



Canadian Shield Regional Council Pastoral Relations Commission Policies & Procedures

Commission Mandate from Regional Council Governance Document – August 2019

PASTORAL RELATIONS COMMISSION

Purpose of the Policy:

This policy outlines the authority, membership and responsibilities of the Pastoral Relations Commission and the relationship with the Support to Communities of Faith Commission.

Authority:

The Pastoral Relations Commission is established in accordance with the direction provided in the November 18-20, 2017 General Council Executive New Covenant Policy.

The Pastoral Relations Commission will be elected by the Regional Council or the Executive to make decisions on behalf of the Regional Council or its Executive as within its mandate (*The Manual C.3.3.1.*).

The decisions of the Commission are non-debatable (*The Manual C.3.3.2.*).

The Commission will report its decisions to the Regional Council Executive and the Regional Council (*The Manual C.3.3.3.*) through sharing its minutes and through the representative named by the Commission to the Executive.

The Pastoral Relations Commission is encouraged through its chair and staff support to maintain communication with the Support to Communities of Faith Commission, and where possible, to undertake resourcing and support activities collaboratively.

Membership:

A Chair, a secretary and six to nine people to allow for some geographical area representation with a balance of Ministry Personnel and laity. Included in the members of the Pastoral Relations Commission will be four of the Liaison Officers serving the Regional Council. Members will be elected through the Regional Council nominations process.

Staff Support:

The Pastoral Relations Minister will provide support to the Commission.

Terms of Office:

Members will serve for a term of three years, with the possibility of reappointment for a second term. The length of the terms may be staggered in the first year.

Meetings:

The Commission will normally meet by technology at least monthly and perhaps once or twice face-to-face annually.

Quorum:

Quorum will be 50% + 1 of the members. There must be at least one Ministry Personnel and one lay member who is not ministry personnel present.

RESPONSIBILITIES:

As delegated by the Regional Council and the Executive to the Pastoral Relations Commission including:

I Covenanted New Ministry Relationships (*The Manual 2019 C.2.1*)

Living in a covenantal relationship with Ministry Personnel.

The Pastoral Relations Commission delegates to the Liaison Officers; it appoints the responsibility to ensure that there is a celebration of every pastoral relations covenant between ministry personnel, a Community of Faith or other ministry, and the wider church and that the Regional Council is represented.

Best Practices Related to Covenanting Services

- a) Covenanting services should normally be held at times other than during regular Sunday morning worship to enable participation by colleagues and members of the Regional Council.
- b) A Liaison Officer will represent the Regional Council and must be present for the service.
- c) Offering taken at the Covenanting services is to be designated by the pastoral charge as to its use, preferably for a mission project that is related to their outreach or the M&S fund.
- d) Notification of Covenanting services will be given through the Regional Council network communication and social media tools.

II Preparation for Ministry (*The Manual 2019 C.2.7*)

The Regional Council is responsible for:

- a) Celebrating the approval of applicants for candidacy;
- b) Ordaining and commissioning members of the Order of Ministry;
- c) Recognizing Designated Lay Ministers;
- d) Licensing Licensed Lay Worship Leaders; and,
- e) Celebrating admissions and readmissions.

The Pastoral Relations Commission will ensure that those being recommended to the Regional Council for ordination, commissioning, recognition, admission, and licensing have completed all requirements, and where required, been accredited by the Office of Vocation.

The Pastoral Relations Commission will take the lead responsibility for ensuring that there are liturgical celebrations hosted by the Regional Council to recognize those being authorized by the Regional Council or its Executive, as having completed all requirements of: candidacy, ordination, commissioning, recognition, licensing, and admission.

III Pastoral Relations (*The Manual 2019 C.2.8*)

The Regional Council is responsible for co-operating with Communities of Faith in:

- a) Recruiting, choosing, calling, appointing, and covenanting with Ministry Personnel and Communities of Faith;
- b) Ending calls, appointments, and covenants with Ministry Personnel and other staff; and,
- c) Appointing a Regional Council Liaison Officer to assist a Community of Faith in pastoral relations matters at designated times (*The Manual 2014 I.1.5.*). The Commission authorizes the Pastoral Relations Minister to recruit and appoint Liaison Officers.

The Pastoral Relations Commission shall report its actions regarding pastoral relations to the Regional Council or the Executive through the minutes of its meetings.

IV Celebrating Retirements (*The Manual C.2.10*)

The Regional Council is responsible for celebrating the retirements of Ministry Personnel. The Pastoral Relations Commission will arrange for recognition of retiring Ministry Personnel at meetings of the Regional Council. The Pastoral Relations Commission will include in its budget the cost of such recognitions.

The best practice of the Pastoral Relations Commission will be to arrange for an exit interview with retiring ministry personnel prior to their retirement date. The Pastoral Relations minister will coordinate the arrangement for the interview which will include members of the PR Commission. The focus of the interview is the health and well being of the retiring person, insights into the ministry of the Community of Faith, and sharing information about best practices for ending a pastoral relationship.

