

**Living Skies Executive Minutes
November 2, 2023 via Zoom**

EXECUTIVE PRESENT	Darrell Reine (Chair), Piotr Strzelecki, Linda Gunningham, Kathleen James-Cavan, Deborah Springer, Dave Whalley, Ron Brandow, Dale Worrall A quorum was present.
REGRETS	None
STAFF PRESENT	Shannon McCarthy (Executive Minister); Heather Dootoff (Finance Administrator), Bev Diebert (Administrative Support); Chantal Winslow (Executive Assistant & Recording Secretary), Tracy Murton (Pastoral Relations Minister); Lindsay Mohn (Youth and Young Adult Minister)
GUESTS	George Thurlow
CALL TO ORDER	Darrell called the meeting to order. We checked in. Dale will lead us in worship at the end of the meeting.
APPROVAL OF AGENDA	We reviewed the agenda.
APPROVAL OF MINUTES	No minutes provided. Chantal will have them ready for the next meeting.
CORRESPONDENCE Letter from Rev. Bill Unger	<p>Letter from Reverend Bill Unger to the Living Skies Executive asking for an appeal of decision of the Pastoral Relations Commission. Because the commissions in the Regional Council are commissions of the Executive, their decisions are not our decisions and we do not have the right to change them. This appeal has gone on to the Judicial Committee at General Council and it is now in their hands.</p> <p>Shannon has written a letter in response. Copies of the letter received, and the one that was sent in response will be made available to the Executive and for our minutes.</p>
TERMS FOR AFFIRMING COMMITTEE	Committee terms are still being worked on by Linda and Darrell.
NOMINATIONS 014-2023/2024	<p>It has been agreed by consensus: That Living Skies Regional Council Executive appoint Sheila Lavender as a member-at-large of the Regional Council for the purpose of serving as a Pastoral Charge Supervisor.</p>

**PROPERTY
COMMISSION
015-2023/2024**

In July, Pemoco Ltd. made an offer to buy the surface rights for the Moats Land for \$550,000 (\$275K to LSRC and \$275 to St. Andrew's College.) We did not accept the offer. Since then, Tom Cameron, George Thurlow, Heather Dootoff and Kristi Baxter (St. Andrew's College) met. Tom indicated that the oil on this property may be near the end of its life. If oil royalties stop then we could be left with mess to clean up particularly if the oil company is no longer in existence. Tom feels the Pemoco offer is much less than what it should be. Tom believes that the price of the land should be up to \$800,000.

George will be taking our recommendation to St. Andrew's College during their Finance Committee meeting on October 31, 2023.

Note: if we sell just the surface rights we will continue to receive royalties from the oil that is being produced, but we will no longer receive rental \$\$ from the oil company or from the rancher who is leasing the land for pasture.

There was much discussion and George Thurlow joined our meeting to help with clarification and answering questions. The Executive agreed to grant permission to the Property Commission to negotiate the sale of the surface rights and we would discuss at a later date, the conditions and sale of the property.

It was agreed by consensus:

That Living Skies Regional Council Property Commission recommend that the Executive in conjunction with St. Andrews approve the negotiation for the sale of the surface rights of Moats land (NW & SW 32-09-01-2 Ext 0). The Region and St. Andrew's College would continue to own the mineral rights. We would recommend that the asking price be \$800,000.

FUNDING REQUESTS

**Request for a loan for
LBC**

Dale and Darrell sent a follow up for information to LBC. We made some recommendations to them. There were too many unknowns. We did tell them to proceed with the credit union loan. We also asked for an updated financial statement and a detailed plan.

They will be applying to National Church for a capital grant. LBC indicated now that they have applied for a Capital Assistance grant of \$50,000 and a loan to pay back their CEBA loan.

Did they scale things back based on increased costs? This question never did get asked.

What is their repayment plan? They had a deficit in 2022.

Darrell has also sent out a request to other regions to see what their experience has been with providing loans.

This is a no for now. Darrell will communicate this to the group at this time.

**Request of PRC re
travel allowance**

We had said we would defer this conversation until we had some more budget information. Budget is on the agenda later in the meeting, so we will revisit this.

**REGIONAL MEETING
PLANNING
COMMITTEE**

The proposed dates are June 13 to 16 to incorporate the timing of the Moderator's visit and possible participation in the LSRC annual meeting.

