**Human Resources Commission**

**Western Ontario Waterways Regional Council**

**of The United Church of Canada**

***Connecting, Supporting, Transforming***

**MINUTES:** ​November 19th, 2024 ​**10:00 AM**

**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**:    David Shearman (OM) (Chair), Cathy Larmond (OM), Harry Disher (OM), Lena Medeiros (OM) Cait Stewart (L), James Montgomery (L), Micol Cottrell, Pastoral Relations Minister, Michele Petick, Administrative Assistant

**Regrets:**  Douglas Hayward

Rev. Jane Sullivan (Sabbatical)

**Absent:**    Carol Stevenson (L),

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

**Opening Worship:  Cathy Larmond**

**Opening Motions:**

1. Approval of Corresponding Members: None
2. Approval of Agenda: As circulated or are there additions?  
     
   Motion: That the Western Ontario Waterways Human Resources Commission approve the agenda of November 19, 2024 as circulated.

**Agreed by Consensus**

1. Approval of Previous Minutes: [WOW HRC Draft Minutes 241015.docx](https://unitedchurch.sharepoint.com/:w:/r/sites/WOWHumanResourcesCommission/MeetingLibrary/WOW%20HRC%20Draft%20Minutes%20241015.docx?d=w20fb2565a7a0424baed0f0f388f50e98&csf=1&web=1&e=mlwZKW) as circulated or amended?  
     
   Motion: That the Western Ontario Waterways Human Resources Commission accept the Minutes of October 15, 2024 as circulated.  **Agreed by Consensus**
2. **Business Arising**
3. **Name Change**

That the Human Resources Commission of Western Ontario Waterways Regional Council request the executive to rename the commission the Pastoral Relations Commission for the following reason:

1. To align the name with the staff support position
2. In recognition of the church’s understanding of the term Pastoral Relations and the theological nature of this term instead of the secular term Human Resources.  
     
   Motion: That the Western Ontario Waterways Human Resources Commission request a change in the name of the commission to Pastoral Relations Commission to the Western Ontario Waterways Executive.

**Agreed by Consensus**

1. **New Business**
2. **LLWL Resource Team Report** – Micol Cottrell  
     
   - rebuilding, Neil Parker is unable to serve as he serves on the Office of Vocation Team.

* Need some more team members to meet our requirement
* Chair David Shearman, answering questions on the LLWL Facebook group

1. **Executive Update** – Cathy Larmond

* no report

1. **Liaison Resource Update** – Doug Hayward

Liaisons to approve: None  
  
- Cathy Larmond reported good tri-regional liaisons meeting

1. **Pastoral Relations Minister Update** – Micol Cottrell  
     
   Pastoral Relations Minister Report

November 2024

* Pretima has moved onto Long Term Disability.  We hold her in prayer.
* Michele Petick is now permanent full time with the regional council.
* On November 7th we had the first M&P gathering.  There were 8 participants from 7 churches.  The time include worship, a check-in, updates, a learning time around a tool for having difficult conversations, and lots of discussion.  It was appreciated by the participants.  The gatherings are scheduled for every other month.  The next learning will be around various leaves (compassionate leave, medical leave, restorative care) and benefits.   The participants were able to share helpful tips and tools with one another.

**Tri-Regional Council HR Commission updates**

* Horseshoe Falls is working on expanding the VAM policy, writing an information page about covenanting services.
* Antler River Watershed is currently working on the Pulpit Supply Policy
* Western Ontario Waterways is working on rebuilding the LLWL Resource Team.

1. **Consent Docket**  
     
   **Consent Docket for WOW HR Commission**

Date:  November 19, 2024

**Request for a Change of Pastoral Relationship**

That the Human Resources Commission of Western Ontario Waterways Regional Council approve the request of Brian Hymers, DLM, for a change of pastoral relationship from Egmondville Pastoral Charge, effective 2024-12-15 for the purpose of retirement.

**Position Descriptions**

That, having reviewed the position description, the Human Resources Commission of Western Ontario Waterways Regional Council approve the position for Minister, FT (define what FT means), for Annan-Woodford Pastoral Charge pending the following:

* the requirement for a car and license
* the addition of wider church involvement
* clarity around 35 hrs/week as full time is 40 hours/week.

**New Appointments:**

That the Human Resources Commission of Western Ontario Waterways Regional Council concur with the request of Tara-Centenary Pastoral Charge, to appoint for short term supply Terri-Ann Mattiasson, Ordained Supply, PT, 18 hrs/week, from 2024-10-15 to 2025-10-31 according to the terms agreed to in ChurchHub on 2024-10-28.

**Renewal of Appointments**

That the Human Resources Commission of Western Ontario Waterways Regional Council concur with the request of Mimosa Pastoral Charge, to renew the appointment of Jeffrey Davison, OM-R, PT, 10 hrs/week from 2025-0-07-01 to 202-06-30 according to the terms agreed to in ChurchHub on 2024-10-17.

That the Human Resources Commission of Western Ontario Waterways Regional Council concur with the request of Shelburne Primrose Pastoral Charge to renew the short-term supply appointment of Janet Jones, OM, PT 10 hrs/week from 2024-10-29 to 2024-12-24 according to the terms agreed to in ChurchHub on 2024-10-29.