V Ministry Personnel (The Manual C.2.11)

The Regional Council is responsible for:

- a) Encouraging and supporting Ministry Personnel toward health, joy, and excellence in ministry practice; and,
- b) Assisting with informal conflict resolution processes.

The Pastoral Relations Commission, in collaboration with the Pastoral Relations Minister, and as appropriate with the Congregational Support Minister(s), intentionally plan and provide learning and peer support opportunities for serving Ministry Personnel.

The Pastoral Relations Commission will exercise its responsibility for informal conflict resolution through the Pastoral Relations Minister who will be the point of contact for Ministry Personnel or Communities of Faith experiencing tension and conflict. Only in such instances where there is an action required by the Pastoral Relations Commission will the Pastoral Relations Minister be required to report such consultations.

VI Support around Congregational Designated Minister through the Pastoral Relations Minister.

VII Interim Minister: Support through Pastoral Relations Minister and appointment of representatives to the Transition Committee.

VIII Licence to Administer the Sacraments (*The Manual C.2.9. and I.2.4.*).

IX Appointment and Support of Intentional Interim Ministers (*The Manual I.1.10.*).

X License and Oversight of Licenced Lay Worship Leaders (*The Manual I.1.11.5.*).

XI Appointment of Pastoral Charge Supervisors (*The Manual I.2.5.2.*).

Oversight of committees, appointees, and resource teams related to the mandate of the Pastoral Relations Commission

- A) Liaison Officers:** The Pastoral Relations Commission, in collaboration with the Pastoral Relations Minister, has oversight of those serving as Regional Council Liaison Officers.
- B) LLWL Resource and Support Team:** The Pastoral Relations Commission has oversight of the work of the LLWL Resource and Support Team.

1. PRACTICES RELATED TO THE RESPONSIBILITIES OF THE PASTORAL RELATIONS COMMISSION

The following are policies and best practices that outline how the Pastoral Relations Commission will carry out its responsibilities through named representatives or bodies.

Commitment to Inclusivity and Diversity

The Pastoral Relations Commission is committed to exercising its oversight of the pastoral relations processes within the Canadian Shield Regional Council with intentional attention to ensuring that the values of inclusivity and diversity are upheld. It is the responsibility of the Pastoral Relations Commission to ensure that all pastoral relations processes grant unbiased and equal access to all persons regardless of their sexual orientation, gender identities and expressions, race, age, or disability.

Practices that encourage inclusivity and diversity include but are not limited to:

- i) training Liaisons working with Communities of Faith in dignity, bias and privilege;
- ii) including bias and privilege training for all search committees;
- iii) reviewing Community of Faith profiles with attention to the authenticity of statements regarding inclusivity and welcome;
- iv) conversation within the PR Commission about resources available for ministry personnel and Communities of Faith dealing with issues related to sexual orientation, gender identities and expressions, race, age, or disability.

1.1 Regional Council Liaison Officers Practice:

Purpose of the Practice:

This practice outlines the authority, appointment, responsibilities, support and accountability of Liaison Officers.

Authority and Responsibilities:

Regional Council Liaison Officers are accountable to the Regional Council Pastoral Relations Commission and are authorized by the Commission to act on its behalf to fulfil the responsibilities of the Regional Council set forth in The Manual I 1.3 (and its subsections) and I 1.4 (and its subsections). The Pastoral Relations Minister has responsibility for recruitment, assignment, support and resourcing of the Liaisons.

Regional Council Liaison Officers – *their responsibilities are outlined in The United Church of Canada Pastoral Relations: Regional Council Liaisons Handbook.*

The Regional Council Liaison Officers are authorized by the Pastoral Relations Commission to approve Ministry Position profiles according to the criteria set out in The Manual 2019 I 1.3.1, I 1.3.2., I1.3.3.

The Regional Council Liaison Officers are authorized by the Pastoral Relations Commission to approve Community of Faith profiles according to the criteria set out in The Manual 2019 I 1.4.

The Regional Council Liaison Officers are authorized by the Pastoral Relations Commission to ensure that the Communities of Faith are trained and accountable in the search and selection process (*The Manual I 1.6.*).

Appointment:

The Pastoral Relations Commission is responsible to recruit and resource/train a team of Liaison Officers (Ministry Personnel and Laity) to resource/work within the new pastoral relations process.

The Pastoral Relations Commission will appoint Liaison Officers, by authorizing the Pastoral Relations Minister to do so. The Pastoral Relations Minister, in collaboration with the team of Liaison Officers, will assign Liaison Officers to work with specific Communities of Faith during the Pastoral Relations process.

Liaison Officers would be trained and supported by the Pastoral Relations Minister in accordance with the practice set forth by the Pastoral Relations Commission.

Meeting:

The team of Liaison Officers will meet through technology on a regular basis (no less than quarterly) to share support and best practices.

1.2 SHORT TERM APPOINTMENTS AND APPOINTMENTS POLICY

The purpose of this policy is to guide decision-making by the Pastoral Relations Commission when considering a request for an appointment.

