
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, Harry Disher, Cathy Larmond, David Shearman, Jane Sullivan, Micol Cottrell, Pretima Kukadia

Regrets: Carol Stephenson

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 Western Ontario Waterways Regional Council Human Resources Commission acknowledge that we live, work and worship on the lands of many of the original people. We further acknowledge and give thanks for the stewardship of these First Nations people and will strive to continue their stewardship, as we work towards reconciliation.

Opening Worship: Jane Sullivan shared a prayer. Reading *Moon of the Crusted Snow* by Waubgeshig Rice. The dystopian society lives with many troubles: and peoples' experiences inform who they become. Will they choose to cohere?

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 September 19, 2023 as amended and of October 17, 2023 as circulated.

MOTION

AGREED by CONSENSUS

Business Arising

1. **Email Poll** of October 27, 2023 to be recorded in the minutes.

MOTION by David Shearman / Jane Sullivan that the Human Resources Commission of Western Ontario Waterways Regional Council approve the following:

Change of Pastoral Relationship

That the Human Resources Commission of Western Ontario Waterways Regional Council concur with the request of Stephen Cowley, Candidate, for a change of pastoral relationship for purpose of ending an appointment, from Trinity Pastoral Charge, Kitchener, effective 2023-11-12 in order to accept an appointment with Calvary-Zion United Church, Listowel. We give thanks for their ministry among us.

Note: Steve Cowley talked to the board of Trinity Pastoral Charge about the notice being less than 90-days and it was mutually agreeable.

Approval of Open Positions

That, having reviewed the position description, the Human Resources Commission of Western Ontario Waterways Regional Council concur with the request of Cathy Paul, OM, for a change of pastoral relationship, for purpose of ending an appointment, from St. Paul's United Church, Walkerton, effective 2023-11-30 for the purpose of retirement. We give thanks for their ministry among us.

Note: The governing body was in agreement of a shorter notice period. The information was delayed coming to us because it went to the Office of Vocation minister only and Tanya Cameron is on Sabbatical.

Approval of Appointments

That the Human Resources Commission of Western Ontario Waterways Regional Council concur with the request of St. Luke's Pastoral Charge, Cambridge, to appoint Helen Prior, OM, part-time, 32 hours/week, from 2024-01-02 to 2025-12-31 according to the terms agreed to in ChurchHub on 2023-10-23.

That the Human Resources Commission of Western Ontario Waterways Regional Council concur with the request of Calvary-Zion Pastoral Charge, Listowel, to appoint Stephen Cowley, candidate, part-time, 30 hours/week, from 2023-12-01 to 2025-12-01 for Supervised Ministry Education, according to the terms agreed to in ChurchHub on 2023-10-19.

MOTION

AGREED by CONSENSUS

2. Motions outside of Email Poll

MOTION 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 Wasaga Beach Pastoral Charge.

Note: This is a reduction of hours. Wasaga Beach continues to actively search and has looked at shared ministry. They are hoping that a 20 hour/week position may be more attractive to someone as they have had little response to their current position already posted on ChurchHub.

MOTION**No Action Taken****New Business****LLWL Resource Team:** David Shearman

Excellent meeting with Christine Jerrett. LLWLs are sending in updated courses taken. The LLWL Chair from Horseshoe Falls was also present. Antler River Watershed's Chair was unable to attend. Oversight for LLWLs, not quite certain where it lays.

A partially-completed Diaconal Minister wants to become a LLWL. In this case, there is no impediment to this person being in good standing for the position of LLWL. Micol will look into whether this has occurred elsewhere and how it was handled.

1. Executive Update: Cathy Larmond

Celebration over a pastoral charge that is now in a satisfactory place. The regional council doesn't hold property. Yet, many pastoral charges are closing buildings. The regional council is looking at a Business Trust. Allowing us to hold property at arm's length while decisions are made on selling, re-starting a congregation, etc. Many interesting questions come out of this. David Shearman suggested contacting TUCC re Business Trust possibilities.

Party for Cheryl-Ann as she moves onto a position at General Council. The location is Avondale United Church, Stratford, Tuesday, December 12, 1:30 to 3:30 in-person only.

A brief Tri-regional Executive will be held on December 2, 2023.

2. Liaisons Update: Douglas Hayward

Held a meeting around Liaisons. There are circumstances where Pastoral Charge Supervisors and Liaisons can complete both functions. Some are already well along in the process, some are clear in what they are doing, whereas others need a lot more work. We have about 5 new liaisons. Need to discuss ways to improve communication between PCS and Liaisons and sharing of information. May have regular meetings throughout the year with the other two regional councils to keep updated on what is happening in each one.

Clifford Pastoral Charge – Doug Hayward

Arthur Pastoral Charge –

Forest Hill Pastoral Charge, Kitchener – Micol Cottrell

Tavistock Pastoral Charge –

Eramosa Pastoral Charge –

Elora, Hope Springs Pastoral Charge –

Shelburne Primrose Pastoral Charge –

MOTION that the Human Resources Commission of Western Ontario Waterways Regional Council approve Doug Hayward as liaison for Clifford Pastoral Charge and Micol Cottrell as liaison for Forest Hill Pastoral Charge, Kitchener.

MOTION**AGREED by CONSENSUS**

3. Pastoral Relations Minister Update: Micol Cottrell

Position Description Template and Worksheet have been updated to include information on the importance of the summary, maximum category, and links to part-time ministry documents, and information about not including requirement for “car and license.” For WOW HR Commission this includes the requirement not to include hours or percentage of time with areas of ministry.

