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

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**Place:** Zoom Meeting 10:00 a.m.

**Roster:** Douglas Hayward (L) (Chair), Cathy Larmond (OM), David Shearman (OM), Jane Sullivan (OM)

**Staff Support:** Rev. Micol Cottrell, Pastoral Relations Minister [mcottrell@united-church.ca](mailto:mcottrell@united-church.ca), Pretima Kukadia, Admin, Communication & Records [pkukadia@united-church.ca](mailto:pkukadia@united-church.ca)

**Present:** Douglas Hayward, Cathy Larmond, David Shearman, Jane Sullivan, Micol Cottrell, Pretima Kukadia

**Regrets:**

**Absent:**

**Welcome and Constitute Meeting:** Douglas Hayward, welcomed everyone to the meeting and then constituted the meeting.

**Acknowledging the Land:** Douglas Hayward shared an acknowledgement of the land on behalf of the Human Resource Commission.

**Opening Worship Douglas Hayward:** shared a prayer.

**Opening Motions:**

Approval of Agenda

**MOTION** by consensus that the agenda be accepted as amended.

**MOTION**

**AGREED by CONSENSUS**

Approval of Previous Minutes

**MOTION** by consensus that the Human Resources Commission of Western Ontario Waterways Regional Council approve the minutes of March 28, 2023 as circulated.

**MOTION**

**AGREED by CONSENSUS**

**Business Arising**

**1. Email Poll of April 24, 2023 to be recorded in the minutes.**

**Approval of Open Positions**

That the Human Resources Commission of Western Ontario Waterways Regional Council, having reviewed the position description, approve the position for a Short-Term Supply Minister, part-time, 20 hours/week, for Central Westside United Church, Owen Sound.

That the Human Resources Commission of Western Ontario Waterways Regional Council, having reviewed the position description, approve the position for a Minister, part-time, 30 hours/week, for Grace United Church, Thornbury pending change to the requirement for a “Valid driver’s license and access to personal vehicle,” the removal of reference to the workweek being “40 hours” and “University graduation and Ordination, Commissioning or Recognition by the United Church of Canada.”

That the Human Resources Commission of Western Ontario Waterways Regional Council, having reviewed the position description, approve the position for a Short-term Supply Minister, 30 hours/week, for Grace United Church, Thornbury pending change to the requirement for a “Valid driver’s license and access to personal vehicle,” the removal of reference to the workweek being “40 hours” and “University graduation and Ordination, Commissioning or Recognition by the United Church of Canada.”

*Note for the two Grace United Church, Thornbury positions above: The document with things to consider for part-time ministry will be sent out to them in addition to noting that they are asking a lot for 40 hours and there needs to be acknowledgement of a plan to support the minister in balancing their time (M&P support). The reference to “University graduate....” Is not required as only UCC approved individuals will be able to apply. Information about admissions ministers will also be sent as this line may be read to exclude them.*

That the Human Resources Commission of Western Ontario Waterways Regional Council, having reviewed the position description, approve the position for a Minister, full-time, for Port Elgin United Church.

That the Human Resources Commission of Western Ontario Waterways Regional Council, having reviewed the position description, approve the position for a Worship Leader (Short-Term Supply), part-time, 15 hours/week, for Trinity United Church, Guelph pending removal of financial information.

*Note: They have already been informed that they will need to remove the financial amount and a record of appointment will need to be completed.*

### **Approval of Appointments**

That the Human Resources Commission of Western Ontario Waterways Regional Council concur with the request of Tavistock Pastoral Charge to appoint for short-term supply, Margaret Smith, OM-R, part-time, 25 hours/week, from 2023-05-01 to 2023-11-01, according to the terms agreed to in ChurchHub on 2023-03-29.

*Note: information about the minimum requirement for phone/communication will be sent to the community of faith.*

### **Approval of Calls**

That the Human Resources Commission of Western Ontario Waterways Regional Council concur with the request of Ebenezer Pastoral Charge to call Jeffrey Werner, OM, part-time,

20 hours/week, beginning 2023-04-03 according to the terms agreed to in ChurchHub on 2023-03-29.

*Note: information about the minimum requirement for phone/communication will be sent to the community of faith.*

That the Human Resources Commission of Western Ontario Waterways Regional Council concur with the request of Rosemont: Trinity Centennial Pastoral Charge to provisionally call Stacey Mortson, candidate for Ordination, part-time, 30 hours/week, beginning 2023-05-28 according to the terms agreed to in ChurchHub on 2023-04-17.

**Receive for information: Sabbatical Leave**

That the Human Resources Commission of Western Ontario Waterways Regional Council receive for information the sabbatical leave of Andrea Allan at Westminster United Church, Waterloo, from 2023-05-01 to 2023-09-01 (includes 4 weeks of study leave).

----- End of Email Motions -----

**MOTION** by David Shearman / Cathy Larmond that the Human Resources Commission of Western Ontario Waterways Regional Council agree that the email poll of April 24, 2023 be accepted.

**MOTION**

**CARRIED**

**New Business**

**1. LLWL Resource Team:** David Shearman

David was hoping that Sue Carleton might be recognized at the Spring Meeting. Micol will check on that.

**MOTION** by David Shearman / Jane Sullivan that the Human Resources Commission of Western Ontario Waterways Regional Council that Sue Carleton, recommended by Shallow Lake United Church, be accepted as a licensed lay worship leader within the regional council.

