

**Northern Spirit Executive Minutes
October 11, 2023 via Zoom**

EXECUTIVE PRESENT	Helen Reed (Chair), Leslie Penny, Peter Chynoweth, Donna Kline, Mary Annan A quorum was present.
REGRETS	None
CORRESPONDING MEMBERS PRESENT	Gaie Goin, Jim Belliveau, Wendy Galloway,
STAFF PRESENT	Shannon McCarthy (Executive Minister); Heather Dootoff (Finance Administrator), Chloe Burns (Administrative Support); Chantal Winslow (Executive Assistant & Recording Secretary), Adam Hall (Pastoral Relations Minister);
CALL TO ORDER	Helen called the meeting to order at 9:35 am. We checked in and Helen led us in reflection & prayer.
APPROVAL OF AGENDA	We reviewed the agenda.
APPROVAL OF MINUTES 010-2023/2024	It was agreed by consensus: That Northern Spirit Regional Council Executive approve the minutes of September 13, 2023 as distributed.
BUSINESS ARISING	NA
CORRESPONDENCE	
Request from UC Administrators	<p>The United Church Office Administrators are looking for financial support for their conference happening in Saskatoon in October 2024. They have also asked us to encourage and support the admins in this gathering, as well as help to advertise this event across the regions.</p> <p>We will accept this information with gratitude, and will support advertising and encouragement of attendance. We will not be looking at budget until next meeting, so we will table the financial support to the next meeting.</p>
CAUS	<p>Council of Alberta University Students is requesting support for students impacted by the crisis of sexual and gender-based violence at Alberta's post-secondaries. We will accept for information.</p> <p>Correspondence to be sent by Chantal or Chloe to let them know we are happy to work with them and look forward to future.</p>

Camp Maskepetoon	<p>This request came to us from the Property Commission as they feel it is outside their purview to approve this request. Camp Maskepetoon is looking for financial support in the form of a grant or loan to pay for an assessment up to \$6500 (based on a recent appraisal). Doing the assessment as they have another leasee and need to establish the value. We have received money from sales of property and the property commission was wondering if maybe some of those funds could be used to support this request.</p>
011-2023/2024	<p>It was agreed by consensus That Northern Spirit Regional Council Executive grant \$6500 to Camp Maskepetoon for the cost of an assessment. However, should the property be sold, the funds would be paid back to the Regional Council.</p>
South Cooking Lake Property	<p>We received correspondence that South Cooking Lake has sold their property. Received for information. Chantal will return a confirmation and how to write out the cheque.</p>
FINANCE 2024 Draft Budget	<p>This document has a year to date column to Aug 31, plus a projected 2023 column and then the start of a draft budget for 2024. We will approve the full budget in November, but the mission support grant amount should be approved today.</p> <p>The GC budget proposes a \$60,000 cut to our Mission and Ministry grant from GC. Salaries for regional staff will receive a 2% increase, which is different than ministry personnel in communities of faith, which will receive 6.3%. There may be an increase to the grant received for part of the Executive Minister and Admin salary, but we are unsure of that amount at this time.</p> <p>Keep the funding at \$150,000 for this year but warn them that there will be significant cuts in the future. We will need to provide a full explanation of where the funds are going to be coming from.</p> <p>Funding that wasn't spend previously was put into the legacy fund. That might be a good place for the funds to come from if needed.</p>
012-2023/2024	<p>It was agreed by consensus That Northern Spirit Regional Council will approve the Mission Support Grant amount of \$135,000 in 2024.</p>
Northern Spirit Travel policy	<p>The numbers presented were numbers that were approved for Prairie to Pine Regional Council. This is just a starting place. We can adjust those numbers if we think it needs to be.</p>
013-2023/2024	<p>It was agreed by consensus That Northern Spirit Regional Council approve the following changes to the Northern Spirit Travel Policy: Mileage reimbursement in the amount of \$0.40/km</p>

\$15 for breakfast, \$20 for lunch and \$25 for dinner
Hotel rate of \$135/night before taxes and fees
These changes will come into effect beginning January 1, 2024.