In the new guide for pastoral relations, Pastoral Relations: Community of Faith, a clear distinction is made between a short-term appointment and appointments (Page 19). Short-term appointments are requested when the Community of Faith requires ministry support while they work on their profile and search. Appointments, on the other hand, are a longer-term pastoral relationship as a result of a search.

This policy will help the Pastoral Relations Commission differentiate between the two types of appointments and respond appropriately.

- I. The Pastoral Relations Commission will consider a request for the following appointments:
 - i. Designated Lay Minister: up to three year appointment.
 - ii. Interim Minister: normally not less than 12 months and not more than three year appointment
 - iii. Admittand: up to three year appointment (needed for immigration)
 - iv. Retired Supply: annual appointment
 - v. Designated Lay Ministers Candidate: students who are required to be in an appointment (at least half time) in order to complete their educational program. The educational program is for at least three years. A multi-year appointment could be requested for a DLM Candidate.
- II.
 - vi. AST Summer Distance Candidate Supply (years 3 and 4 SME appointment): offers a distance learning MDiv that requires a student to be in a student/intern supply appointment for five years. A multi-year appointment can be requested for a candidate supply who is part of the Summer Distance Learning.
 - vii. The Candidacy Pathway program requires a candidate to fulfill a supervised ministry education (SME) for two years. An appointment may be requested for up to two years.
**note that for some this appointment may transition into a provisional call or appointment*
 - viii. All other appointments will be considered short-term appointments and may be approved for up to 12 months.

1.3 Licensed Lay Worship Leaders (LLWL) Resource and Support Committee

Canadian Shield Regional Council Pastoral Relations Commission will appoint a committee of six individuals, including two LLWLs, to provide support, oversight, training, and interviews for LLWLs in licences.

Authority:

The Resource Team does not have decision-making authority to license LLWLs or to create policy regarding best practices. It must report its recommendations for decision-making to the Pastoral Relations Commission.

Tasks:

1. Maintain a current list of LLWLs and communicate such to the Communities of Faith within the Canadian Shield Regional Council.
2. Track the requirements for mandatory training and police records check are being met.
3. Review the training opportunities for LLWLs and provide opportunities for training as needed, including continuing education.
4. Interview LLWLs and make recommendation regarding initial licensing and re-licensing.
5. Create and review, bi-annually, a Remuneration Policy that is forwarded to the Pastoral Relations Commission for approval.
6. Encourage LLWLs to form a network for support and sharing resources.
7. To maintain communication with those administering the on-line LLWL training course on behalf of the Canadian Shield Regional Council.

Remuneration Policy for Lay Licensed Worship Leadership: (Transition Commission Policy Motion December 2019)

The United Church of Canada recommended rate for Ministry Personnel.

LLWL minimum rate would be \$150 plus mileage at The United Church of Canada rate and this rate could be negotiated. This policy would not apply to Communities of Faith providing local worship leadership by its members; local pulpit supply would be an internal Community of Faith policy. The Remuneration Policy will be reviewed bi-annually.

1. 4 Pulpit Supply Policy and Best Practices

The purpose of the policy and best practice statement is to guide Communities of Faith in considering options for pulpit supply.

Accountability and support

The Regional Council is responsible for keeping and sharing, with the Regional Council, a list of individuals who are trained and ‘endorsed’ as accountable to the Regional Council to provide pulpit supply services for Communities of Faith. This includes those who have been licensed as Licensed Lay Worship Leaders (LLWL and Retired, Ordained, Commissioned, and Designated Lay Ministers) who are in good standing and in compliance with United Church requirements for mandatory trainings and police record checks are endorsed as available for pulpit supply.

Exploring Issues of Liability

When the Regional Council provides names of those appropriate for pulpit supply it is ensuring the Community of Faith that appropriate “Duty of Care” has been exercised in the oversight of these persons. In the United Church, the Community of Faith reserves authority over its worship life and can invite whoever they choose to lead in worship or preach, but when people are invited outside of those for whom the Regional Council has exercised its “Duty of Care”, the accountability for that “Duty of Care” rests with the Community of Faith.

Are there rules about who a Community of Faith can ask to offer worship leadership?

There is a tension between two overlapping areas of responsibility: one says the Community of Faith has responsibility for making decisions about worship, the other indicates that the Community of Faith is responsible to comply with both denominational and regional council policies.

