

**Human Resources Commission
Western Ontario Waterways Regional Council
OF THE UNITED CHURCH OF CANADA
*Connecting, Supporting, Transforming***

Place: Zoom meeting 10:00 a.m.

Roster: Micol Cottrell (OM, Chair), JoAnne Angle (L), Marion Boyd (L), Carmen Davies (L), Gwen Good (L), Cecil Omand (L), Emily Perry (L), Tom Slumskie (L), Carol Stephenson (L)

Staff Support: Pretima Kukadia-Kinting, Admin Assistant PKukadia@united-church.ca
Rev. Diane Blanchard, Minister, Pastoral Relations DBlanchard@united-church.ca

Present: Micol Cottrell, JoAnne Angle, Marion Boyd, Carmen Davies, Cecil Omand, Emily Perry, Carol Stephenson, Diane Blanchard

Regrets: Pretima Kukadia-Kinting

Absent: Gwen Good, Tom Slumskie

Welcome and Constitute Meeting: The meeting was constituted and opened by Micol Cottrell.

Acknowledging the Land: Territorial lands are acknowledged on behalf of the Human Resource Committee by Micol Cottrell: We are gathered this morning to worship on traditional lands. We recognize and deeply appreciate the historic connection to this ground we worship on. We also recognize the contributions of the Metis, Inuit, and other Indigenous peoples have made to our country. As settlers, this recognition must be clearly connected to our commitment to make the promise and the challenge of the Truth and Reconciliation real in the community in which we live and worship. We are grateful to the Creator for this time and this place.

Opening Worship: Worship was provided by JoAnne Angle.

Opening Motions:

Approval of Agenda:

MOTION that the agenda be accepted as amended.

MOTION

CARRIED

Approval of Previous Minutes:

MOTION that the Human Resources Commission of Western Ontario Waterways Regional Council approve the minutes of November 19, 2019 as amended.

MOTION

CARRIED

Business Arising

- LLWL Committee Policy Has been placed in the Dropbox for review. The email motion did not receive sufficient response, so it is brought forward today. The additions were highlighted by Micol and the commission was in concurrence with the following additions:
 1. Receiving LLWLs who are in good standing and who move into the region from another region of The United Church of Canada.
 2. Receiving a request for retirement from the role of LLWL and acknowledging their work with a letter of appreciation on behalf of the region.
 3. Recommending to the Human Resources Commission the revoking of a person's license for just cause.

New Business

1. Update from Diane – pastoral relations handbooks have been updated and are available on The United Church of Canada website.
2. Update from Micol
 - a. Information from Tri-Regional Executive Meeting in November; all sharing the same work so trying to create similar if not the same policies across the three regions to help staff and also to become resources for one another. The work is taking time but is to be expected given the scope of the changes.
 - b. A new regional pulpit supply list is being developed via application from ministry personnel
 - c. January 1, 2020 Cathy Larmond will be coming onto the HR Commission.
3. Consent Document
 - lifted the position description from Trinity, Annan and from St Luke's, Cambridge because of vacation entitlement concerns

Discussion about the level of detail in some of the position descriptions and the variance among them; the role of liaison and commission in working with a community of faith.

The following consent docket was approved by concensus:

Approval of Open Positions:

That having reviewed the position description, the WOW Human Resources Commission approve the opening of a position for a fulltime minister at Zion United Church, New Hamburg.

Appointment of Liaisons:

Belwood-Metz PC – Lynn Hamilton

Highland UC, Flesherton-Eugenia – Liaison needed

Hepworth / Sauble Beach – Gord Dunbar

Knox UC, Ayr – liaison needed

Shelburne-Primrose pastoral charge –Janet Cleaves/Wendy May

Melville United, Fergus – Susan Leuty

Renewal of appointments:

That WOW Human Resources Commission concur with the request of Angus Pastoral Charge to appoint Norm Munroe, RS, part-time 10 hrs/wk, from 20.01.01 to 20.12.31 according to the terms of the record of appointment signed 19.11.27.

