**Human Resources Commission**

**Western Ontario Waterways Regional Council**

**of The United Church of Canada**

***Connecting, Supporting, Transforming***

**Minutes:** ​October 15th 2024 ​**10:00 AM**

**Files in SharePoint**

**Roster:** Douglas Hayward (L), David Shearman (OM) (Chair), Cathy Larmond (OM), Jane Sullivan (OM), Carol Stevenson (L), Harry Disher (OM), Lena Medeiros (OM) Cait Stewart (L), James Montgomery (L)

**Staff Support:** Rev. Micol Cottrell, Pastoral Relations Minister [mcottrell@united-church.ca](mailto:mcottrell@united-church.ca)**,**

Michele Petick, Administrative Assistant, [Mpetick@united-church.ca](mailto:Mpetick@united-church.ca)

On medical leave:  Pretima Kukadia-Kinting, Admin, Communication & Records

**Present**:   Douglas Hayward (L), David Shearman (OM) (Chair), Cathy Larmond (OM), Carol Stevenson (L), Harry Disher (OM), Lena Medeiros (OM), Cait Stewart (L), Micol Cottrell, Pastoral Relations Minister, Michele Petick, Administrative Assistant

**Regrets:** Rev. Jane Sullivan (Sabbatical), James Montgomery (L)

**Absent:**

**Welcome, and Constitute Meeting, Acknowledging the Land:** David Shearman, Chair

**Opening Worship:**Harry Disher

**Opening Motions:**

1. Approval of Corresponding Members:
2. Approval of Agenda: As circulated or are there additions?

Motion: That the Western Ontario Waterways Human Resources Commission approve the agenda of October 15, 2024 as circulated.

**Agreed by Consensus**

Approval of Previous Minutes: [Minutes of ​September 17, 2024​](https://unitedchurch.sharepoint.com/:w:/r/sites/WOWHumanResourcesCommission/MeetingLibrary/WOW%20HRC%20Draft%20Minutes%20240917.docx?d=w7e7d68d2f80b478bb939c687c6f20c07&csf=1&web=1&e=IxrbEo) as circulated or amended?  
  
Motion: That the Western Ontario Waterways Human Resources Commission accept the Minutes of September 17, 2024 as circulated.

**Agreed by Consensus**

**Business Arising** – None

**New Business**

1. LLWL Resource Team Report – Micol Cottrell
2. Executive Update – Cathy Larmond

* Three funds proposed: bridge fund for congregational support to communities of faith, clergy salary fund proposal, matching grants for reducing debt.
* Max Watkinson, Executive Assistant (they/them) has begun their new work for the region.
* Category H classification – ensuring diversity

1. Liaison Resource Update – Doug Hayward

* Met with the three regions last week with Micol Cottrell
* Tuesday October 22nd Liaisons Meeting 7pm, will teach liaisons how to respond to communications and ask questions and looking for feedback from the liaisons. Harry Disher and Cait Stewart are interested in attending the meeting. Micol to send invitations to the WOW HRC to this meeting.
* Will be more involved early in the process and the Congregational Support portion and the community of faith profile.
* Seventeen liaisons in WOW could use more.
* Discussing sharing knowledge and assistance with the other regions.

Liaisons to approve: None

1. Pastoral Relations Minister Update – Micol Cottrell  
     
   **Minister, Pastoral Relations Report October 2024**

* During the Comprehensive Salary Review this summer the Pastoral Relations Ministers received a chart of all communities of faith that may have underpaid their minister in 2023.   I have done initial contact with the churches, heard back from a number of them, and will be sending out a more detailed emails this week (written but not sent yet).

* The 2025 minimum salary schedule for ministry personnel has been released.  Information went out in the newsletter.

* The UFS Peer Groups are almost ready to go.  The number of ministers interested in partaking is smaller this year.  Last year ministers who started over the last two years were invited.   Work will take place on sharing information after the call starts noting an invitation as well as invitations taking place earlier.  I have also heard from one of the groups that not everyone who had signed up and been assigned to their group had shown up.

* The first M&P gathering is scheduled for November 7th.  The schedule is set up that one month is M&P 101 training, and the next is an M&P gathering.   I am considering reducing M&P 101 next year and adding other M&P training into the mix.  The M&P training continues to be well attended.

* A big thank you to our liaison coordinators who have set up the first liaison gathering on October 22nd.

* “Rural Ministry Table Talks” online events being planned for the new year with Brownwyn Corlett, Rural and New Ministry Coordinator.

Wednesday, January 29, 7 pm – Collaboration

Tuesday, February 18, 1 pm – Governance

Wednesday, March 26, 7 pm – Property

1. Consent Docket:

**Consent Docket for WOW HR Commission**

Date:  October 15, 2024

**Approval of Open Positions:**

That, having reviewed the position description, the Human Resources Commission of Western Ontario Waterways Regional Council concur with the position for Minister of Word, Sacrament and Pastoral Care, FT, for Saugeen Pastoral Charge.

**Approval of new appointments:**

That the Human Resources Commission of Western Ontario Waterways Regional Council concur with the request of Lakeshore Pastoral Charge, Goderich to appoint Rohan Pushparajan, Admissions Minister (OM), FT, from 2025-01-01 to 2027-12-31 according to the terms agreed to in ChurchHub on 2024-09-25.

That the Human Resources Commission of Western Ontario Waterways Regional Council concur with the request of Clifford Pastoral Charge to Susan Hertell, OM-R, from 2024-10-16 to 2026-10-15.