Principles around Pulpit Supply

- Pulpit supply is not intended to be an ongoing approach to sustaining ministry. Lay-led congregations should not rely upon a *single LLWL, retired order of ministry or DLM or clergy from other denominations* for leadership.
- Ideally, Licensed Lay Worship Leaders should not preside more than 2 Sundays per month, at any particular preaching point.
- It is acknowledged that there may be circumstances where availability of LLWLs and other pulpit supply options are limited and it may be not possible to have a wider variety of persons providing leadership. In these circumstances the Community of Faith is directed to be in communication with the Pastoral Relations Commission and to request direction and support.
- Worship resources (printed, video, technology links) and other support to Communities of Faith are available through the Support to Communities of Faith Commission.
- Using pulpit supply from within the Community of Faith itself is an option. There are NO regulations that prohibit or limit respected and capable lay people from being invited by the Community of Faith to offer occasional worship leadership.
- Retired Ministers who are in compliance with United Church requirements can be used as frequently as desired. However, if the same Retired Minister is relied on regularly, it would be appropriate that they be appointed as “Retired Supply.”
- LLWLs who experience a call to fuller engagement in ministry beyond occasional Sunday worship are encouraged to explore paid accountable ministry.

Pulpit Supply Unaccountable to United Church Structures

Those who are not directly accountable to the United Church as pulpit supply (such as ministers ordained in a different denomination, guest speakers from community partner organizations, or Retired United Church ministers not in compliance with United Church requirements) can still be appropriately invited on an “occasional basis.” For pulpit supply purposes, “Occasional Basis” means simply *not more than 4 times a year*.

The Canadian Shield Regional Pulpit Supply List will include retired United Church ministers who are in compliance with United Church requirements (like the aforementioned mandatory trainings or police record checks).

CRA Requirements for a T4A

Communities of Faith paying more than \$500 in a year to *anyone* whose services they engage for worship leadership are required by law to file a T4A with CRA and providing that to the person no later than February 28 of each year. Please note that it is not appropriate that your pulpit supply employees need ask you for their T4A. It must be supplied as an expression of CRA compliance.

Remuneration for Pulpit Supply

\$150 minimum for LLWL plus mileage and expenses (policy motion at the bottom this letter)
2020 Salary schedule for order of ministry & ministry personnel – \$216 per day plus mileage and expenses

Oversight of the Regional Council

Oversight is exercised through the Pastoral Charge Supervisors who are named by the Regional Council to ensure that Communities of Faith live their mission within the ethos of The United Church of Canada.

Communities of Faith which disregard the direction of the Pastoral Charge Supervisor in regards to compliance with this policy, may be subject to review and discipline by the Regional Council.

~ *Adopted by the Canadian Shield Regional Council Pastoral Relations Commission (Dated October 23, 2019)*

1.5 Licensing for Presiding at the Sacraments

Requests from Communities of Faith for licensing of individuals to preside at the sacraments will be considered under the following policy.

SACRAMENTS ELDER (2019 Manual I.2.4) – Regional Council Policy January 23, 2020

Prologue:

In the Canadian Shield Region of The United Church of Canada, we recognize the abiding value of the sacraments in drawing people closer to God, and quickening our faith. We seek to encourage leaders to exercise their sacramental privileges appropriately, in service to the Church and the world.

1.5.a Sacraments Elders:

“Sacrament Elders” are respected members of a Community of Faith who are licensed to administer the sacraments in their church community—usually in the absence of ordered ministry personnel. They must complete training as set forth by the Pastoral Relations Commission and as offered in partnership with the Pastoral Relations Minister or a Pastoral Charge Supervisor. For the duration of their license, a Sacraments Elder is a member of the governing body of their Community of Faith.

Process:

Communities of Faith identify a candidate for the Sacraments Elder designation and requests approval from the Pastoral Relations Commission. The Pastoral Relations Commission will arrange through the Pastoral Relations Minister for the approved training prior to the license being approved.

Policy regarding appointment of Sacraments Elders:

Communities of Faith may request the appointment of a Sacraments Elder. Typically, such a request is because the community is without serving ministry personnel. Those seeking appointment as Sacraments Elders must complete the required training course as approved by the Pastoral Relations Commission. The Pastoral Relations Commission has responsibility for ensuring there are appropriate people to oversee Sacraments Elder training using appropriate resources. Licensing will be for a designated period, typically annually. Re-licensing at the request of the Community of Faith is subject to a review of needs and circumstances by the Pastoral Relations Commission. Application for Licensing of Sacraments Elders will be available on the Canadian Shield Regional Council website.

1.5.b Designated Lay Ministers in appointment

At the time of approving the appointment of Designated Lay Ministry Personnel the Pastoral Relations Commission will entertain a request from the Community of Faith to license to preside at the sacraments, the Designated Lay Minister. In these instances, the licensing for sacraments will be for the term of the appointment.

1.5.c Candidate Supply appointments (including where the supply appointment is serving as a SME)

Normally, it is considered appropriate that Candidates preside at the sacraments, for the quickening of the faith of church members, and often for the skills development of the appointee. The Pastoral Relations Commission shall consider applications for licensing to perform the sacraments from the Community of Faith involved either at the time of appointment or at a later date if the candidate needs to complete the qualifying training requirements.

Policy:

Candidates (including candidates for ordained, commissioned and lay designated ministry) will normally have completed a course or circle on worship which includes the theology of sacraments (or the candidate will complete the Sacraments Elders training) before being eligible for licensing to perform the sacraments. Licensing would be for the duration of the candidate's appointment in the Community of Faith requesting the appointment.