STAFF REPORTS

**Pastoral Relations
Minister**

Tracy brought forward the Licensed Lay Worship Leaders Policy. The committees don't have any decision-making authority so their proposals need to come in front of the Executive for approval.

The changes include some clarity around requirements for people, specifically in terms of how often people need to be interviewed or relicensed and that their requirements for that.

016-2023/2024

**It was agreed by consensus:
That Living Skies Regional Council Executive approve the Licensed Lay Worship Leaders Policy as presented.**

Next meeting will be a renewal of LLWL licenses policy.

Most of Tracy's work has been focused on putting out fires. Very busy supporting those who are struggling.

Tracy is celebrating 5 years in this position! Thank you Tracy for your dedication and hard work.

Next week Ministry personnel will be gathering in Saskatoon and Regina.

Finance

Budget Approval

Figures have been updated since the last time that we seen them.

017-2023/2024

**It was agreed by consensus:
That Living Skies Regional Council Executive approve the 2024 draft budget as presented.**

Travel Policy

Travel policy

Maybe we need two separate policies. One to handle the way we pay out money, and one to direct communities of faith.

This Travel and Expense policy is for committees and task groups in the region.

Unnecessarily complicated to have multiple policies. Lay people should get the same as ministry personnel.

018-2023/2024	<p>It was agreed by consensus: That Living Skies Regional Council Executive approve a mileage reimbursement rate that is equivalent to The General Council travel rate. For the 2024 budget year, that is \$0.55. This rate will be applied to all committees and task groups of the region.</p> <p>A further discussion will be had a later date regarding the annual meeting travel rates.</p>
019-2023/2024	<p>It was agreed by consensus: That Living Skies Regional Council Executive adjust the accommodations allowance in our Travel Policy to \$135/night (before taxes and fees) for hotel rates. It shall also be specified that hotel accommodations may be claimed when a meeting is ending after 6:00 pm.</p>
020-2023/2024	<p>It was agreed by consensus: That Living Skies Regional Council Executive adjust the meal rates in our Travel Policy to cover \$15 for breakfast, \$20 for lunch and \$25 for dinner.</p> <p>*Not in policy but keep in mind that flights can be cheaper than mileage. Keep this in mind.</p>
Honorarium policy	Next month
YAA Y	Youth retreat happening tomorrow in Melfort. Leaders coming from all over the place. Youth coming from several communities. There should be 24 in total at Melfort United Church.
Justice & Communications	NA
Executive Minister	<p>Shannon has been in conversation with Knox-Met and some issues arising. Tracy has been working with them. Working with the board and an interim person.</p> <p>Recall GC meeting happened a few weekends ago. The proposal around DLM piece has passed. Also a framework for complicated justice issues was passed as well.</p> <p>Staff are meeting in Saskatoon this week. A fun outing, and some work around visioning and staff focus work.</p> <p>Following that, there will be a week of meetings in Toronto with senior leaders.</p> <p>Spoke to the Archivists about the LS Archives and we still don't have anybody stepping forward to take the lead on this project.</p>

**REQUEST TO MEET
ON FIRST NATIONS
LAND**

Dave needed to leave the meeting. Will put this on the agenda for next month.

OTHER

Discussed an in person meeting sometime in the near future. All were open to this idea. We would skip December and skip January. Meet on February 22-23 in person in Saskatoon.

Email Motion

On October 12, 2023, Darrell Reine sent an email to the Executive asking for approval for the UCC in Living Skies to sign on to a statement regarding the conflict in Gaza.

021-2023/2024

It was agreed by consensus:

That Living Skies Regional Council Executive will sign the statement written by Brenda Curtis regarding the conflict in Gaza.

This motion was passed on October 12, 2023 via email.

Dale ended the meeting with worship.