**MOTION**

**AGREED by CONSENSUS**

**2. Executive Update:** Cathy Larmond

There was a tri-region meeting at which we approved John Eggers as our half-time social justice minister. A tri-Executive meeting is coming up.

The Spring Meeting in Port Elgin is May 26 to 28, 2023.

**Pastoral Relations Minister Update:** Micol Cottrell

Spring Meeting season has begun. ARW meeting went well. In-person energy was amazing. The speakers were excellent: Lillian Daniel and Jessica Heatherington. Looking forward to our meeting. We will have three people at our Celebration of Ministry Service: Wonder

Chimvinga and Craig Bartlett to be admitted and Stacey Mortson to be ordained. This will be a special celebration day.

Many wonderful things happening in communities of faith. There are many skilled and faithful people working in our churches, working with love and compassion.

Jason Richards died on April 13, 2023. Pulpit supply has been arranged. The regional council will fund pulpit supply and/or pastoral care. This was a big loss for St. Mary's United Church even though they knew it was coming. We keep Jason's wife, Young Seo and their son, Lincoln, as well as the community of faith at St. Mary's United Church in our prayers. A liaison will be needed at St. Mary's United Church in due time. They have had supply ministers since Jason's Easter services. Micol went to the service. It meant a lot to the congregation to know they were not alone.

From David: Massie United Church has chosen not to disband. Much good work happening.

## 2. Consent Docket

### **Approval of Open Positions**

That, having reviewed the position description, the Human Resources Commission of Western Ontario Waterways Regional Council approve the position for a Minister of Digital Worship and Outreach, part-time, 20 hours/week, for Trinity Pastoral Charge, Kitchener.

### **Approval of new Appointments**

That the Human Resources Commission of Western Ontario Waterways Regional Council concur with the request of Trinity Pastoral Charge, Kitchener, to appoint Stephen Cowley, candidate, part-time, 20 hours/week, from 2022-09-16 to 2023-12-31 according to the terms agreed to in ChurchHub on 2023-04-26, pending correction to the phone allowance.

*Note: Start date has been changed to when Stephen Cowley became a candidate.*

That the Human Resources Commission of Western Ontario Waterways Regional Council concur with the request of Clifford Pastoral Charge to appoint Arthur Hiley, OM-R, part-time, 5 hours/week, from 2023-02-01 to 2024-06-30 according to the terms agreed to in ChurchHub on 2023-01-30.

*Note: Clarification of the minimum phone allowance will be sent to the pastoral charge as the record of appointment has already been approved by Micol Cottrell.*

That the Human Resources Commission of Western Ontario Waterways Regional Council concur with the request of Ayr: Knox Pastoral Charge to renew the supply appointment of Thomas Kay, Ordained Supply, part-time, 20 hours/week, from 2023-03-27 to 2023-09-27 according to the terms agreed to in ChurchHub on 2023-04-25.

### **Approval of Calls**

That the Human Resources Commission of Western Ontario Waterways Regional Council concur with the request of Tara-Centenary Pastoral Charge to provisionally call Craig

Bartlett, OM, full-time, 40 hours/week, from 2023-05-27 according to the terms agreed to on ChurchHub on 2023-05-15, pending clarification of salary schedule and additional terms.

*Note: Craig Bartlett has completed the requirements for admission and will be admitted into the United Church at the Celebration of Ministry service on May 27, 2023.*

----- End of Consent Docket -----

**Approval of Consent Docket**

**MOTION** that the Human Resources Commission of Western Ontario Waterways Regional Council agree that the consent docket be accepted as amended.

**MOTION** **AGREED by CONSENSUS**

**3. Motions Outside of Consent Docket**

**MOTION** that the Human Resources Commission of Western Ontario Waterways Regional Council concur with the request of Pine River United Church to extend a provisional call to Wonder Chimvinga, OM, full-time, from 2023-05-28 pending completion of the Record of Call.

*Note: The session has approved the call and the paperwork is being completed, the draft was saved but was not submitted ('approved'). Rev. Chimvinga will be admitted into the United Church on May 27, 2023.*

**MOTION** **AGREED by CONSENSUS**

**MOTION** that the Human Resources Commission of Western Ontario Waterways Regional Council, having reviewed the position description, for Minister of Worship, Pastoral Care and Service, part-time, 20 hours/week, for Three Willows United Church, Guelph.

*Note: This is being sent back to the community of faith for clarification on Intentional Interim Minister or Minister request. They have a Liaison, Doug Hayward, whom they will need to work with to clarify their needs.*

**MOTION** **DEFEATED**

**3. Telephone Costs in Position Descriptions**

**MOTION** by David Shearman / Cathy Larmond that the Human Resources Commission of Western Ontario Waterways Regional Council set a minimum amount for communication/telephone cost on records of call or appointment being no less than \$50 a month, not to be pro-rated, going forward.

**MOTION** **AGREED by CONSENSUS**

**Next Meeting:** June 20, 2023 at 10:00 am by Zoom

**Worship/Closing Prayers:** David Shearman

**Closing Prayer:** offered by Douglas Hayward

**Adjournment**

**MOTION** that the Human Resources Commission of Western Ontario Waterways Regional Council having concluded its business be adjourned at 12:15 p.m.

**MOTION**

**AGREED by CONSENSUS**