1.5.d Former Designated Lay Ministers no longer in appointment and in receipt of pension, and Commissioned Order of Ministry Retired

Ministers ordained to a sacramental ministry carry those sacramental privileges by virtue of their ordination. It is assumed that retired Designated or Commissioned Ministers may be called upon to preside at the sacraments in service to the church. The Pastoral Relations Commission shall consider applications for licensing to perform the sacraments from retired designated lay ministers and retired diaconal ministers.

Policy: Former Designated Lay Ministers no longer in appointment and in receipt of pension, and retired diaconal ministers who are compliant with United Church policy regarding mandatory training and police records check policies may make application to the Pastoral Relations Commission to be licensed to perform the sacraments. Licensing will normally be without time limit providing requirements for mandatory training and police records check are maintained.

Application Process

Applications for licensing to preside at the sacraments are available from the Pastoral Relations Minister or online through the Regional Council webpage.

1.6 Pastoral Charge Supervisors

Purpose of the Policy:

The purpose of this policy is to outline the roles and responsibilities of a Pastoral Charge Supervisor and the Community of Faith that the Pastoral Charge Supervisor serves (Manual I 2.5.2.).

The Pastoral Relations Commission has the authority to name Pastoral Charge Supervisors who are members of the Regional Council to Communities of Faith that require supervision. The Pastoral Relations Commission has the authority to remove Pastoral Charge Supervisors from Communities of Faith. The Pastoral Relations Commission has the authority to create, review, and implement policies related to pastoral charge supervision including: remuneration of Pastoral Charge Supervisors; travel reimbursement rate; and use of technology to meet requirements of quorum for Community of Faith meetings.

Appointment

Pastoral Charge Supervisors will be appointed by the Pastoral Relations Commission.

Length of Appointment

It has become the practice for appointed Pastoral Charge Supervisors to continue to serve until: i) there is a “called or appointed” ministry personnel in place; and, ii) the supervisor gives indication of their desire to conclude their appointment.

Responsibilities / Tasks

While The Manual outlines six different responsibilities, a number of these are broad in nature, such as “general supervision of the work of the pastoral charge”. In practical terms, the most frequent tasks for a Pastoral Charge Supervisor are:

- (a) Attendance at Council/Board meetings:** this is probably the most common task. Pastoral Charge Supervisors are to provide oversight regarding the general functioning of the pastoral charge by being present at governance meetings that require a regional council appointee for the purpose of quorum. While it is good practice for Pastoral Charge Supervisors to participate in Congregational Annual meetings, the Manual does not require the attendance of the Pastoral Charge Supervisor in order for there to be quorum, either in person or through technology.
- (b) Helping the pastoral charge arrange for the sacramental life of the charge:** The Pastoral Charge Supervisors are not necessarily to be the one presiding, but they provide names of those who are available.
- (c) Report to the Regional Council:** In pastoral charges where there is an on-going relationship with a Pastoral Charge Supervisor, the supervisor is asked to keep the Pastoral Relations Commission informed about issues and concerns related to the pastoral charge.

Other Responsibilities - Should the role of a Pastoral Charge Supervisor be enlarged to include assisting a pastoral charge with pastoral care needs?

When a pastoral charge does not have appointed ministry personnel, there is often a question about how to handle funerals, weddings and/or pastoral care visiting. **The Pastoral Charge Supervisor does not have responsibility for pastoral care.** The supervisor may assist the pastoral charge in helping to find those who can provide these services and may choose to respond to specific requests but undertaking these services is not part of the task of being a supervisor.

Financial Implications

- 1. The Pastoral Charge is responsible for directly reimbursing the Pastoral Charge Supervisor for all travel incurred in that role at the denominational rate published in each year’s annual salary schedule.**
- 2. Quarterly Invoices will be sent to the pastoral charge (Community of Faith) from the Regional Council (in 2020 the rate is \$90 per quarter).**
- 3. The Pastoral Charge will forward to the Region payment for each quarterly invoice. The Region will then compensate Pastoral Charge Supervisors in recognition of their commitment of time.**

Regular annual review, and revision to this policy is the work of the Pastoral Relations Commission.

Appointment of Regional Council Representatives to meetings of the Community of Faith governing body for the purpose of quorum.

Policy: The Pastoral Relations Commission authorizes the Pastoral Relations Minister, in consultation with the Chair of the Pastoral Relations Commission, to appoint on a one-time basis, representatives of the Regional Council to meetings of the governing body of Communities of Faith in order to meet the definition of quorum (Manual 2019 B.7.7.4 iv).

Communities of Faith with serving ministry personnel are encouraged to hold meetings when the serving ministry personnel is available; Communities of Faith with a Pastoral Charge Supervisor are encouraged to schedule meetings in consultation with the appointed supervisor. The naming of appointees is normally exercised in unanticipated circumstances – e.g. illness, emergency circumstance.