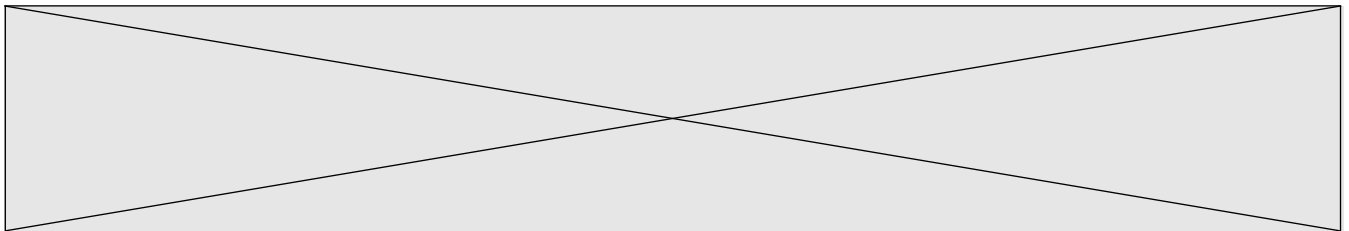
NEXT MEETING

Next meeting will be November 23 from 1-4 pm.

Worship for next meeting will be Piotr

ADJOURNMENT

Darrell adjourned the meeting at 3:30 pm.


Darrell Reine, Chairperson
Shannon McCarthy, Executive Minister

Property Commission Quarterly Report

to Living Skies Regional Council Executive

July 1 to September 30, 2023

The LSRC Property Commission held two meetings in the third quarter of 2023 (July 14 & August 18). This report outlines the status of our work as of the end of the quarter and also summarizes the decisions that were made in the past three months.

Congregational Properties:

We are currently working with twelve communities of faith. As of June 30, 2023 we have one community of faith that is planning to renovate, rent or purchase property, seven in the process of selling property, and eight that are in the process of disbanding or amalgamating. In the past three months the following decisions were made:

Approval of Listing/Tender of Church Buildings and/or Lots

- July 14, 2023 – Grasslands Pastoral Charge Manse
- August 18, 2023 – Wesley United Church, Regina (asking price \$1,885,000)

Approval of Sale/Transfer of Church Buildings and/or Lots:

- July 14, 2023 – Strasbourg United Church (to Strasbourg Tiny Tots and Helping Hands Daycare Inc., for \$100,000)
- July 14, 2023 – Carrot River United Church selling Moose Range property (to William Derksen and Katherina Derksen for \$1,000)
- Sept 16, 2023 (by email) – Grasslands Pastoral Charge Manse (to Shanna McCrea for \$45,000)

Approval to Disband

- August 18, 2023 – St. Thomas Wesley United Church in Saskatoon

Abandoned Properties & Cemeteries

We are continuing our work to sell or transfer abandoned properties within the LSRC Regional Council. Some are being transferred to the village or rural municipality and others are being sold to neighbouring landowners. These are the decisions made in the last three months:

Approval of Sale/Transfer of Church Property

- August 18, 2023 – RM of Maple Creek (small lot to Shane Dale Jaritt Earnhardt Goldie for \$500)

There were no decisions made in relation to cemeteries this quarter.

Policies & Processes

The Property Commission is recommending that the Region develop a policy related to the distribution of bequests. This recommendation has been passed to the LSRC Executive.

At our July meeting, the Commission heard a report from the National Consultation on Property that took place on June 13, 2023. Annette Taylor, George Thurlow and Shannon McCarthy attended. They agreed it was good to talk to other people in The United Church who are working on property issues. But George was disappointed in the process that was used and he is asking for 1) an inventory of resources (e.g., architects, realtors, lawyers, etc.) and 2) the formation of a small group interested in working with cemeteries.

Finally, we are pleased to welcome our newest member, Bob McPherson, to the Property Commission. Thanks to Bev Kostichuk, Daryl Woods, George Thurlow, Jonathan Zacharias and Shannon McCarthy for your continuing dedication to this important work.

