

**Pastoral Relations Commission**  
**Western Ontario Waterways Regional Council**  
**OF THE UNITED CHURCH OF CANADA**  
***Connecting, Supporting, Transforming***

**MINUTES:** February 18, 2025 10:00 AM via Zoom

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**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)

**Present:** Douglas Hayward (L), David Shearman (OM) (Chair), Cathy Larmond (OM), Jane Sullivan (OM), Carol Stevenson (L), Harry Disher (OM), Lena Medeiros (OM), James Montgomery (L), Micol Cottrell, Michele Petick

**Regrets:** Cait Stewart

**Absent:**

**Welcome, and Constitute Meeting:** David Shearman

**Acknowledging the Land:** Jane Sullivan

**Opening Worship:** Jane Sullivan

**Opening Motions:**

1. **Approval of Corresponding Members:** None
2. **Approval of Agenda:** As circulated or are there additions?

MOTION: That the Western Ontario Waterways Regional Council Pastoral Relations Commission approve the Agenda of February 18, 2025 as circulated.

**Agreed by Consensus**

3. **Approval of Previous Minutes:** January 21, 2025 [WOW PRC Draft Minutes 01212025.docx](#) as circulated or amended.

MOTION: That, having reviewed the Minutes of January 21, 2025, the Pastoral Relations Commission of Western Ontario Waterways Regional Council, approve them as circulated or amended.

**Agreed by Consensus**

4. **Business Arising:**

Email Motion: June 25, 2024 respond by June 27, 2024. Agreed.

[Email Motion WOW HR Commission 2406271.docx](#)

MOTION: That, the Pastoral Relations Commission of Western Ontario Waterways Regional Council, acknowledge the approval of the email motions from June 25, 2024.

**Agreed by Consensus**

MOTION: That the motion concerning the record of provisional call for Ann Harbridge, OM, be amended to read 15 hours (instead of 20 hours) per week. Motion found in October 15, 2024 minutes.

**Agreed by Consensus**

5. **New Business:**

**LLWL Resource Team Report:**

**Letter from congregation's governing body (move in camera)**

MOTION: Moved by Doug Hayward, seconded by James Montgomery That the Pastoral Relations Commission of Western Ontario Waterways Regional Council go in to a in camera session.

**CARRIED**

MOTION: Moved by Harry Disher, seconded by Doug Hayward That the Pastoral Relations Commission of Western Ontario Waterways Regional Council end the in camera session.

**CARRIED**

**REDACTED:**



**CARRIED**

**A. Executive Update – Cathy Larmond**

- No meeting updates, Executive will meet tomorrow

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

- Barb is developing a layout of what 40 or 30 or 20 hour work week looks like.
- Liaison gathering with attendance of 20.
- Need to enliven or WOW liaisons and encouraged to respond to communications from the Liaison leadership.
- Doug Hayward will be stepping down from this work effective March 18, 2025.

MOTION: That with much appreciation for his deep dedication from the Western Ontario Waterways Regional Council Pastoral Relations Commission we thank Douglas Hayward and wish him well in his journey.

**AGREED BY CONSENSUS**

**C. Pastoral Relations Minister Update – Micol Cottrell [Pastoral Relations Minister Feb. 2025.docx](#)**

Pastoral Relations Minister's Report  
February 2025

John Neff, Congregational Support Minister for Western Ontario Waterways has gathered data from ChurchHub on the number of ministers searching in the three regional council and sorted by salary category.

This information will help the Congregational Support Commission in their conversations with communities of faith about what salary category they can afford.

This information will also be helpful to our liaisons.