**Voluntary Associate Minister Agreement**

That the Human Resources Commission of Western Ontario Waterways Regional Council endorses the Voluntary Associate Ministry Agreement between Felicia Urbanski, Marion Loree, and Melville Pastoral Charge, Fergus.  This VAM agreement will come to an end when a new appointment or begins or the incumbent returns from LTD and can be renegotiated at that time.  
  
Motion: That the Western Ontario Waterways Human Resources Commission approve the consent docket of November 19, 2024 as circulated.

**Agreed by Consensus**

1. **Items Outside of Consent Docket:**
   * 1. **Arkell United Church**

MOTION: That the Human Resources Commission of Western Ontario Waterways Regional Council concur with the request of Arkell Pastoral Charge, to call John Adeyemi, OM, PT, 20 hrs/week from 2022-10-19 according to the terms agreed upon in ChurchHub on 2024-11-05.  
  
**Agreed by Consensus**

* + 1. **Cape Croker United, Neyaashiinigmiing**

MOTION: That, having reviewed the position description, the Human Resources Commission of Western Ontario Waterways Regional Council acknowledge and support the position for ministry personnel, FT, for Cape Croker United Church, Neyaashiinigmiing.  
  
**Agreed by Consensus**

MOTION: That the Human Resources Commission of Western Ontario Waterways Regional Council acknowledge and support the request of Cape Croker Pastoral Charge, Neyaashiinigmiing, to appoint Brian George, Candidate, FT, from 2024-11-01 to 2025-12-31 according to the terms agreed upon in the record of appointment.  
  
 **Agreed by Consensus**

* + 1. **Wesley United, Saugeen First Nation**

MOTION: That the Human Resources Commission of Western Ontario Waterways Regional Council receive and support the request of Saugeen Wesley Pastoral Charge, to appoint Janet Root, candidate, FT, from 2024-11-01 to 2025-12-31 according to the terms agreed upon in the record of appointment.  
  
 **Agreed by Consensus**

* + 1. **Markdale: Annesley Pastoral Charge** – David Shearman

MOTION: That, having reviewed the position description, the Human Resources Commission of Western Ontario Waterways Regional Council approves the position description for Congregational Minister, PT, 20 hrs/week for Annesley Pastoral Charge, Markdale.  
  
**Tabled**

MOTION: That the Human Resources Commission of Western Ontario Waterways Regional Council concur with the request of Annesley Pastoral Charge, Markdale, to appoint for short-term supply Christine Smaller, OM, 20 hrs/week, from 2025-01-01 to 2025-06-30-according to the terms agreed upon in the record of appointment.  
  
**Tabled**  
  
- Waiting for Western Ontario Waterways Congregational Support Commission to review financial request from Annesley Pastoral Charge.

* + 1. **Regionally Recognized Ministry**

MOTION: That having reviewed the Position Description of Chaplain at St. Mary’s Hospital (Grand River, Kitchener-Waterloo), the Human Resources Commission of Western Ontario Waterways Regional Council concur with the request of Jennifer Hind, OM, to recognize this ministry as a regionally recognized ministry.

**Agreed by Consensus**

* + 1. **Request for license to administer the sacraments**

MOTION: That the Human Resources Commission of Western Ontario Waterways Regional Council approve the request for licence to administer the sacraments to Roz Vincent Haven, DM-R, from 2024-11-16 to 2029-11-30 according to the terms of the License to Administer the Sacraments Policy. Roz Vincent Haven is a VAM at Emmanuel PC, Waterloo.

[Microsoft Word - Licence to Administer Sacraments Policy (WOWRC HR Commission)](https://wowrcucc.ca/wp-content/uploads/2020/01/Licence-to-Administer-Sacraments-Policy-WOWRC-HR-Commission.pdf)  
  
**Agreed by Consensus**

1. [**Budget 2025**](https://unitedchurch.sharepoint.com/:w:/r/sites/WOWHumanResourcesCommission/MeetingLibrary/WOW%20HRC%202025%20Budget%20Brainstorm.docx?d=w4d98a38110524b99ba33fbef0bcf938e&csf=1&web=1&e=it74oF)  
     
   Deferred to December meeting for discussion.

**Agreed by Consensus**

1. **Hepworth-Sauble Beach**

MOTION: That the Human Resources Commission of Western Ontario Waterways Regional Council concur with the request of Hepworth-Sauble Beach Pastoral Charge to appoint for short-term supply Jan Temple-Jones, OM, PT, 14 hrs/week, from 2024-11-15 to 2025-06-01 according to the terms agreed upon in the record of appointment.  
  
**Agreed by Consensus**

1. **Student and Candidate Support Network**
   * + Concern how this was assigned to the Human Resources Commission
     + Governance issue, how there was not due consideration and consultation about the impact and fiscal implications.
     + Outside of the Human Resources Commission mandate
     + The Human Resources Commission this is beyond the boundaries of this commission. Where would this work be better lodged?
     + Request for a meeting with Office of Vocation Minister, Tanya Cameron, Executive Minister, Mark Laird and WOWRC, President Jennifer Irving at the earliest opportunity for further discussion, attendees will be Micol Cottrell, Pastoral Relations Minister, David Shearman (WOW HRC Chair) and Cathy Larmond (WOW HRC Rep to Executive).

**Next Meeting:** ​December 17, 2024 at 10:00 am via ZOOM

**Worship/Closing Prayers for the next meeting**: Lena Medeiros

**Adjournment:**

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

**Meeting adjourned**!