Situations Requiring Pastoral Charge Supervisors

The Manual states that a Pastoral Charge Supervisor is appointed “if the pastoral charge has no settled or appointed member of the order of ministry or designated lay minister...”. In practical terms, there are a number of situations where this might occur:

(a) Pastoral Charge Vacancy:

This occurs when a pastoral charge is experiencing a change in pastoral relations and is without appointed supply ministry personnel. Smaller pastoral charges, especially those with part-time positions, often turn to pulpit supply during the transition period with the result that there is not a permanent ministry personnel presence in the pastoral charge. In a growing number of instances within the Regional Council, there are pastoral charges that are technically “vacant” but in fact have regularized their ministry by using Sunday pulpit supply. These pastoral charges must have Pastoral Charge Supervisors named and often require their services over long periods of time.

(b) Student Supply: When a student is serving as student supply in a pastoral charge, there must be a Pastoral Charge Supervisor to oversee what is happening with the congregation, including attendance at meetings of the governing body (Board or Council). This person is separate and distinct from the educational supervisor who meets with the student to discuss learnings from this work/ministry experience. The Pastoral Charge Supervisor might also officiate at the sacraments unless the pastoral charge has submitted a request to the Regional Council for the student to be able to do so.

(c) Ethnic Ministry: Pastoral charges that fall under the category of ethnic ministries are able to have ministry personnel who are ordained in another denomination and these persons are not required to transfer into The United Church of Canada. However, a Pastoral Charge Supervisor is required to be in attendance at all Council/Board meetings.

(d) Temporary Absence of Ministry Personnel: From time to time, the called or appointed ministry personnel might be absent from a pastoral charge at the time of a regular Board/Council meeting. Since such a meeting cannot be held without the presence of ministry personnel, the Regional Council is likely to appoint someone on a limited basis.

(e) Sabbatical: The Regional Council supports the sabbatical leave of the serving ministry personnel by ensuring that a Pastoral Charge Supervisor is appointed for the period of the sabbatical leave. This ensures that governance meeting can happen and give the connection of where any questions by the pastoral charge can be directed.

1.7 Licensed Lay Worship Leaders

Many lay people are called to courageously step forward to give leadership in worship. Those who participate in a Licensed Lay Worship Leader (LLWL) program are choosing to develop their leadership gifts further. In the Licensed Lay Worship Leader program, the United Church has recognized a need for people to be supported through a training and licensing program. This gives both the lay leader and the congregation confidence that their leadership is built upon a strong theological and biblical foundation that is consistent with the ethos of the United Church. A Licensed Lay Worship Leader is a full member who has been determined to have gifts and a sense of call to the ministry of worship leadership and preaching, and who has developed these gifts through participation in a course of study and is licensed by a Regional Council. This policy guides the formation and participation of the Licensed Lay Worship Leaders within the Canadian Shield Regional Council.

1.7.1 Licensed Lay Worship Leaders (LLWL) Regional Council Resource and Support Committee

Canadian Shield Regional Council Pastoral Relations Commission will appoint a committee of six individuals, including two LLWLs to provide support, oversight, training, and licensing and re-licensing interviews for LLWLs. The Pastoral Relations Minister is the staff Support to this team.

Authority:

The Support Committee does not have decision-making authority to license or re-license LLWLs or to create policy regarding best practices. It must report its recommendations for decision-making to the Pastoral Relations Commission.

Tasks:

1. Maintain a current list of LLWLs and communicate such to the Communities of Faith within the Canadian Shield Regional Council.
2. Track that the requirements for mandatory training and police records check are being met.
3. Review the training opportunities for LLWLs and provide opportunities for training as needed, including continuing education.
4. Interview LLWLs and make recommendation regarding initial licensing.
5. Recommend and review annually a Remuneration Policy that is forwarded to the Pastoral Relations Commission for approval.
6. Encourage LLWLs to form a network for support and sharing resources.

1.7.2 Existing Policies related to Licensed Lay Worship Leaders

Remuneration Policy for Worship Leadership: (Transition Commission Policy Motion December 2019)

The United Church of Canada recommended rate for Ministry Personnel.

LLWL **minimum** rate would be \$150 plus mileage at The United Church of Canada rate and this rate could be negotiated. This policy would not apply to Communities of Faith providing local worship

leadership by its members; local pulpit supply would be an internal Community of Faith policy. The Remuneration Policy will be reviewed bi-annually.

(See Appendix A for the CSRC Policy and Motion)

1.7.3 Requirements of those being licensed as LLWLs

Membership

The Regional Council may license a person as a Licensed Lay Worship Leader. (The Manual 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 licence must be for a specified term, which may be renewed. The normative practice in the Canadian Shield Regional Council will be to renew licenses for two years.
- c) A Licensed Lay Worship Leader serves under the direction of the Pastoral Relations Commission through the LLWL Committee. If a Licensed Lay Worship Leader becomes a member of a Community of Faith in another regional council, the person must be recognized by that other regional council in order to continue serving as a Licensed Lay Worship Leader.

