

MINUTES for the LLWL Forum Meeting
held 9 March 2026 online at <https://meet.goto.com/BradleyFord1>

Present: Rev. Brad Ford, Paul Kneebone, Tanna Edwards, Lisa Norman, Susan Pleasance

Regrets: Nancy Payne

WELCOME AND INTRODUCTIONS

WORSHIP Brad read from the “*These Days*” lectionary devotional book. Available through the UCC Publishing House. “I will show you what to do....” Then a moment of prayer together.

ACCEPTANCE OF PREVIOUS MEETING MINUTES – Lisa moved, Susan seconded.

BUSINESS ARISING

1. Linda Wager has been interviewed and now approved as a new LLWL. Fred Pillar just needs to submit his new Police Vulnerable Sector Check, then he will be interviewed as his final step in the LLWL approval process.
2. Everything is ready for the PD Learning event in April. So far, there are 20 registrations, including Brad.
3. Brad has sent an email to Rural Connect, but he has not received any response to date.

NEW BUSINESS:

1. Modifications to the policies re LLWL pay as modified by Paul Kneebone, attached to this email entitled “202603 Guide Edited for Discussion.”
2. After discussion on the specific items and policies in this edited manual, it was agreed that Paul would clean up the exact wording and content, per our discussions this evening.
 - Paul would meet with Brad online (Tuesday at 11:30am) to further refine any content.
 - Then it would be forwarded to fellow LLWL Forum members to review.

3. Paul will meet one-on-one with Patti James (Chair of Covenant Support Team) on Thursday/March 12th at 1pm in her Buckhorn home.
4. The goal is to finalize (at least at this time) and present for approval at the April monthly CST meeting.
5. Also, the new contents will be communicated with all LLWL Network members.
6. After CST recommendation and approval by the ECORC's Council of Elders, this new version of the LLWL manual will be posted on the ECORC website (i.e., LLWL Forum webpage). Prior to April CST meeting, it will also be a discussion item during the Network business meeting at the April PD Learning event.
7. *Keep in mind, this is a living document and will be changed again in the future as required.

NEXT MEETING: No need to have another meeting before the April PD Learning event. Next meeting date TBD.

DISMISSAL: May the Peace of Christ be with you.

Now and forevermore. Amen.

Excerpts from the June-2024 version --- *Licensed Lay Worship Leaders (LLWLs) – A Guide for LLWLs and Communities of Faith in East Central Ontario Regional Council (ECORC)* --- with Paul Kneebone Edits.

Frequency of Leadership

ECORC policy is that an individual LLWL should lead worship in a given community of faith for a maximum of five of eight consecutive Sundays, to a maximum of 12 Sundays per year in the same community of faith. If a community of faith wishes to have an LLWL lead worship for more than this number of worship services, it must seek approval from the ECORC Pastoral Relations Minister, **after first communicating with the LLWL chair**. These measures are intended to ensure that communities of faith work toward a pastoral relationship with ordained clergy or a Congregational Designated Minister rather than simply relying on LLWLs to provide worship without a consistent source of leadership and pastoral care.

Payment

The **pastoral charge is expected rate in 2025 [DELETE] to remunerate Licensed Lay Worship Leaders for anyone providing worship leadership is \$254 [DELETE] in accordance with the rate, in the current Salary and**

Allowances Schedule issued by the General Council each year. It is noted that this rate is the minimum. It is important to note that this rate is per day, not per service, so [DELETE]. An LLWL may be asked to lead more than one worship service on a given Sunday. If two services, the suggested pulpit supply rate is an additional 50% for that day. If there are other scenarios (i.e., 3 services on a given Sunday or two different liturgies required), this should be discussed in advance with the CofF. The pulpit supply rate compensates the LLWL or other person [DELETE] providing pulpit supply for time spent on research, reflection, writing liturgy and message and communicating with church staff, as well as for the actual leadership of in-person or virtual worship. The community of faith must provide a cheque (or eTransfer), including the mileage amount, to the LLWL on the same day they provide leadership. It is not acceptable to ask LLWL to wait for payment unless they have explicitly agreed to another arrangement e.g. being mailed a cheque.

If a faith community cancels its service because of inclement weather, or other reason, the LLWL does not receive payment regardless of whether material has already been prepared [DELETE] is still paid in full. This does not include any mileage payment, as none occurs. If the LLWL is unable to lead worship because of personal illness, hazardous road conditions [DELETE] or for any [DELETE] other reasons, but provides in advance a full liturgy (including sermon and all additional spoken words) that is read by a member of the congregation, the suggested rate the LLWL should be paid in full [DELETE] is 75% of the pulpit supply rate for the work involved.

Mileage

There are often-considerable distances LLWLs must drive to one or more communities of faith on a given day. is recognized [DELETE]. This mileage is also remunerated with [DELETE] in accordance with the rate, in the current Salary and Allowances Schedule issued by the General Council every year. a payment of 55 cents/km (2025 rate) [DELETE]. It is noted that this mileage rate represents the return distance from the LLWL's home to the one or more pastoral charges on a given Sunday. It is a good idea to review the location of a given LLWL to be aware of the mileage involved in having them leading worship.

From: Nancy Payne <npayne433@gmail.com>

Sent: Sunday, March 08, 2026 5:26 PM

To: Paul Kneebone <paul.kneebone@rogers.com>; Tanna Edwards <tannaedwards@gmail.com>

Cc: Susan Pleasance <auntx2@gmail.com>; Lisa Norman <825lochness@gmail.com>; Rev. Bradley Ford <revbrad@ymail.com>

Subject: Re[4]: Changes to ECORC LLWL Manual ---- and suggested online Meeting dates.

Hi again, folks,

I'll start by saying that I don't feel really strongly about the specifics I've offered below. I know wherever we land on the key questions will be appropriate. I've attached the revised guidebook with just a few comments. On the other questions, here's my thinking at the moment:

Number of services

-I like the ability to cover up to one month (4-5 Sundays), and/or all of Advent-Christmas or Lent-Easter, to provide continuity for worshippers, but that should have a strict limit of no more than once

in six months. If the LLWL does two of these one-month/liturgical season stints in a year, they should only be doing one Sunday a month at that church

-otherwise, I think two Sundays a month at any given community of faith is reasonable, with the option of doing one liturgical season

Remuneration for more than one service in the same pastoral charge/community of faith

-one additional service using the same liturgy: 25% to 33% of the base fee

-two additional services: at least 50% of the base fee

-one additional service with a different liturgy (unlikely): 75% of the base fee

Remuneration in the event of cancellation by the church

-50% of the pulpit supply amount (no mileage) to reflect the work the LLWL has done to prepare the service, but also take into account the fact that the LLWL does not have to spend up to half a day travelling to and from the community of faith and leading the service

Remuneration in the event of a shift from in-person to online

-100%

Remuneration in the event of cancellation by the LLWL

-50% of the pulpit supply amount (no mileage) IF the service is fully prepared to the point where someone else could lead, i.e. with all prayers and other text as well as a sermon written

-no payment if the service is not ready

It's so nice that things are generally working well enough that we're in a position of fine-tuning for fairness! Best wishes for a productive conversation on Monday evening.

Nancy