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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:** In-person and Zoom Meeting 1:45 p.m. Trinity United Church, Listowel

**Roster:** Douglas Hayward (L) (Chair), Harry Disher (OM), Cathy Larmond (OM), David Shearman (OM), Carol Stephenson (L), 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:** Harry Disher, Cathy Larmond, David Shearman, Carol Stephenson, Jane Sullivan, Micol Cottrell, Pretima Kukadia

**Regrets:** Douglas Hayward

**Absent:**

**Welcome and Constitute Meeting** Cathy Larmond:, welcomed everyone to the meeting then then constituted the meeting.

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

**Opening Worship:** David Shearman shared a prayer. "A beautiful day ..... blessings of creation."

**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 July 18, 2023 as circulated.

**MOTION**

**AGREED by CONSENSUS**

**Business Arising**

1. **Email Poll** of August 15, 2023 to be recorded in the minutes.

**MOTION** by Harry Disher / Cathy Larmond that the Human Resources Commission of Western Ontario Waterways Regional Council agree that the email motions be accepted as amended:

**Request for Change of Pastoral Relations**

That the Human Resources Commission of Western Ontario Waterways Regional Council receive for information the change of pastoral relationship upon completion of the current appointment of Bonnie Holliday, OM-R, to Arthur United Church, effective August 30, 2023.

That the Human Resources Commission of Western Ontario Waterways Regional Council receive for information the change of pastoral relationship of Lesley Parsons, Candidate, from Forest Hill United Church, Kitchener, effective August 21, 2023.

### **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 or Candidate, part-time, 30 hours/week, for Calvary-Zion Pastoral Charge, Listowel.

*Note (for our learning): The position description does not mention candidates for Diaconal Minister because they are not required to be in an SME site and therefore the pastoral charge would not be eligible for an SME grant if they appointed a diaconal candidate.*

That, having reviewed the position description, the Human Resources Commission of Western Ontario Waterways Regional Council approve the position for Minister of Pastoral Care and Christian Education, part-time, 20 hours/week, for Forest Hill Pastoral Charge, Kitchener.

*Note: Their current candidate is leaving. This is their previous position description. They are reviewing it and if there are changes beyond clarification or fine-tuning, they will submit the new one. They are eager to continue with this position come this fall.*

That, having reviewed the position description, the Human Resources Commission of Western Ontario Waterways Regional Council approve the position for Short-Term Supply Minister, part-time, 30 hours/week, for the shared ministry of St. John's United Church, Wiarton, and Shallow Lake United Church, pending change of term 'Interim' to 'Short-term Supply,' and clarification around restriction of description to 'Ordained' ministers, and clarification that a Continuing Education Allowance is part of the compensation for short-term supply ministers.

### **Approval of Appointments**

That the Human Resources Commission of Western Ontario Waterways Regional Council concur with the request of Emmanuel Pastoral Charge, Waterloo, to renew the short-term supply appointment with Brenda Torrie, Ordained Supply, full-time, 40 hours/week, from 2023-09-01 to 2024-04-29 according to the terms agreed to in ChurchHub on 2023-07-26.

### **Approval of Calls**

That the Human Resources Commission of Western Ontario Waterways Regional Council concur with the request of Port Elgin Pastoral Charge, to call Jeffrey Dale, OM, full-time, 40 hours/week, from 2023-10-22 according to the terms agreed to in ChurchHub on 2023-07-23.

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

2. **Email Poll of September 1, 2023** to be recorded in the minutes.

**MOTION** by David Shearman / Cathy Larmond that the Human Resources Commission of Western Ontario Waterways Regional Council agree that the email motions be accepted as amended:

**Approval of Calls**

That the Human Resources Commission of Western Ontario Waterways Regional Council concur with the request of Cedar Hill Pastoral Charge to provisionally call, Whitton Daley, OM, full-time, effective 2023-10-01 according to the terms agreed upon in ChurchHub on 2023-08-31, *following the admission during the Celebration of Ministry Service.*

*Note: Whitton has been serving at Cedar Hill United Church in an appointment since 2022 as an admissions minister. He has been approved for admissions and now that a call is in place, he will be admitted at the Fall Celebration of Ministry Service.*

**MOTION****AGREED by CONSENSUS****New Business**

1. **Covenanting Services for Information**

First United Church, Waterloo on Sunday, November 12, 2023 with Hoeun Lee.