Respectfully Submitted by
Annette Taylor
Chair, Living Skies Property Commission

2024 Draft Budget for Conversation for Living Skies

Revenue	2022 Actual	2023 Budget	31-Oct		31-Dec		2024 Budget	
			2023 YTD	2023 Projected	2023 Projected	2023 Projected		
Governance and Shared Services (from assessments)	\$ 325,000	\$ 325,000	\$ 243,750	\$ 325,000	\$ 325,000	\$ 325,000		gc to Sept 30
EM And Assistant grant	\$ 88,475	\$ 67,000	\$ 50,250	\$ 67,000	\$ 67,000	\$ 67,000		gc to Sept 30
Annual Meeting Registration		\$ 30,000	\$ 25,806	\$ 25,806	\$ 25,806	\$ 30,000		
Other Income	\$ 44,226		\$ 15,105	\$ 15,105	\$ 15,105			
	\$ 457,701	\$ 422,000	\$ 334,911	\$ 432,911	\$ 432,911	\$ 422,000		
Governance: Office and Staffing Living Skies								
Office Expenses:								
Office Rent	\$ 11,862	\$ 14,000	\$ 10,794	\$ 12,953	\$ 12,953	\$ 14,000		
Supplies	\$ 3,062	\$ 4,000	\$ 1,698	\$ 4,000	\$ 4,000	\$ 4,000		
Postage and Courier	\$ 143	\$ 300	\$ 22	\$ 200	\$ 200	\$ 200		
Photocopier	\$ 622	\$ 1,000	\$ 987	\$ 1,200	\$ 1,200	\$ 1,200		
Phones (voicemail & long distance)	\$ 1,990	\$ 2,000	\$ 1,106	\$ 2,000	\$ 2,000	\$ 1,800		
Archives space	\$ 10,806	\$ 11,000	\$ 11,326	\$ 11,326	\$ 11,326	\$ 13,000		
Website	\$ 1,007	\$ 1,000	\$ 951	\$ 1,000	\$ 1,000	\$ 1,005		
Audit/Prof Fees	\$ 8,258	\$ 9,000	\$ 14,595	\$ 14,595	\$ 14,595	\$ 13,000		
discretionary fund								
Executive Minister & Program Assistant & Program staff								
Shared office costs	\$ 954	\$ 3,500	\$ 1,090	\$ 2,000	\$ 2,000	\$ 2,200		
Shared Travel	\$ 2,386	\$ 8,000	\$ 4,721	\$ 9,000	\$ 9,000	\$ 8,000		
Staffing								
Shared Governance Staff (Shannon, admin asst, Heather)	\$ 94,364	\$ 102,922	\$ 77,870	\$ 102,827	\$ 102,827	\$ 104,883		2% gc to sept 30
Regional Governance staff (% of Tracy and Bev, archives)	\$ 105,234	\$ 110,440	\$ 88,435	\$ 125,325	\$ 125,325	\$ 130,500		2% gc to sept 30
All Staff Con-ed	\$ 212	\$ 3,600	\$ 200	\$ 3,240	\$ 3,240	\$ 3,600		
All Staff Meeting	\$ 3,264		\$ 579	\$ 3,000	\$ 3,000			
Staff Travel	\$ 9,194	\$ 8,000	\$ 9,274	\$ 12,000	\$ 12,000	\$ 10,000		
Archivist (includes contract admin fee)	\$ 42,435	\$ 45,000	\$ 25,172	\$ 37,500	\$ 37,500	23,348		NS archivist in salaries as of Aug
Shared Services								
Incorporated Ministries (\$500/ministry)	\$ 3,000	\$ 3,000	\$ 2,550	\$ 3,400	\$ 3,400	\$ 3,500		gc to sept 30
IT support	\$ 4,767	\$ 5,000	\$ 3,405	\$ 4,540	\$ 4,540	\$ 5,000		gc to Sept 30
Governance: Committee and Structure								
Annual meeting	\$ 1,229	\$ 70,000	\$ 51,433	\$ 51,433	\$ 51,433	\$ 70,000		
Governance Committee costs	\$ 2,495	\$ 24,000	\$ 5,154	\$ 10,000	\$ 10,000	\$ 10,000		
TOTAL GOVERNANCE	\$ 307,284	\$ 425,762	\$ 311,362	\$ 411,539	\$ 411,539	\$ 419,236		
Remainder of Governance Total	\$ 150,417	\$ (3,762)	\$ 23,549	\$ 21,372	\$ 21,372	\$ 2,764		
Mission and Ministry Grant	\$ 240,000	240000	\$ 216,306	\$ 240,000	\$ 240,000	\$ 180,000		gc to Sept 30
Other income	\$ 98,142		\$ 24,784	\$ 24,784	\$ 24,784			
Mission & Ministry (Mission & Service Fund)	\$ 338,142	\$ 240,000	\$ 241,090	\$ 264,784	\$ 264,784	\$ 180,000		
Mission and Ministry Costs for Living Skies								
Staffing								
Mission & Ministry Program Staff	\$ 157,087	\$ 161,032	\$ 120,056	\$ 159,575	\$ 159,575	\$ 162,766	2%	gc to sept 30
Mission & Ministry								
Mission Support grants/Other grants/GC and IM	\$ 211,526	\$ 125,000	\$ 118,341	\$ 150,000	\$ 150,000	\$ 125,000		
Clusters & Events	\$ 20,499	\$ 20,000	\$ 14,068	\$ 20,000	\$ 20,000	\$ 25,000		
Mission & Ministry Committee Costs	\$ -	\$ 10,000	\$ 1,473	\$ 5,000	\$ 5,000	\$ 5,000		
	\$ 389,112	\$ 316,032	\$ 253,938	\$ 334,575	\$ 334,575	\$ 317,766		
Remainder of Mission & Ministry Total	\$ (50,970)	\$ (76,032)	\$ (12,848)	\$ (69,791)	\$ (69,791)	\$ (137,766)		
Combined Income/Loss	\$ 99,447	\$ (79,794)	\$ 10,701	\$ (48,418)	\$ (48,418)	\$ (135,002)		

