

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: 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, Pretima Kukadia, Admin, Communication & Records pkukadia@united-church.ca

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

Regrets: Harry Disher

Welcome and Constitute Meeting Harry Disher:, welcomed everyone to the meeting, then constituted the meeting.

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

Opening Worship: Cathy Larmond shared a prayer. Many are invited by few get to go. Not all that many answer. What do we do with the invitation. Many are called , few choose to reply. Thank you for the invitation

Opening Motions:

Approval of Agenda

MOTION by consensus that the agenda be accepted as circulated.

MOTION

AGREED by CONSENSUS

Approval of Previous Minutes

MOTION by consensus that the Human Resources Commission of Western Ontario Waterways Regional Council will approve the minutes at the next meeting.

MOTION

AGREED by CONSENSUS

New Business

1. LLWL Resource Team: David Shearman

Online Unit by Christine Smaller on preaching. And teams across the tri-regions. The LLWL policy includes not allowing themselves to be overused in any one preaching point. LLWLs-in-training should not be used as permanent pulpit supply. The fee will go up to \$247 from \$232 as of July 1, 2024. We will invite conversation with CSC, but they have a lot on their plates already. LLWLs-in-training need to be paid just like any supply or LLWLs, online and in full. Add in to the policy that LLWLs-in-training be paid the day of, plus mileage.

Micol will add a cover page to the LLWL list, highlighting the 3 consecutive Sundays, paid day of, plus mileage.

2. Executive Update: Cathy Larmond

Executive meeting is tomorrow. David and Harry's presentation was a resounding success.

3. Liaison Report:

Liaisons are needed for a number of pastoral charges. A listing is available.

4. Pastoral Relations Minister Update: Micol Cottrell

See report in Dropbox. Encourage LLWLs. We go through the list of liaisons and many commission members take on this added jobs. Need to look at this overall. Liaison work used to be done by presbytery, communities of faith now control the process.

Updates:

- 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.

Personal goal this fall:

- 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 (ex. 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 & Co. as I build skills in this area of leadership.
- Starting up Liaison gatherings and M&P gatherings.

Work this fall:

- 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.

Upcoming work:

- 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). Pulpit Supply document from Shining Waters, allowing us to use, is a clarifying document. Using a lay person who is not a LLWL, no training, no certifications, therefore do not fall within our insurance policies, T4As, oversight and discipline, no director's liability insurance. Do we want to

adopt this into our policy. Having a layperson twice a year takes them over the \$500 limit re. CRA.

- What does the church do when a congregation has a short-term supply minister and wants to make them a permanent minister? Permanent position description is completed, does it need to be posted on ChurchHub and opened to all searching?
- Question – Is there a desire to do this work over Zoom or at a tri-regional commission member gathering (similar to the initial one).

1. Consent Docket

Request for Change of Pastoral Relations

That the Human Resources Commission of Western Ontario Waterways Regional Council approve the request of Heather Power, OM, for a change of pastoral relationship (for the purpose of ending a call) from Parkminster Pastoral Charge, Waterloo, effective 2023-12-31 in order to accept a call at Norval United Church.

That the Human Resources Commission of Western Ontario Waterways Regional Council approve the request of Valerie Vande Wiele, OM for a change of pastoral relationship (for the purpose of ending a call) from Shelburne-Primrose Pastoral Charge effective 2023-12-21.

Approval of Open Positions

That, having reviewed the position description, the Human Resources Commission of Western Ontario Waterways Regional Council approve the position for Minister, part-time, 20 hours/week, for St. Andrew’s United Church, Bayfield pending:

Note: adjustment of hours for preparing and leading worship to be in alignment with the liaison handbook (8-14 hours), and mention that it is not every week.

Voluntary Associate Ministry (VAM) Applications

That the Human Resources Commission of Western Ontario Waterways Regional Council endorses the application of Doug Brown, retired-DLM, to be a Voluntary Associate Ministry at First United Church, Owen Sound, effective October 17, 2023.

That the Human Resources Commission of Western Ontario Waterways Regional Council endorses the application of Jenny Stephens, OM, to be a Voluntary Associate Ministry at Wesley Pastoral Charge, Cambridge, effective October 17, 2023.

Request for Categorization of Position

That having reviewed the position description for “Christian Development and Outreach” for Georgian Shores United Church, Human Resources Commission of Western Ontario Waterway Regional Council categorize this as a Congregational Designated Minister position.

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

That, having reviewed the position description, the Human Resources Commission of Western Ontario Waterways Regional Council sends back for further work, the position for Minister, full-time, for Mount Forest Pastoral Charge, pending the following notes:

- *removal of reference to "Student Leaders" because of high level of skill needed around change management named in the position.*
- *concern about the amount of work asked in position description. Fine tune what is the requirements, what is support of other people, what is occasional. This will help with clarity of understanding and make the position more appealing.*
- *highlight change management skill.*
- *run by liaison and possibly pastoral charge supervisor.*

Suggest we send it back to clarify and to reflect a full-time position. They have a liaison that can work with them on this.

MOTION**DEFEATED****5. Exit Interviews: Jane Sullivan**

No report.

Next Meeting: November 21, 2023 at 10:00 am by Zoom

Worship/Closing Prayers: David Shearman

Closing Prayer: offered by Cathy Larmond.

Adjournment

MOTION that the Human Resources Commission of Western Ontario Waterways Regional Council having concluded its business be adjourned at 11:50 a.m.

MOTION**AGREED by CONSENSUS**