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

One LLWL can only preach 3x but this person is not yet certified. The oversight needs to be discussed.

2. **Executive Update:** Cathy Larmond

There was discussion of financial matters. Looking at clusters to help people get to know their neighbours. Strengthening the ties between churches in a geographical area. GC Commissioners will come forward, will ask for nominations, and self-nominations, Used to have 70 commissioners, now have 16 from WOWRC. There will be a hard deadline in April. No nominations at Spring Meeting. They will be in the workbook.

3. **Pastoral Relations Minister Update:** Micol Cottrell

You will have received invitations to ChurchHub if you are a lay member of this commission. The reason for this is that the commissions are shifting their work from Dropbox to SharePoint. This is because SharePoint is already part of the Microsoft product that is already being paid for whereas Dropbox is an additional cost. There will be a presentation on this at the Orientation Day.

We will be going to SharePoint and moving away from Dropbox. Will be an adjustment period. Lay members need to sign up to Churchhub. We will start shifting next meeting. Will double up to learn SharePoint while having Dropbox until the end of the year.

Having been in this position for a year, part of my five-year plan includes focusing my work with the commissions on supporting you to look at clarifying core vision, work and goals and expanding proactive work of supporting pastoral relationships, e.g., workshops. With this also self-reflection on what areas of my work needs to be expanded to include the HRC or HRC members. As part of this, I have used my continuing education funds to contract with a coach from Credence and Co. as I build skills in this area of leadership.

We are ready to move on beyond the basic needs of our commission. Early model was staffing heavy. Need to move beyond this model. We created a new structure from scratch. We have a budget line. Last year was 10,000 and 5,000 for the commissions work. We need to now use the budget proactively. Liaisons will be more active. Need to know more about CoFs. An event to connect to retirees. Didn't fit into any description. We will work with Kevin Steeper and put together something. Retirees are often looking for something to do. We have resources/funds and can support Kevin Steeper's programming for retirees. Need to fine tune policies and review them. Shining Water has a document on pulpit supply that we can use. We also have some budget for in-person meetings to work on policies. Or, online.

Starting up Liaison gatherings and M&P gatherings.

Reviewing the results of the tri-regional council review and looking at what work the commissions need to do.

Go into 2024 with a better understanding of the Human Resources Commission budget and plans to utilize it.

Policy Review/fine tuning.

Looking at policies from other regional councils to see if there are policies that would be helpful for this Regional Council (ex. pulpit supply policy).

Fall Gathering presentation: being shown by Harry Disher on a PPT. We are using this ppt to inform on what we do as people don't right now. Polity on DLMS, VAMs at Spring Meeting.

Question – Is there a desire to do this work over Zoom or at a tri-regional commission member gathering (similar to the initial one).

### **3. Consent Docket**

#### **Request for Change of Pastoral Relations**

That the Human Resources Commission of Western Ontario Waterways Regional Council approve the request of Greg Smith Young, OM, for a change of pastoral relationship, for the purpose of ending a call from Hope Springs Pastoral Charge, Elora, effective 2024-01-01, for the purpose of accepting the position of Growth Animator for Southwestern Ontario with the General Council Office.

That the Human Resources Commission of Western Ontario Waterways Regional Council approve the request of Lynn Hamilton, OM, for a change of pastoral relationship, for

purpose of ending a call at Eramosa Pastoral Charge, effective 2023-12-31, in order to accept a call in Horseshoe Falls Regional Council.

That the Human Resources Commission of Western Ontario Waterways Regional Council approve the request of Randy Banks, to delay his request for a change of pastoral relationship from Brucefield Community United Church until a future date, yet to be shared.

### **Approval of Open Positions**

That, having reviewed the position description, the Human Resources Commission of Western Ontario Waterways Regional Council approve the position for Ministry Personnel, part-time, 20 hours/week, for Wesley Pastoral Charge, Cambridge

### **Appointment of Liaisons**

Lakeshore United Church, Goderich – shared liaison with Durham?