Restricted Fund income and expenses not included

2% COL included in 2024 salaries

25% cut to Mission and Ministry grant in 2024

Intentional decision to hire youth staff, using restricted/designated funds if necessary



Honorarium Policy

Effective Date:	January 28, 2019
Last Reviewed Date:	n/a

➤ Purpose

The purpose of this policy is to provide the framework and guideline for consistent and fair treatment when providing a nominal payment to an individual who has been invited to provide a service to the Region. The **individual** must be a volunteer and have the right to turn down the offer to participate.

The term “honorarium” is often misunderstood in the Church setting that, when applied incorrectly, can result in:

- The Region being in violation of federal and provincial tax regulations that require mandatory deductions from employment income.
- The Region being in violation of the Employment Standards Act (ESA) if the services/work performed is in fact employment in nature.
- A reassessment by the Canada Revenue Agency (CRA) with the Region being required to pay the employer and employee share of taxes (i.e. Canadian Pension Plan (CPP), Employment Insurance (EI), Workers' Compensation Board of BC) plus fines and penalties.

Incorrect coding of payments can also negatively impact the individual receiving the payment as ultimately they will be responsible for paying income taxes on the amount. This can be a financial burden if this was not anticipated, especially if the amount is substantial. The individual can also be assessed fines and penalties for late payment of these taxes.

➤ Policy

The term “honorarium” is not well defined by the Canada Revenue Agency (CRA). From a CRA perspective, payments for services made to an individual are either employment income or business income. The CRA does however support the notion of small payments that are not subject to the usual tax rules. The criteria for these payments include:

- They are nominal (<\$500 in a calendar year);
- They are made to an individual for voluntary services for which fees are not legally or traditionally required;
- They are not reflective of the value of the work done; **and**
- They are made on a one-time or non-routine basis to an individual as a “thank you”.

Based on the above criteria, examples where an honorarium payment would be acceptable include:

- individual for conducting a seminar or workshop;
- guest speaker at an educational event or other similar function;
- guest speaker participating at outreach events;
- payment to a volunteer for assistance for set-up or supporting activities at special events;
- payment to a volunteer whose services are engaged on a one-time or very infrequent basis.



PACIFIC MOUNTAIN REGION

THE UNITED CHURCH OF CANADA L'ÉGLISE UNIE DU CANADA

➤ Policy (*cont.*)

As a general guideline for the amount offered in an honorarium:

- Guest speaker / lecturer: \$50 to \$100 per hour;
- Volunteer: \$15 to \$30 per hour;
- Maximum honorarium per event: \$500

An honorarium is not based on an agreed amount between the individual providing services and the Region representative seeking services. **If payment is agreed upon, this constitutes a contractual agreement and will involve invoicing, taxes, and related factors. This means that an employment or independent contractor (business) relationship exists.**

Any conflicts of interest or engagements with related parties must be disclosed to the Region in advance of any services being rendered.

➤ Scope

This policy applies to **volunteers** only who provide services to the Region. The Region will not provide honorarium to employees or contractors.

➤ Procedure

Canada Revenue Agency (CRA) regulations state that all honoraria payments are considered taxable income under the Income Tax Act of Canada and subject to a T4A slip being issued, for annual totals over \$500, at each calendar year-end.

1. Prepare and complete one **Honorarium Payment Form** (the "Form") for each recipient;
2. Obtain signature from the recipient;
3. Submit the completed Form to the Finance team.