I’m working on a document outlining the role of the liaisons, including what they do, when they must be involved, and when a governing body and search team may wish to be in touch with them (e.g., reading over the position description before it is submitted).

Information about the recent policy changes for Designated Lay Ministers have been approved by the General Council. A copy of the letter is saved in our documents for this meeting.

Please remember that in January we will be switching to only using SharePoint for our meetings.

- Log in through ChurchHub. If you are a lay person and have not received an invitation, please contact Sue Duliban at sduliban@united-church.ca. If you have forgotten your password, use the help desk feature on ChurchHub.

Suggestion for meetings in the new year – time set aside whenever possible for big picture thinking

- Looking at wide ranging areas of need and brainstorming ways to offer support, share information, etc.

Suggest we use the General Council model as a way to discuss areas of our work and brainstorm without having to feel like we have to have solutions first.

Issue/topic -> Learning -> decision

I’m looking for 1 or 2 liaisons from each of the three regional councils to work together to plan and implement regular liaison education/sharing sessions throughout the year.

3. 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 description and post to ChurchHub, for Minister, Worship and Pastoral Care, full-time, 40 hours/week, for Mount Forest-Woodland Pastoral Charge.

Note: pending removal of hours for areas of ministry.

That, having reviewed the position description, the Human Resources Commission of Western Ontario Waterways Regional Council approve the position description and post to ChurchHub, for Short-Term Supply Minister (Sabbatical Coverage) part-time, 25 hours/week, for Avondale Pastoral Charge, Stratford.

Note: pending removal of hours for areas of ministry, e.g., pastoral care, clarification of 'Ordained' minister, clarification around amount of experience. Currently reads as narrowing potential applicants.

That, having reviewed the position description, the Human Resources Commission of Western Ontario Waterways Regional Council approve the position description and post to ChurchHub, for Minister, part-time, 20 hours/week, for Wasaga Beach Pastoral Charge.

Renewal of Appointments

That the Human Resources Commission of Western Ontario Waterways Regional Council concurs with the request of Exeter Pastoral Charge to renew the appointment of Paul Vollick, DLM-R, part-time, 10 hours/week, from 2024-01-23 to 2024-07-23 according to the terms agreed to in ChurchHub on 2023-10-23.

Note: This will bring it to the 18-month total for short-term supply ministry.

That the Human Resources Commission of Western Ontario Waterways Regional Council concurs with the request of Milverton: St. Paul's Pastoral Charge to renew the appointment of Sonja van de Hoef-Fraser, Candidate, full-time, 40 hours/week, from 2024-01-01 to 2024-12-31 according to the terms agreed to in ChurchHub on 2023-11-10.

That the Human Resources Commission of Western Ontario Waterways Regional Council concur with the request of Arkell Pastoral Charge, to renew the appointment of John Adeyemi, candidate, part-time, 20 hours/week, from 2023-10-19 to 2024-06-30, according to the terms agreed to in ChurchHub on 2023-11-05.

Note: John Adeyemi has recently completed his final interview for Ordination and has been approved. This changes this position from an SME position to a candidate supply position. They were mutually agreeable to reduce the hours as Arkell was no longer eligible for the SME grant.

Voluntary Associate Ministry (VAM) Applications

That the Human Resources Commission of Western Ontario Waterways Regional Council endorses the application of Craig Donnelly, OM-R, to be a Voluntary Associate Ministry at Westminster United Church, Orangeville.

Request for License to Administer the Sacraments

That the Human Resources Commission approve the request of Calvary-Zion Pastoral Charge, Listowel to grant a License to Administer the Sacraments to Steve Cowley, Candidate, for the length of the appointment and within the bounds of the Western Ontario Waterways Regional Council.

Receive for Information: Sabbatical Leave

That the Human Resources Commission of Western Ontario Waterways Regional Council receive for information the sabbatical dates of May 27, 2024 to August 25, 2024, for Heather Leffler, OM.

----- 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 United Church, Goderich to renew the appointment of Harry Disher, OM-R, short-term supply, 30 hours/week, from 2024-01-01 to 2024-06-30 according to the terms agreed to in ChurchHub on 2023-11-20.

MOTION

AGREED by CONSENSUS

Harry Disher abstained.

FOR INFORMATION that the Human Resources Commission of Western Ontario Waterways Regional Council request a position description from Central: Westside United Church and Southampton United Church, as their Collaborative Ministry Agreement to begin January 1, 2024, will require a new and redefined position description for both churches.

Will this be a new position description and a new call? Approval only by governing body or congregational meeting as well? Micol will let them know.

4. VAM Policy Update for discussion

A VAM is a three-way conversation: governing body, incumbent minister and VAM-applying. A conversation on boundaries is required. This is a covenant, a relationship. Under special considerations in an Indigenous church, the Indigenous Minister should be consulted. This can be an education piece. If any are in a remedial process, the VAM status is on hold and a relationship should also be on hold.

5. Pulpit Supply Policy for discussion

Suggest this is discussed further at the December meeting. The content is complete, maybe a need to look at the format.

Next Meeting: December 19, 2023 at 10:00 am by Zoom or by Email Poll

Worship/Closing Prayers: Harry Disher

Closing Prayer: offered by Jane Sullivan

Adjournment

MOTION that the Human Resources Commission of Western Ontario Waterways Regional Council having concluded its business be adjourned at 12:00 p.m.

MOTION

AGREED by CONSENSUS