Honorarium Policy Borrowed the policy from Pacific Mountain Regional Council. This will lay out ranges of honorariums for different situations.

014-2023/2024 **It was agreed by consensus:**
That Northern Spirit Regional Council approve the Honorarium Policy as presented.

COMMITTEE REPORTS

Chair Yesterday attended a meeting of presidors and chairs of different regions. Information was obtained. A very interesting conversation.

Remit work. Need to encourage people to get their votes in. Remind them of the resources available.

Adam and Helen have discussed wanting to reconnect people and build trust with the region.

Celebration of Ministry and Affirm celebration on October 20 in Edmonton.

Community of Faith Support Chinese United Church
Helen, Adam and Shannon are meeting this afternoon. They are struggling with finding people to sit on committees. Pastoral Charge supervisor wants to discuss if they need to close. Communication has been difficult as we have only been able to communicate with two members who speak English and they have withheld that information from the congregation. Will likely bring recommendations/next steps to our next meeting.

Youth Scott Reynolds who has been helping us with Youth will be leaving that role as he has taken the position of Growth Animator for Pacific Mountain and Chinook Winds

Property Jim Belliveau reported.

Rev. Greg Parker died recently. He has been on the committee since the beginning. Recently with great reluctance, accepted the resignation of Aaron White from the Properties Commission. In need of new members on Property Commission. Talked about involving recruitment to engage.

Some of the other issues the commission is facing:
Do we need to revisit a policy on derelict property?
Issue regarding cemeteries as churches close.

**Incorporated
Ministries
015-2023/2024**

**It was approved by consensus:
That Northern Spirit Regional Council approve the following:**

a. Jellinek Society

...pursuant to the Incorporated Ministries Policy of The United Church of Canada approve the Jellinek Society 2023-2024 Board of Directors

**Greg Babiuk
Ralph Friederichsen
Jill Horbay
Tom Hunter
Hugh MacGregor
Scott McKeen
Valerie Stewart
Jane Zakreski**

This is based on the draft Annual General Meeting Minutes of June 20, 2023, the 2023 board member approval form, contact list provided and receipt of other required documentation per the Incorporated Ministries Policy of The United Church of Canada.

Nominations

NA

**Pastoral Relations
Committee**

Adam brought forward some proposed updates to the Pastoral Charge Supervisor Policy. Some of the changes that have already been discussed and improved which are now included are:

- All pastoral charge supervisors should be reimbursed for their work at the rate of \$30/hour in addition to travel costs
- Guidelines for appointing Pastoral Charge supervisors

The changes that Adam is proposing today are:

- Pastoral Charge supervisors can be anyone within the region: ordered ministers, retired ordered ministers, designated lay ministers or lay members appointment by the region.

The Executive suggested that we make it clear in the policy who is responsible for paying.

014-2023/2024

**It was approved by consensus:
That Northern Spirit Regional Council approve the Pastoral Charge Supervisor Policy with discussed changes.**

Pastoral Charge Supervisors require training. This is something that we need to implement and will be coming soon.

STAFF REPORTS

Executive Minister

GCE budget decisions. There was a recommendation of 25% cut to Mission and Service. There is a cost of Living increase to ministry personnel to 6.3%. Staff cost of living will be 2%.

Designated Law Ministry proposal. Tightened up and clearer. Will be going to the GCE Annual Meeting on October 21.

CEBA loans that congregations got, need to be paid back by December. GCE is willing to pay back the \$30k so that congregations can keep the \$10,000. They would then work out a payback plan for the \$30k.

We discussed our regional office needs.

Pastoral Relations Minister

Discussed above.

Justice & Communications

Remit!

OTHER

Financial request for Deanna Cox and Robin King to travel to Fort McMurray on behalf of the region. We should pay for their travel.

Sacraments for Small Communities of Faith

Leslie Penny spoke regarding communion practices in smaller/rural communities.

Restrictive policy in practice (not on paper). Adam has plans to review and update this policy as well as encourage communities of faith.

LLWL Policy

Pulpit supply daily rate for visiting ministry personnel. Which is different from the LLWL policy. Why is there such a difference?