Honorarium requests should be submitted to Finance Department within fifteen (15) days following completion of the services provided and may not be paid if submitted after 30 days.

Generally, cheque and direct deposit payments are prepared weekly. However, it can take up to 15 business days to process an honorarium from the time it is received in Finance Department. Please be aware of this processing time when submitting and following up on your honorarium requisitions. Emergency "rush" payments should be brought to the Finance Department with proper explanation and will be processed as soon as possible.

➤ FORM

The Form referred to in this policy can be obtained by contacting the Finance Department.



PACIFIC MOUNTAIN REGION

THE UNITED CHURCH OF CANADA L'ÉGLISE UNIE DU CANADA

HONORARIUM PAYMENT FORM

This form is to be considered as an invoice for honorarium payment.

RECIPIENT LAST NAME, FIRST NAME	RECIPIENT CONTACT PHONE NUMBER
RECIPIENT SOCIAL INSURANCE NUMBER *	RECIPIENT MAILING ADDRESS
THE PURPOSE OF THE HONORARIUM OR TYPE OF SERVICE PROVIDED (i.e. type of activity, date of activity, hours of services and location where services are provided)	
HONORARIUM AMOUNT	REQUEST DATE
REQUESTED BY (name printed)	REQUESTED BY (signature)
RECIPIENT (signature)	
<p><i>* Canada Revenue Agency (CRA) requires the Region to report on a tax slip (Box 28 of a T4A) all payments for services made to an individual in a calendar year that sum to more than \$500. We are required to ask for the SIN# of these people so CRA can relate these payments to the correct individual. CRA does not distinguish between honorarium and services for hire, they consider them the same and as such the reporting is required to be tracked from the first dollar paid each calendar year and reported when the minimum reportable amount of \$500 is exceeded. While the Region understand it is not always preferable to ask a honoree for their SIN#, CRA puts the onus on the payor to conduct due diligence in asking for the information and using it in accordance with the reporting requirement.</i></p>	

To receive payment by direct deposit please complete		
BANK NAME		RECIPIENT EMAIL ADDRESS (for receiving email notification of payment)
INSTITUTION NO.	TRANSIT NO.	ACCOUNT NO.

Office Use Only	
APPROVED BY	APPROVAL DATE

Licensed Lay Worship Leaders Policy Living Skies Regional Council The United Church of Canada

Introduction and Purpose

Living Skies Regional Council is grateful to God for the willingness of lay people who come forward to offer their faith, insight and skill as worship leaders in communities of faith. The following document outlines the policy and standards of practice for Licensed Lay Worship Leaders who serve in Living Skies. It is the hope of the region that these standards of practice will encourage, honour and inform the members of the Laity as they share their gifts and express their faith while meeting the vital need of a community of faith to gather for worship.

The following standards of practice are divided into three sections: Membership, Preparation and Licensing, and Ongoing Support and Guidance. A key resource for these standards of practice is [*Licensed Lay Worship Leaders*](#), June 2019, The United Church of Canada.

Membership

The regional council may license a person as a licensed lay worship leader. (*The Manual*, 2023, s. I 1.11.5)

The following requirements apply:

- a) the person must be a member of a congregation in that regional council; and
- b) the license must be for a specified term, which may be renewed.

A licensed lay worship leader serves under the direction of the Regional Council's Executive through the Committee on Lay Leadership Support. If a licensed lay worship leader becomes a member of a community of faith in another regional council, that person must be recognized by that other regional council in order to continue serving as a licensed lay worship leader.

Preparation and Licensing

Educational Requirements

The lay member completes a preparatory course that extends over at least two years and includes the study of theology, church history, Hebrew and Christian scriptures, preaching, worship, and pastoral skills. The course of study must be approved by the Committee on Lay Leadership Support, in consultation with United Church of Canada guidelines and practice. An individual may be exempt from a preparatory course at the discretion of the Committee on Lay Leadership Support. An individual's education would be evaluated using the handbook, [*Licensed Lay Worship Leaders*](#) or future editions.

The lay member must also complete all mandatory workshops (currently racial justice and boundaries training) and a police records check, according to policy set by the United Church of Canada, prior to initial licensing. These workshops may be completed concurrently with the preparatory course. For those seeking renewal of licenses, a 6-month grace period will be offered to complete the mandatory workshops. The Racial Justice training is only taken once, but the Boundaries Training must be refreshed every 5 years. In addition, an annual declaration of no criminal charges or convictions is required following the initial police records check.

