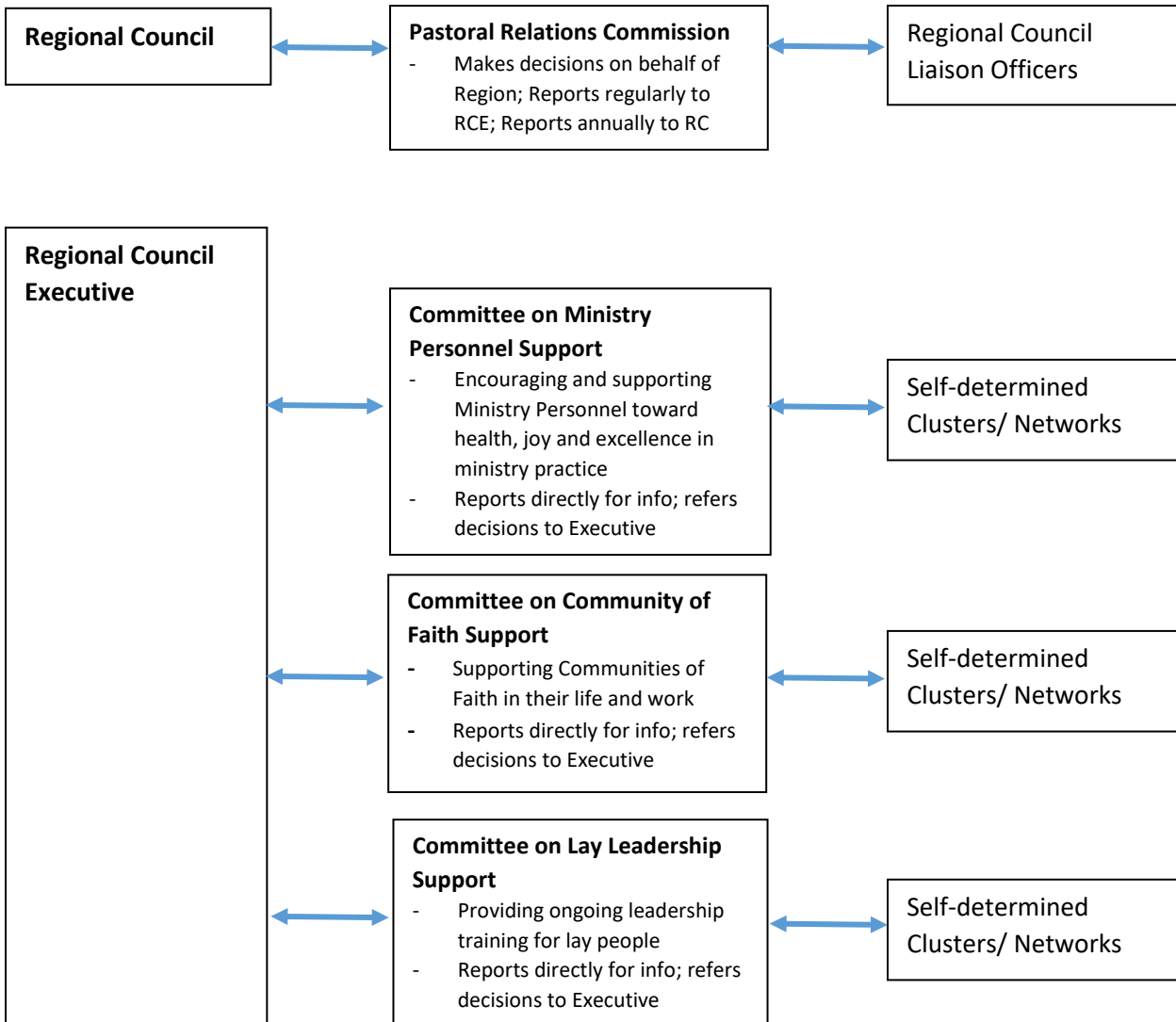
1. That the Regional Council authorize the Pastoral Relations Minister to make approvals for licensing to administer the sacraments according to the policy established by the Region.
2. That the Regional Council designate the Pastoral Relations Minister to be the United Church of Canada Representative to authorize persons to perform marriages according to the policy established by the Region.
3. 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)

# Northern Spirit, Living Skies and Prairie to Pine Regional Councils – Pastoral Relations Governance



Note: subsequent to the adoption of this governance structure, the Regional Commission in Northern Spirit Regional Council shifted the lines of accountability for the three Committees to the Pastoral Relations Commission, as opposed to the Regional Council Executive (April 2019).