Move this to the next meeting and Adam will bring it with proposed changes.

Pastoral Relations Emergency Fund Policy

Adam presented the Pastoral Relations Emergency. The current policy states that the Pastoral Relations Minister can authorize requests up to \$2000 and anything in excess needs to be done by the Pastoral Relations Commission. Not good practice to have only one person with that authority to decide that. Other regions include Shannon in that conversation.

015-2023/2024

It was agreed by consensus:

That Northern Spirit Regional Council approves the proposed change to the Pastoral Relations Emergency Fund Policy as presented.

NEXT MEETING Next meeting will be November 1, 2023 at 9:30 am.

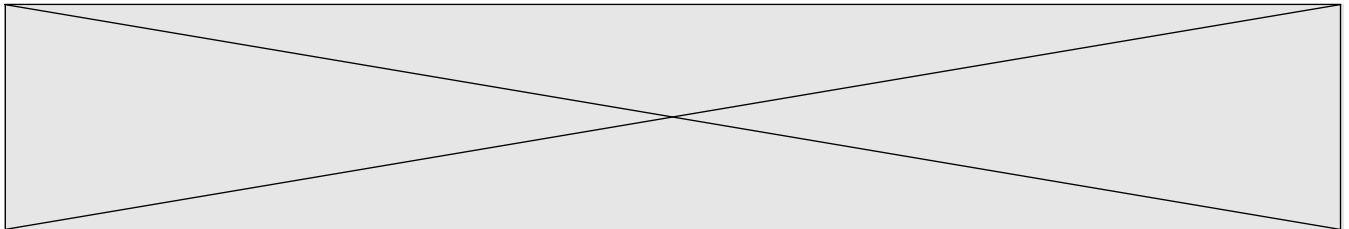
ADJOURNMENT Adjourned at 11:50



Helen Reed, Chairperson



Shannon McCarthy, Executive Minister



	Opening Balance January 1, 2023	Receipts	Expense	Balance	Internal Transfers	Closing Balance May 31, 2023
		\$284,262.64	-\$306,661.71	(\$22,399.07)		(\$22,399.07)
Externally Restricted						
Archive Trust Fund	107,675.78			107,675.78		107,675.78
Regional Archive Fund	34,311.63			34,311.63		34,311.63
Emergency Relief Trust Fund	13,912.15	350.00		14,262.15		14,262.15
Reclaiming the Mission Fund	24,159.77			24,159.77		24,159.77
Special Conflict Resolution Trust Fund	7,606.17			7,606.17		7,606.17
Ann Mazur Fund	188,077.96			188,077.96		188,077.96
Student Bursary Fund	176,853.86	1,160.00	-12,400.00	165,613.86		165,613.86
Internally Restricted						
Conflict Resolution Trust Fund	13,941.25		-4,759.25	9,182.00		9,182.00
Pastoral Relations Emergency Fund	10,000.00			10,000.00		10,000.00
Legacy Fund (040 - 2021/2022)	331,697.15			331,697.15		331,697.15
Contingency Reserve Fund (Finance Policy 3.1.1.)	150,000.00			150,000.00		150,000.00
Annual Meeting Fund (040 - 2021/2022)	17,500.00			17,500.00		17,500.00
Totals	\$1,075,735.72 **	\$285,772.64	-\$323,820.96	\$1,037,687.40	\$0.00	\$1,037,687.40
Conexus chequing	23,469.80	Korean Loan	50,000.00	Receipts	285,772.64	
Conexus Savings	47,009.75	Frontier (Bursary)	137,847.65	Less Expense	-323,820.96	
St. Stephens loan	24,682.20	Term Deposits	1,155,957.81	Income/Loss	-38,048.32	
Ann Mazur loans	16,225.73	Accrued Interest	9,451.98	Beginning balance	1,075,735.72	
Cash on Hand	-813.00			Ending balance	1,037,687.40	
Accounts Receivable	1,089.49	Deposit/Prepaid		Liability	3,495.22	
			<u>\$1,464,921.41</u>		<u>\$1,041,182.62</u>	
				Retained earnings	423,738.79	
					<u>\$1,464,921.41</u>	