St. Marys United Church –

Warton and Shallow Lake United Churches – shared liaison?

Central United Church, Westside, Owen Sound – Mary Ellen and John Neff?

Arthur United Church –

Forest Hill United Church, Kitchener –

Grace United Church, Tavistock –

### **Approval of New Appointments**

That the Human Resources Commission of Western Ontario Waterways Regional Council concur with the request of Orangeville: Westminster Pastoral Charge, to appoint, Aidan Legault, Candidate, full-time, from 2023-09-01 to 2025-08-31 according to the terms agreed to in ChurchHub on 2023-09-14.

That the Human Resources Commission of Western Ontario Waterways Regional Council concur with the request of St. Marys Pastoral Charge to appoint for short-term supply, Robert Lawson, OM, full-time, 40 hours/week, from 2023-10-01 to 2024-06-30 according to the terms agreed to in ChurchHub on 2023-08-18.

*Note: Micol Cottrell, granted them permission for a longer supply appointment as the purpose of this time is not only to work on their profiles, but also to heal after the death of Rev. Jason Richards.*

That the Human Resources Commission of Western Ontario Waterways Regional Council concur with the request of Thornbury: Grace Pastoral Charge, to appoint John Smith, OM-R, part-time, 27 hours/week, from 2023-10-11 to 2024-03-31 according to the terms agreed to in ChurchHub on 2023-08-29.

----- 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****4. Motions Removed from Consent Docket**

**MOTION** that the Human Resources Commission of Western Ontario Waterways Regional Council concur with the request of Lakeshore Pastoral Charge, Goderich, to renew the short-term supply appoint of Harry Disher, OM-R, part-time, 30 hours/week, from 2023-09-01 to 2023-12-31 according to the terms agreed to in ChurchHub on 2023-09-07, *pending correction to the phone allowance*.

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

Harry Disher abstained.

**5. Discussion of Position Descriptions for upcoming Meeting**

Let's think about whether or not we require a position description when a shared ministry is entered into, when the minister is already serving in one of the pastoral charges. This is based on a recent conversation I had within the three regional councils.

Shared ministry agreements note the division of the responsibilities, much of what we would be looking for in a position description and go into more detail around hours sharing.

The question that this has raised for me is: Should a position description be drawn up in this case. Or, does the shared ministry agreement serve this role? If we decide the shared ministry agreement serves this role, we can work with the Congregational Support Commission in the future to figure out what our part would be in reviewing the agreed upon division of responsibility, etc. When it is a shared ministry position without a minister already present - then a position description would be required.

This is a reality that we will be facing more often and it is helpful to have clear expectations. We can discuss this at the September meeting, but I wanted to provide the time for us to think this over. I will discuss this with CSC Ministers and the UCC lawyer.

**6. Request for Sacrament Elder for Bruce United Church Co-operative**

This request did not come from a board. Therefore, this doesn't come into our definition. Future conversation? Table this discussion, will elders be required more and more? This is not a rural area where they might normally serve. LLWLs can do an agape meal.

**MOTION** that the Human Resources Commission of Western Ontario Waterways Regional Council does not concur with the request from a member of Bruce United Church Co-operative to engage a sacrament elder.

*Note: LLWLs can do an agape meal.*

**MOTION****AGREED by CONSENSUS****4. Exit Interviews: Jane Sullivan**

Discussion on the best timing for exit interviews. Exit interviews include an interview with

the M& P Committee, as well as the governing body. Need to determine how these reports are to be handled once completed. This would be commission-driven not staff-driven. All those interviewed need to vet their reports, before sharing.

**Next Meeting:** October 17, 2023 at 10:00 am by Zoom

**Worship/Closing Prayers:** Cathy Larmond

**Closing Prayer:** offered by David Shearman

**Adjournment**

**MOTION** that the Human Resources Commission of Western Ontario Waterways Regional Council having concluded its business be adjourned at 3:15 a.m.

**MOTION**

**AGREED by CONSENSUS**