Retroactive: That WOW Human Resources Commission concur with the request of Kilsyth & Keady-North Derby Pastoral Charge to re-appoint Kara McCluskie, DLM, part-time 24 hrs/wk from 19.07.01 to 20.06.30 according to the terms on the record of appointment signed 19.04.09.

Approval of new appointments:

That WOW Human Resources Commission concur with the request of St. Paul's, Milverton to appoint Sonja van der Hoef-Fraser, Candidate Supply, fulltime, from 20.01.01 to 20.12.31 according to the terms of the record of appointment signed 19.11.17.

Approval of Calls:

That WOW Human Resources Commission concur with the request of Thames Road-Elimville to call Louise Von Massow, OM, part-time 20hrs/wk, beginning 20.01.01 according to the terms of the record of call signed 19.11.27.

Receive for information:

That WOW HR commission receive, for information, notice that Greg Smith-Young in consultation with the Elora-Bethany M&P committee and Official Board, is planning to take a sabbatical this spring, from April 13 (Easter Monday) until July 5, 2020.

1. Lifted from consent docket: That having reviewed the position description, the WOW Human Resources Commission approve the opening of a supply position, part-time 20 hrs/wk, at Trinity United Church, Annan of The Annan-Woodford Pastoral Charge.

Trinity, Annan...the language around vacation was vague for 6-month supply appointment. The HR commission approved the position, pending correction of the vacation entitlement. Approved by concensus.

2. Lifted from the consent docket: That having reviewed the position description, the WOW Human Resources Commission approve the opening of a supply position, part-time 20 hrs/wk, at St Luke's, Cambridge.

St. Luke's, Cambridge...wrote 4 weeks instead of a month, as specified by The Manual (one month which includes 5 Sundays, or 23 working days based on 5 days per week). The HR commission approved the position, pending clarification of the vacation entitlement.

3. Receive for information: Rev. Mark Laird of Drayton United Church will be on sabbatical from June 1, 2020 to August 30, 2020. The M&P committee has received the request and the congregation is supportive of "this valuable opportunity for growth, time to reflect, and re-energize."

4. Letter from Russell Rogers re. Continuance of marriage license until after a spring wedding.

Motion: That the Human Resources Commission authorize Russell Rogers to retain a license to marry until May 1, 2020. Moved by JoAnne Angle, Carol Stephenson. Carried with one opposed.

Discussion ensued about the timeline for notifying retirees and former DLMs about the ending of their licenses with the recommendation that ending licenses effective July 1, 2020 might be an appropriate time. This will be communicated to Sue Duliban by Diane.

5. Other emerging business

- Knox, Ayr – JoAnne Angle is willing to serve there as regional liaison. Agreed by the Commission.
- That Clifford United Church be approved as an SME site. Agreed by the Commission. The position description will be added to the DropBox as soon as it comes but the work was endorsed by Marion Boyd, their liaison.
- Request from Londesborough United Church for granting Susan McIlveen a license to administer the sacraments during the time of her appointment to the pastoral charge. Susan completed the AST course in United Church Worship in 2014. Approved by the Commission.

6. Staffing the LLWL Committee

- a. (two (2) Ministry Personnel [OM, DM, DLM];
- b. two (2) lay people [not a LLWL]; and
- c. three (3) Licensed Lay Worship Leaders.
- d. one of whom is a member of the Human Resources Commission.

Marion Boyd LLWL has volunteered

Commission members had been asked to submit names for membership on this committee. Diane to send a letter to all LLWLs requesting that they express interest in membership (two are needed). We could send a notice in the WOW newsletter for ministry personnel and lay people to express an interest in the LLWL committee. Marion will draft and send to Micol for the January newsletter.

7. Reviewing areas of work:

- a. United Fresh Start – will be looking at in the New Year
- b. Budget – we will need to talk about how we use our budget in the new year.

8. Liaisons and expenses

The form for expenses, especially travel, are in the Dropbox. Diane will be setting up zoom calls for liaisons periodically, beginning in the new year.

Next Meeting: January 21, 2020 at 10 a.m. by Zoom

Worship by: Cecil Omand

Meeting adjourned at 11:35 by Micol who ended the meeting with prayer.