** 2022 adjustments included

2023 Northern Spirit Regional Council 31-Dec-22 2023 Budget 31-Aug-23 Projected 2024 Draft Budget

Governance Revenue

Governance and Shared Services (from	\$ 325,000	\$ 325,000	\$ 216,667	\$ 325,000	\$ 325,000	GC figures to Aug 31
Shared Staff Grant Governance	\$ 90,775	\$ 67,000	\$ 44,667	\$ 67,000	\$ 67,000	2024 amount may increase
Annual Meeting Meal Fee		\$ 25,000	\$ 23,015	\$ 23,015	\$ -	
Misc	\$ 10,260	\$ 5,000	\$ 13,640	\$ 13,640	\$ 5,000	

\$ 426,035 \$ 422,000 \$ 297,989 \$ 428,655 \$ 397,000

Governance: Office and Staffing Expenses

Office Expenses:

Office Rent (Kirk Centre)	\$ 38,745	\$ 38,748	\$ 20,910	\$ 31,365	\$ 31,365	
Office Costs (supplies, phone, wifi, et	\$ 12,408	\$ 13,500	\$ 5,738	\$ 13,500	\$ 13,500	
Shared Service GC	\$ 11,167	\$ 11,000	\$ 8,860	\$ 13,290	\$ 14,000	GC figures to Aug 31
Website	\$ 1,007	\$ 1,005	\$ 1,132	\$ 1,132	\$ 1,500	
Audit/Prof Services	\$ 6,576	\$ 7,000	\$ 9,859	\$ 9,859	\$ 11,000	
Discretionary fund		\$ 5,000	\$ -		\$ 5,000	

Shared Staff Costs

Shared EM, Asst and Finance staff	\$ 91,603	\$ 101,820	\$ 69,413	\$ 103,620	\$ 105,692	GC figures to Aug 31
Shared Staff Office Costs (office spac	\$ 923	\$ 3,500	\$ 812	\$ 2,000	\$ 2,000	
Shared Staff Travel Costs	\$ 2,386	\$ 7,000	\$ 6,367	\$ 9,551	\$ 9,000	

Staffing

Regional Staff - Governance	\$ 147,463	\$ 155,617	\$ 103,578	\$ 150,867	\$ 157,000	GC figures to Aug 31
All Staff Con-Ed	\$ 459	\$ 4,000	\$ 242	\$ 4,000	\$ 4,500	
All Staff Training Event	\$ 3,264			\$ 3,000		
Staff Travel/meals	\$ 2,289	\$ 4,000	\$ 4,578	\$ 7,000	\$ 7,000	

Governance: Committee and Structure

Annual meeting	\$ 958	\$ 60,000	\$ 34,910	\$ 34,910	\$ 16,000	
Governance Committee costs	\$ 1,949	\$ 12,000	\$ 1,110	\$ 6,000	\$ 6,000	

TOTAL GOVERNANCE

\$ 321,197 \$ 424,190 \$ 267,509 \$ 390,093 \$ 383,557

Remainder of Governance Total

\$ 104,838 \$ (2,190) \$ 30,480 \$ 38,562 \$ 13,443

Mission & Ministry (Mission & Service f	\$ 240,000	\$ 239,000	\$ 180,394	\$ 240,000	\$ 180,000	GC figures to Aug 31
Other M & M Income	\$ 415,778		\$ 1,288	\$ 1,288		
	\$ 655,778	\$ 239,000	\$ 181,682	\$ 241,288	\$ 180,000	

Mission and Ministry Costs for Region 2

Staffing

Salaries and benefits	\$ 110,757	\$ 123,046	\$ 73,051	\$ 105,000	\$ 111,000	GC figures to Aug 31
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Mission & Ministry