Preparation and Initial Licensing:

1. The governing body of a local Community of Faith identifies, or a layperson who is a full member self-identifies to the governing body, a call to Licensed Lay Worship Leadership.
2. 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 LLWL Committee. The Canadian Shield Regional Council is the co-sponsor of the online LLWL course and it is approved as an appropriate course of study; other offering such as face to face courses may also be considered and offered from time to time.
3. The lay member must also complete all mandatory workshops (Boundaries training as set forth in the Sexual Abuse and Prevention Policy of The United Church of Canada) and police records checks, according to policy set by The United Church of Canada before licensing.
4. Upon successful completion of the required course, the Pastoral Relations Commission, through the LLWL Committee, tests the lay member's suitability and readiness for Licensed Lay Worship Leadership by examining their personal character, doctrinal beliefs, and educational competency.
5. The Pastoral Relations Commission issues a licence to the lay member to function as a Licensed Lay Worship Leader within the jurisdiction of the region, under the direction of the region. The licence is normally valid for 2 years and may be renewed.
6. Canadian Shield Pastoral Relations Commission recognizes the Licensed Lay Worship Leader at a service of worship. This could be in the LLWL's home congregation or at a Regional Council gathering depending upon timing.

Ongoing Support and Guidance

1. The Pastoral Relations Commission, through the LLWL Committee, interviews a Licensed Lay

Worship Leader tri-annually at the time of their license renewal. The region may request reporting (such as reports from congregations served, examples of sermons, either written or recorded, and orders of worship produced) as part of the interview process.

2. Ideally, Licensed Lay Worship Leaders should not preside more than 2 Sundays per month at any particular preaching point. It is acknowledged that there may be circumstances where availability of LLWLs and other pulpit supply options are limited and it may be not possible to have a wider variety of persons providing leadership. In these circumstances, the Community of Faith is directed to be in communication with the Pastoral Relations Commission and to request direction and support.
3. A Licensed Lay Worship Leader may not provide pastoral care in a pastoral charge that is not their own. 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 Community of Faith's supervisor for follow-up.
4. A Licensed Lay Worship Leader may occasionally be requested to conduct a funeral. This does not fall within the mandate of being a Licensed Lay Worship Leader however, the conduct of funerals within a Community of Faith (including a funeral home), is to be arranged in consultation with the called or appointed ministry personnel or the supervisor of the Community of Faith. If the Licensed Lay Worship Leader conducts a funeral, they must ensure that the information is entered in the Burial Register of the Community of Faith.

1.8 Ministry Personnel Formal Association Requirement when retired or between appointment/call

Formal Association for retired ministry personnel or ministry personnel between appointment/call who wish to maintain functions of ministry with a Community of Faith.

Manual 2019

1.2.5.3 Functions of Ministry—Outside Pastoral Relationship

At any time that ministry personnel are not called or appointed to a Community of Faith, they may carry out the functions of ministry in the United Church only if they have a formal association with a Community of Faith, are acting on behalf of that Community of Faith, and have the approval of the Community of Faith's governing body.

Retired ministry personnel or ministry personnel between appointment/call must maintain a formal association with a Community of Faith in order to meet the criteria for retaining their provincial government license to perform marriages. For those who retired from serving as Designated Lay Ministers and retired Diaconal Ministers formal association is required to retain the privilege to be licensed to perform the sacraments.

THE PROCESS

The retired ministry personnel or ministry personnel between appointment/call is responsible for requesting that a Community of Faith enter into formal association with them by letter to the governing body of the Community of Faith. The letter should indicate that the ministry personnel is compliant with all United Church requirements regarding mandatory trainings and police records check policy. It should

also set forth that the formal association includes accountability to the Community of Faith by the ministry personnel for marriages performed, including permission to enter performed marriages into the Community of Faith's marriage register. Diaconal ministers who will be requesting licensing for the sacraments from the Regional Council into retirement should also request support from the Community of Faith to do so.

The Community of Faith considers the request and approves by motion. The Community of Faith then writes a letter including the motion to the ministry personnel, the Regional Council office and forwarded to the Pastoral Relations Commission for consideration and approval. Once the request has been approved, Canadian Shield Regional Council will retain a copy and provide one to the Community of Faith Secretary or Board/Session (or equivalent), the called or appointed Ministry Personnel of the Community of Faith and the ministry personnel making the request.

The ministry personnel requesting a formal association with the Community of Faith, the Community of Faith and the Regional Council understand the formal association to undertake the following:

1. The ministry personnel undertaking the formal association will maintain compliance with the requirements of the Office of Vocation regarding good standing and mandatory trainings;
2. The Community of Faith will support and ask for accountability from the ministry personnel with whom the formal association is made;
3. The ministry personnel undertaking the formal association will not undertake functions of ministry without the permission of the serving ministry personnel and the Community of Faith;
4. The ministry personnel undertaking the formal association is to request permission each time to use the registers of the Community of Faith to enter weddings, funerals;
5. The Regional Council will maintain the ministry personnel in formal association with the pastoral charge as being supported to hold an Ontario License to perform marriages; and,
6. The Community of Faith and ministry personnel requesting the formal association relationship may choose to negotiate mutually agreed to volunteer activity in the Community of Faith.