Licensing

In order to be licensed for the first time, the lay person is required to provide the following:

- a) Written recommendation by the governing body of their community of faith;
- b) Written final evaluation by the facilitator of the preparatory course; and
- c) Verification of completion of mandatory workshops and police records check.

Once these documents are received by the Committee on Lay Leadership Support, a temporary one-year license will be issued. After the completion of one year as a licensed lay worship leader, an interview will be scheduled with the lay person. The Regional Council Executive, through the Committee on Lay Leadership Support, assesses the lay member's suitability and readiness for licensed lay worship leadership by examining their personal character, doctrinal beliefs, and educational competency. Based on the interview and accompanying documents (affirmation from the community of faith, sample worship service, sample sermon, and annual declaration), the Committee will make a recommendation to the Regional Council Executive regarding issuing a regular license.

The Regional Council Executive issues a licence to the lay member to function as a licensed lay worship leader within the jurisdiction of the regional council, under the direction of the regional council. A licensed lay worship leader may function in any of the communities of faith in Living Skies Regional Council as well as any of the organizations affiliated with it. A licence is normally valid for 3 years and may be renewed. The regional council recognizes the licensed lay worship leader at a service of worship, with participation from a member of the Regional Council.

Ongoing Support and Guidance

Renewal

Licensed lay worship leaders require a conversation with the Committee on Lay Leadership Support in order for their license to be renewed; the license is normally valid for 3 years. The Committee on Lay Leadership Support, which has been authorised to make recommendations to the Regional Council Executive, will determine what reporting is required for the purposes of license renewal. This could include bulletins, sermons, a list of training completed or resources read, as well as the annual declaration regarding criminal charges/ criminal record and the annual worship service tracker (which communities of faith have been served and when). An affirmation from the community of faith where the licensed lay worship leader is a member indicating support for the ministry is also required for re-licensing.

Committee on Lay Leadership Support, October 2023

The Committee on Lay Leadership Support will organize learning opportunities for licensed lay worship leaders from time-to-time. There are also online training opportunities that the Committee would commend for support and encouragement. It is hoped that ongoing learning would be supported by the community of faith where the licensed lay worship leader is a member – this could include financial assistance to attend courses or to purchase resources.

Frequency of service, accountability, and remuneration

Pulpit supply is meant to be an occasional option for communities of faith and is further articulated in the [Pulpit Supply Policy](#) of Living Skies Regional Council. The definition of occasional for licensed lay worship leaders in a calendar year is outlined as follows:

Number of services/ year in one community of faith	Accountability to Committee
12 or less (No more than 3 consecutive services with an exception for seasons of Lent/ Advent)	<ul style="list-style-type: none"> • Triennial re-licensing conversation • Annual declaration of criminal record check • Annual worship service tracker form • Current mandatory trainings
13 to 25 (No more than 3 consecutive services with an exception for seasons of Lent/ Advent)	<ul style="list-style-type: none"> • Annual conversation for support • Triennial re-licensing conversation • Annual declaration of criminal record check • Annual worship service tracker form • Current mandatory trainings
26 and above	<ul style="list-style-type: none"> • Active M&P Committee • Requires classification as a Congregational Designated Minister (linked to handbook) • Could remain on Pulpit Supply list as a current LLWL for other communities of faith. Current mandatory training, annual declaration, and triennial re-licensing conversation would be required.

Any licensed lay worship leader could access the Committee on Lay Leadership Support for issues related to worship leadership. This could include specific concerns or general support, as appropriate.

The community of faith is encouraged to remunerate licensed lay worship leaders in accordance with the Minimum Salaries & Reimbursements rate for Visiting Ministry Personnel, including travel, issued by General Council each year. Note: The Canada Revenue Agency requires that a T4A be completed for annual aggregate amounts over \$500 paid to an individual, which would

be approximately three worship services annually and above. When leading multiple worship services for one community of faith, it is recommended that remuneration be offered above the minimum rate for one Sunday, but not necessarily the full rate for each worship service. This additional remuneration would include offering worship in a care home or other facility. If the service(s) is cancelled due to weather, it is expected that the fee would be offered for the work completed; travel and meal costs would not be included.