Mission Support grants	\$ 136,750	\$ 150,000	\$ 109,725	\$ 150,000	\$ 150,000	GC figures to Aug 31
M&S/Indigenous from sales/closures	\$ 304,328					
Clusters & Events, other grants*	\$ 18,383	\$ 20,000	\$ 21,636	\$ 26,000	\$ 20,000	
Mission & Ministry Committee Costs		\$ 5,000	\$ 1,288	\$ 5,000	\$ 5,000	
	\$ 570,218	\$ 298,046	\$ 205,700	\$ 286,000	\$ 286,000	

Remainder of Mission & Ministry Total

\$ 85,560 \$ (59,046) \$ (24,018) \$ (44,712) \$ (106,000)

Restricted/Designated Funds

Revenue	\$ 79,766		\$ 4,503	\$ 4,503		
Expenses	\$ 61,194		\$ 17,319	\$ 17,319		
	\$ 18,572		\$ (12,816)	\$ (12,816)		

Combined Surplus (Deficit)	\$ 208,970	\$ (61,236)	\$ (6,354)	\$ (18,966)	\$ (92,557)	
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Licensed Lay Worship Leaders Policy

2023 Update

(As recommended by the Lay Leadership Support Committee,
and approved by the Regional Council Executive)

Highlights:

- *The minimum rate for Worship Leadership is set at \$150.00. for one worship service. If a Pastoral Charge requests more than one service on a Sunday the rate is to be increased with an additional \$ 75.00.*
- *Where travel is required the minimum travel reimbursement is set at \$ 0.55 per kilometre.*
- *Communities of Faith are also required to reimburse any meal or accommodation expenses as needed.*
- *The Licensed Lay Worship Leader may cover three consecutive Sundays a month, to a maximum of ten services per year, in one Pastoral Charge.*
- *Alternatively, the Licensed Lay Worship Leader may lead services for one complete month in a six month period in one Pastoral Charge.*
- *Communities of Faith must issue a T4A Income Tax slip when the accumulated amount in honoraria it pays to an individual exceeds \$ 500.00 in a calendar year.*

Introduction and Purpose

Northern Spirit Regional Council appreciates the willingness of lay people who come forward to offer their faith, insight and skill as worship leaders in congregations. The Regional Council is grateful to United-in-Learning for the support they provide to lay worship leaders through an educational program which offers resources and enhances understanding of worship practices in The United Church of Canada. The Licensed Lay Worship Leadership program is intended to honour and encourage members of the laity to share their gifts and express their faith while meeting the vital need of congregations to gather for worship.

The following Standards of Practice describes how the Licensed Lay Worship Leadership program is implemented in Northern Spirit Regional Council. It intends to build on the Licensed Lay Worship Leader policies and resources of the General Council of The United Church of Canada, including those found in most current version of The Manual of The United Church of Canada. If there are any discrepancies, The Manual is authoritative.

Northern Spirit Regional Council Standards of Practice

Preparation and Licensing

In Northern Spirit Regional Council, the licence of a Licensed Lay Worship Leader shall be renewed each pastoral year (July 1 to June 30) at the discretion of the Lay Leadership Support Committee. In Northern Spirit Regional Council, the course of study which prepares individuals for Lay Worship Leadership is that provided through United-in-Learning.ca. Individuals may also choose to take the Lay Worship Leaders program for personal interest only.

Required Training in Boundaries for Church Leaders and Racial Justice

Lay Licensed Worship Leaders are required to take boundaries training, such as the Personal and Professional Boundaries for Church Leaders course offered by United in Learning. In Northern Spirit Regional Council, Licensed Lay Worship Leaders are also required to complete racial justice training, such as the Racial Justice Training program offered by United in Learning.

Authorization by Regional Council

The Lay Leadership Support Committee is responsible for determining whether individuals who have completed other courses of study for Lay Worship Leadership have acquired appropriate preparation for licensing in Northern Spirit Regional Council.

The Regional Council Pastoral Relations Commission, on recommendation from the Lay Leadership Support Committee, has responsibility for licensing an individual as a Licensed Lay Worship Leader. The Lay Leadership Support Committee will assume primary responsibility for support and coordination of the Licensed Lay Worship Leaders program.

An individual is recommended for licensing, or subsequent renewal of licensing, after an application and interview process conducted by the Lay Leadership Support Committee, including a determination of the person's understanding of the ethos and theology of The United Church of Canada.