**Voluntary Associate Ministry (VAM) Applications:**

That the Human Resources Commission of Western Ontario Waterways Regional Council endorses the application of Roz Vincent Haven, OM-R, to be a Voluntary Associate Ministry at Emmanuel pastoral charge, Waterloo effective October 15, 2024.

**Receive for information:  Sabbatical Leave**

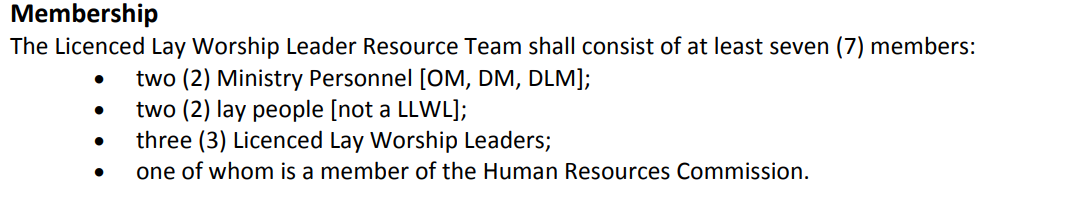
That the Human Resources Commission of Western Ontario Waterways Regional Council receive for information the dates of Sabbatical leave for Margaret Ruggles, DM, from Morriston: Mount Carmel-Zion Pastoral Charge.

**LLWL Work:**

That the Human Resources Commission of Western Ontario Waterways appoint the following as members of the Licensed Lay Worship Leader Resource Team from November 1, 2024 to October 31, 2027:

* Wendy May, LLWL
* Teresa Coulthard, LLWL
* Felicia Urbanski, OM-R
* Neil Parker, OM-R

[LLWL Resource Team Policy](https://wowrcucc.ca/wp-content/uploads/2020/01/LLWL-Resource-Team-Policy-WOWRC-HR-Commission.pdf) Requirements:



That the Human Resources Commission renew Susan Humphrey’s licensing as a Licensed Lay Worship Leader from October 15 2024 to December 31, 2025.

That the Human Resources Commission extend all Licensed Lay Worship Leader licenses set to Expire by March 2025 to December 31, 2025 in order for the Licensed Lay Worship Leader Team or the Human Resources Commission to begin interviews in 2025.

**Agreed by Consensus**

1. Items Outside of Consent Docket:
   * 1. Brian Hymers request for a Change of Pastoral Relationship from Egmondville Pastoral Charge   
          
        That the Human Resources Commission table for an email motion for the pastoral relationship request for Brian Hymers.

**Agreed by Consensus**

* + 1. Provisional Appointment Ann Harbridge with Shelburne Primrose Pastoral Charge

Motion: That the Human Resources Commission of Western Ontario Waterways Regional Council concurs with the request of Shelburne Primrose Pastoral Charge to provisionally appoint Ann Harbridge, DLM from November 1, 2024 to December 31, 2024 at 10 hrs/week and 20 hrs/week from January 1st, 2025 to April 30, 2025 according to the mutual agreement with the understanding that records of appointment will be completed on ChurchHub.  
  
**Agreed by Consensus**

* + 1. [Position Description Grenfell](https://unitedchurch.sharepoint.com/:b:/r/sites/WOWHumanResourcesCommission/MeetingLibrary/PD%20Supply%20Grenfel%20PC%20241015.pdf?csf=1&web=1&e=vLHawj)

Motion: That the Human Resources Commission of Western Ontario Waterways Regional Council approves the position description for Grenfell United Church, PT 10 hrs/week pending the addition of administrative work including attending governing body and trustee meetings.

**Agreed by Consensus**

d) **Position Description:  Trinity:  Collingwood**

Motion: That, having reviewed the position description, the Human Resources Commission of Western Ontario Waterways Regional Council approve the position for Ministry Personnel, FT, Trinity Pastoral Charge, Collingwood pending removal of the section

“take this position description with a grain of salt”,

requirement for car and license,

police records check (done by the Office of Vocation)

Removal of share electronic calendar, can replace with communicate availability.

Proficiency in grief counselling (replace with pastoral care skills)

**Agreed by Consensus**

1. **Hepworth-Sauble Beach** – Searching for a Minister, working on their Community of Faith Profile, in the meantime they can consider Supply Ministry  
     
   Motion: That the Human Resources Commission of Western Ontario Waterways approve the position of Supply Minister for Hepworth-Sauble Beach United Church.

**Agreed by Consensus**

1. [Budget visioning:](https://unitedchurch.sharepoint.com/:w:/r/sites/WOWHumanResourcesCommission/MeetingLibrary/WOW%20HRC%202025%20Budget%20Brainstorm.docx?d=w4d98a38110524b99ba33fbef0bcf938e&csf=1&web=1&e=uDxQJC)  ARW’s budget plan noted for inspiration for further discussion at next meeting.
2. Considering Collaborative Ministry and shared agreements and records of call appointments and legalities. Regional Council staff are working on shared agreements to ensure they are in legal compliance with call appointments.

**Next Meeting:** ​November 19, 2024 at 10:00 am via ZOOM

**Worship/Closing Prayers for the next meeting**:  Cathy Larmond

**Adjournment:**

Chair:  Having concluded its business, it is agreed that the Human Resources Commission of Western Ontario Waterways Regional Council be adjourned.

**Meeting adjourned**!