Pulpit Supply Policy and Best Practices

This was prepared and approved by the Canadian Shield Regional Council Pastoral Relations Commission (October 23, 2019). The purpose of the policy and best practice statement is to guide communities of faith in considering options for pulpit supply.

Accountability and support

The Regional Council is responsible for keeping and sharing with the Regional Council, a list of individuals who are trained and ‘*endorsed*’ as accountable to the Regional Council to provide pulpit supply services for communities of faith. This includes those who have been licensed as Licensed Lay Worship Leaders (LLWL) and retired Ordained, Commissioned, and Designated Lay Ministers who are in good standing and in compliance with United Church requirements for mandatory trainings and police record checks and are endorsed as available for pulpit supply.

Exploring Issues of Liability

When the Regional Council provides names of those appropriate for pulpit supply, it is ensuring the community of faith that appropriate “Duty of Care” has been exercised in the oversight of these persons. In the United Church, the community of faith reserves authority over its worship life and can invite whoever they choose to lead in worship or preach, but when people are invited outside of those for whom the Regional Council has exercised its “Duty of Care”, the accountability for that “Duty of Care” rests with the community of faith.

Are there rules about who a community of faith can ask to offer worship leadership?

There is a tension between two overlapping areas of responsibility: one says the community of faith has responsibility for making decisions about worship; the other indicates that the community of faith is responsible to comply with both denominational and regional council policies.

Principles around Pulpit Supply

- Pulpit supply is not intended to be an ongoing approach to sustaining ministry. Lay-led congregations should not rely upon a *single LLWL, retired order of ministry or DLM or clergy from other denominations* for leadership;
- Ideally, Licensed Lay Worship Leaders should not preside more than 2 Sundays per month at any particular preaching point;
- It is acknowledged that there may be circumstances where availability of LLWLs and other pulpit supply options are limited and it may be not possible to have a wider variety of persons providing leadership. In these circumstances, the community of faith is directed to be in communication with the Pastoral Relations Commission and to request direction and support;
- Worship resources (printed, video, technology links) and other support to communities of faith are available through the Support to Communities of Faith Commission;
- Using pulpit supply from within the community of faith itself is an option. There are NO regulations that prohibit or limit respected and capable lay people from being invited by the community of faith to offer occasional worship leadership;

- Retired Ministers who are in compliance with United Church requirements can be used as frequently as desired. However, if the same Retired Minister is relied on regularly, it would be appropriate that they be appointed as “Retired Supply”
- LLWLs who experience a call to fuller engagement in ministry beyond occasional Sunday worship are encouraged to explore paid accountable ministry.

Pulpit Supply Unaccountable to United Church Structures

Those who are not directly accountable to the United Church as pulpit supply (such as ministers ordained in a different denomination, guest speakers from community partner organizations or Retired United Church ministers not in compliance with United Church requirements) can still be appropriately invited on an “occasional basis.” For pulpit supply purposes, “Occasional Basis” means simply *not more than 4 times a year*.

The Canadian Shield Regional Pulpit Supply List will include retired United Church ministers who are in compliance with United Church requirements (like the aforementioned mandatory trainings or police record checks).

CRA Requirements for a T4A

Communities of Faith paying more than \$500 in a year to *anyone* whose services they engage for worship leadership are required by law to file a T4A with CRA and providing that to the person no later than February 28 of each year. Please note that it is not appropriate that your pulpit supply employees need ask you for their T4A. It must be supplied as an expression of CRA compliance.

Remuneration for Pulpit Supply

\$150 minimum for LLWL plus mileage and expenses (policy motion at the bottom this letter).
2020 Salary schedule for order of ministry & ministry personnel – \$216 per day plus mileage and expenses.

Oversight of the Regional Council

Oversight is exercised through the pastoral charge supervisors who are named by the Regional Council to ensure that communities of faith live their mission within the ethos of The United Church of Canada. Communities of faith which disregard the direction of the pastoral charge supervisor in regards to compliance with this policy, may be subject to review and discipline by the Regional Council.

~ Adopted by the Canadian Shield Regional Council Pastoral Relations Commission (Dated October 23, 2019)

LLWL Remuneration Policy

APPENDIX D LLWL Remuneration Policy from the Governance Document

(Set by the Region 6 Commission) December 5, 2018 Region 6 Commission Meeting Via Adobe Connect

MOTION by Joy Bott/Helen Smith

That the Regional Council 6 LLWL remuneration policy be as follows: LLWL *minimum rate* would be \$150 plus mileage at the UCC rate, and this rate could be negotiated. This policy would not apply to Communities of Faith providing local Worship leadership by its members; local pulpit supply would be an internal Community of Faith policy.

CARRIED