Good Standing and Suitability

When seeking licensing or renewal, individuals are asked to provide confirmation from their home congregation's Local Governing Body (Official Board or Church Council) affirming their membership in good standing and suitability in this role within the wider church.

Screening

The Lay Leadership Support Committee will exercise due diligence by requesting to see a police information check completed within the past 6 months before granting initial license, and thereafter requesting an Update of Police Record Check annually.

Continued on page 3...

2022 Licensed Lay Worship Leaders Minimum Rates Schedule page 3

For their own awareness and protection, Licensed Lay Worship Leaders are encouraged to review the Sexual Misconduct Prevention and Response Policy and Procedures (November 2020) of The United Church of Canada found at this webpage:

<https://united-church.ca/sites/default/files/2021-01/sexual-misconduct-prevention-response-2020.pdf>

For liability insurance purposes, the Licensed Lay Worship Leader is covered by the Regional Council for their worship service leadership only.

Ongoing Support and Renewal of Licensing

The Lay Leadership Support Committee will arrange annual meetings with Licensed Lay Worship Leaders to provide support and opportunity to discern if renewal of the license is appropriate.

A current license remains valid while a Lay Worship Leader remains a member of any Pastoral Charge within the Regional Council. When the Licensed Lay Worship Leader transfers membership to a Pastoral Charge in another Regional Council, they will not function as a Licensed Lay Worship Leader until recognized by that Regional Council.

The Lay Leadership Support Committee is expected to provide opportunity for Licensed Lay Worship Leaders to be engaged in ongoing learning.

Stewardship of Lay Worship Leadership Resources

Licensed Lay Worship Leaders are encouraged to assist the Regional Council in meeting the needs of all Pastoral Charges which are without ministry personnel. It is therefore intended that Licensed Lay Worship Leaders will circulate in the Regional Council so that a number of Pastoral Charges can benefit from their leadership.

Availability

The Licensed Lay Worship Leader may cover three consecutive Sundays a month, to a maximum of ten services per year, in one Pastoral Charge. Alternatively, the Licensed Lay Worship Leader may lead services for one complete month in a six-month period in one Pastoral Charge. If asked to lead worship for more Sundays, the Licensed Lay Worship Leader is to seek the approval of the Regional Council Pastoral Relations Commission before agreeing to do so.

In order to exercise stewardship of Licensed Lay Worship Leadership, at the time of renewal of the license, the Licensed Lay Worship Leaders is asked to provide the Lay Leadership Support Committee with a complete list of the dates and locations of services of worship led in the past year (including end of life services).

Continued on page 4...

Minimum Rate for Worship Leadership

The Pastoral Charge is expected to remunerate Licensed Lay Worship Leaders in accordance with the rate determined by the Regional Council's Lay Leadership Support Committee each year. It is to be noted that this rate is a minimum. When leading worship on a multi-point Pastoral Charge, it is intended that the Licensed Lay Worship Leader would receive above the minimum rate, but not necessarily the full rate for each worship service.

For the 2023 calendar year the minimum rate is set at \$150.00. If a Pastoral Charge requests more than one service on a Sunday (leading worship for two congregations on the Pastoral Charge) the rate is to be increased with an additional \$ 75.00. Where travel is required the minimum travel reimbursement is set at \$ 0.55 per kilometre. Communities of Faith are also required to reimburse any meal or accommodation expenses as needed.

Expectations of Honorarium when Leading Worship in Home Congregation

When leading worship in the Pastoral Charge where their membership is held, it is expected that Licensed Lay Worship Leaders receives the same honorarium as any other lay member of the Pastoral Charge who leads worship. If an honorarium is provided to members of the Pastoral Charge, it is not subject to the current *Salary and Allowances Schedule* issued by General Council each year; it is set at the discretion of the Official Board of the Pastoral Charge.

Pastoral Charge Supervision

The Licensed Lay Worship Leader is not, by virtue of the role, permitted to serve as Pastoral Charge Supervisor or Regional Council representative at Official Board/Church Council meetings. They are only permitted to take this role when specifically appointed to do so by the Pastoral Relations Commission.