Annual worship service tracker form

It will be the responsibility of the licensed lay worship leader to track the number and location of worship services provided each calendar year. The annual worship service tracker form will be submitted to the Committee on Lay Leadership Support in January. Conversations for support will be scheduled accordingly.

Other considerations

A licensed lay worship leader may not provide **pastoral care** in a community of faith that is not their own, understanding that pastoral relationships may have been established prior to licensing. It is expected that the licensed lay worship leader will refer any requests or requirements for pastoral care (counseling, home visitation, hospital visitation) to the called or appointed ministry personnel, or the pastoral charge supervisor for follow-up.

A licensed lay worship leader who is called to conduct **funeral services** is encouraged to take appropriate additional training. However, the conduct of funerals within a community of faith (including a funeral home), should abide by the funeral policy of the community of faith, and is to be arranged in consultation with the called or appointed ministry personnel or the pastoral charge supervisor of the community of faith. A licensed lay worship leader who conducts a funeral must ensure that the information is entered in the Burial Register of the community of faith. It is the responsibility of the community of faith to provide pastoral care in these circumstances.

Licensing does not include permission to preside at the sacraments; however, some licensed lay worship leaders are also sacraments elders in the community of faith where their membership rests. Should a licensed lay worship leader provide worship leadership in their home community of faith that includes the celebration of one of the sacraments as a Sacraments Elder, they would continue to be entitled to receive compensation consistent with the regular practice in that context.

Licensing does not provide a license to perform marriages. A stole and a clergy collar are reserved for those who are ministry personnel, called or appointed to a community of faith.

TRAVEL EXPENSE REIMBURSEMENT

Effective ?

Vehicle Travel:

People travelling by private vehicle to and from a meeting will be reimbursed at the rate of **.40? .55? Something in between?** per kilometre. **Currently .40/km**

Meals:

People travelling to meetings will be reimbursed for meals en route. Costs of alcoholic beverages are not reimbursable.

Breakfast - up to **\$15 was 10**

Lunch - up to **\$20 was 15**

Dinner - up to **\$25 no change?**

Original receipts are required.

Accommodation:

People who must travel more than 250 km one-way to attend a meeting may claim for overnight accommodation, when a meeting is ending after 6:00 pm.

If accommodation is arranged for a meeting, participants must stay in the accommodation provided. If an individual chooses to stay elsewhere, they agree to cover the entire cost of their own accommodation.

There is a ceiling on reimbursement for accommodation costs which is reviewed periodically by the Regional Council Executive. The ceiling for **202?** is **\$135.00** per night plus taxes. A higher rate might be reimbursed if no suitable accommodations available, with explanation. **Original receipts are required.**
Was 125 (incl tax?)

Air or Bus Fare:

People travelling by airplane or bus will be reimbursed for the actual cost of the travel

Original receipts are required.

**Living Skies Regional Council
The United Church of Canada**

PERSONAL EXPENSE REQUEST

Pay to: Pay be Cheque _____ or Ettransfer _____

Name: _____

Street or PO

Box #: _____

Town/Prov/Terr: _____ **Postal Code:** _____

**Email and/or cell
phone** _____

Claimant _____

Signature: _____

Meeting of: _____

Location: _____ **Date:** _____

Please attach all receipts for Conference GST Rebate

Description of Claim:	Budget #	Amount
Vehicle Travel: _____ km @ 40¢/km		
Other:		
<i>All Donations will receive a Charitable Donation Receipt # _____</i>	Total:	\$
	Donation:	\$
	Net Claim:	\$
Approved by: _____		Date: _____

SEND TO: Living Skies Regional Council
60A Athabasca Street East
Moose Jaw, SK
Livingskies@united-church.ca

Nominations Report to Executive Meeting November 2-2023

Nominations committee has not met formally since the Regional Gathering as we have been unable to access the nominations email address- have followed up with Susan Reed twice but still unable to access.

Nominations committee met via email to approve the name sent to previous Executive meeting for Chair of the Regional Planning committee and followed-up with Miles Russell via my personal email to notify Miles of Executive approval.

If this problem is not solved shortly- a new email site needs to be set up for Nomination committee and posted to the Living Skies Web-site.

Since we have not met formally –committee does not have a Chairperson at this time.

Submitted by Jeanette Warrian—on behalf of Nominations Committee members