Requirement to Refer Requests for Pastoral Care

Although it is recognized that there is an element of pastoral care in worship leadership, the Licensed Lay Worship Leader is not, by virtue of the role, permitted to enter an ongoing relationship of pastoral care with the Pastoral Charge. It is expected that the Licensed Lay Worship Leader will refer any requests or requirements for pastoral care (counselling, home visitation, hospital visitation) to the called or appointed Ministry Personnel or the Pastoral Charge Supervisor for follow-up.

Funeral Services

Like any person, a Licensed Lay Worship Leader may conduct a funeral. However, the conduct of funerals within a Pastoral Charge (including a funeral home located within the bounds of a Pastoral Charge), is to be arranged in consultation with the called or appointed Ministry Personnel or the Supervisor of the Pastoral Charge. If the Licensed Lay Worship Leader conducts a funeral, s/he may suggest to the family of the deceased that the information about the service be entered in the Burial Register of the Pastoral Charge for archival purposes. The wishes of the next of kin are to be followed.

Sacraments and Marriages

Licensing does not include permission to preside at the sacraments or license to perform marriages.



NORTHERN SPIRIT REGIONAL COUNCIL

THE UNITED CHURCH OF CANADA



Northern Spirit Regional Council **Pastoral Charge Supervision Policy**

The Manual of The United Church of Canada (2023 Edition) defines the role of the Pastoral Charge Supervisor in section **I.2.5.2 Pastoral Charge Supervisor**, with further information in sections **A.4 Meetings**, **B.7 Organization - Governing Body of a Community of Faith that is a Congregation or Pastoral Charge**, and **G.3.3.3 Automatic Trustee Membership**.

A copy of The Manual is available from the United Church website: www.united-church.ca

In addition to those responsibilities outlined in the above sections of The Manual, the Northern Spirit Regional Council requires the following.

Responsibilities of the Pastoral Charge Supervisor

An annual report to the Regional Council Pastoral Relations Commission (unless requested more frequently by the Commission). A form for reporting will be provided by the Pastoral Relations Commission.

The Pastoral Charge Supervisor and the Pastoral Relations Liaison will be in regular contact regarding the status of the Community of Faith Profile. Whenever possible, the Pastoral Relations Liaison and the Pastoral Charge Supervisor will be two separate individuals.

The Pastoral Charge Supervisor will be available, either in person, or via technology at all meetings of the Local Governing Body of the Pastoral Charge.

Responsibilities of the Pastoral Charge

The Governing Body of the Pastoral Charge will ensure that the Pastoral Charge Supervisor is notified of upcoming meetings.

The Pastoral Charge will compensate the Pastoral Charge Supervisor for travel according to the current rate set by the General Council.

Additionally, **effective January 1, 2024**, all Pastoral Charge Supervisors should be reimbursed for their time & effort with \$30 per hour of work on the Pastoral Charge's behalf, in addition to



NORTHERN SPIRIT REGIONAL COUNCIL

THE UNITED CHURCH OF CANADA



having their travel costs reimbursed. For any active ministers, this should be paid in the form of an honorarium.

Responsibilities of the Regional Council

The Regional Council Pastoral Relations Commission will send a letter outlining their roles and responsibilities to the Pastoral Charge Supervisors and the Pastoral Charges as appointments are made.

The Regional Council Pastoral Relations Commission will consider the following guidelines when appointing Pastoral Charge Supervisors:

Individuals serving as pastoral charge supervisors will be ordered ministers, retired ordered ministers, designated lay ministers or lay members appointed by the Northern Spirit Regional Council Pastoral Relations Commission. In circumstances that require it, supervisors from outside of Northern Spirit Region can be appointed in communication with the Regional Pastoral Relations minister from the Region in which the Supervisor resides.

Retired clergy can be appointed in a supervisory capacity as long as they are not appointed to a Community of Faith where they were called or appointed in previous years. If requested to do so, there must be ten years of absence before they can be considered as a potential supervisor for the Community in question.