**Antler River Watershed:**

In Search of Call/Appointment			
Minister Type	(Multiple Items)	▼	= Candidate, DLM, Diaconal, Ordained
Minister Status	(Multiple Items)	▼	= Active, Admissions, Ministry partner, non-UCC, Retired
In Search of Call/Appointment	Yes	▼	= Yes
Antler River Watershed Regional Council	Antler River Watershed Regional Council	▼	= Antler River Watershed Regional Council
Horseshoe Falls Regional Council	(All)	▼	=
Western Ontario Waterways Regional Council	(All)	▼	=
<b>Salary Category</b>			
	<b>Count of Current Salary Category</b>	▼	
B			1
C			1
E			2
F			13
S2			1
<b>Grand Total</b>			<b>18</b>

**Horseshoe Falls:**

In Search of Call/Appointment			
Minister Type	(Multiple Items)	▼	= Candidate, DLM, Diaconal, Ordained
Minister Status	(Multiple Items)	▼	= Active, Admissions, Ministry partner, non-UCC, Retired
In Search of Call/Appointment	Yes	▼	= Yes
Antler River Watershed Regional Council	(All)	▼	=
Horseshoe Falls Regional Council	Horseshoe Falls Regional Council	▼	= Horseshoe Falls Regional Council
Western Ontario Waterways Regional Council	(All)	▼	=
<b>Salary Category</b>			
	<b>Count of Current Salary Category</b>	▼	
B			1
C			2
D			1
E			1
F			9
S1			1
S2			1
<b>Grand Total</b>			<b>16</b>

**Western Ontario Waterways Regional Council:**

In Search of Call/Appointment		
Minister Type	(Multiple Items)	☑ = Candidate, DLM, Diaconal, Ordained
Minister Status	(Multiple Items)	☑ = Active, Admissions, Ministry partner, non-UCC, Retired
In Search of Call/Appointment	Yes	☑ = Yes
Antler River Watershed Regional Council	(All)	☐ =
Horseshoe Falls Regional Council	(All)	☐ =
Western Ontario Waterways Regional Council	Western Ontario Waterways Regional Council	☑ = Western Ontario Waterways Regional Council
<b>Salary Category</b>		
	<b>Count of Current Salary Category</b>	
B		1
C		1
D		2
E		1
F		8
<b>Grand Total</b>		<b>13</b>

**Total in UCC of ministry personnel in search:**

In Search of Call/Appointment		
Minister Type	(Multiple Items)	☑ = Candidate, DLM, Diaconal, Ordained
Minister Status	(Multiple Items)	☑ = Active, Admissions, Ministry partner, non-UCC, Retired
In Search of Call/Appointment	Yes	☑ = Yes
Antler River Watershed Regional Council	(All)	☐ =
Horseshoe Falls Regional Council	(All)	☐ =
Western Ontario Waterways Regional Council	(All)	☐ =
<b>Salary Category</b>		
	<b>Count of Current Salary Category</b>	
A		9
B		12
C		17
D		15
E		21
F		113
S1		16
S2		7
<b>Grand Total</b>		<b>210</b>

General notes:

S1, S2 = step for Candidates

D. **Consent Docket:** [WOW PRC Consent Docket 250218.docx](#)

**Consent Docket for WOW PR Commission**  
Date: February 18, 2025

**Request for Change of Pastoral Relations:**

That the Pastoral Relations Commission of Western Ontario Waterways Regional Council approve the request of Thomas Dunbar, OM for a change of pastoral relationship from Mitchell: Main Street Pastoral Charge, effective 2025-09-01 for the purpose of retirement.

**Approval of Open Positions:**

That, having reviewed the position description, the Pastoral Relations Commission of Western Ontario Waterways Regional Council approve the position for Minister PT, 30 hrs/week, for Wiaraton Pastoral Charge and Shallow Lake United Church collaborative ministry.

That, having reviewed the position description, the Pastoral Relations Commission of Western Ontario Waterways Regional Council approve the position for minister, PT, 20 hrs/week, for Thamesview (Fullarton) Pastoral Charge Pastoral Charge.

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

That the Pastoral Relations Commission of Western Ontario Waterways Regional Council endorses the application for Jennifer Hind, OM, to be a Voluntary Associate Ministry with Trillium Pastoral Charge, Cambridge and the incumbent minister Mark Rutledge, OM, effective 2025-02-17.

**Request for license to administer the sacraments**

That the Pastoral Relations Commission of Western Ontario Waterways Regional Council approves the request of Joan Tuchlinsky, DM-R, to be licensed to administer the sacraments according to the terms of the License to Administer the Sacraments Policy.

MOTION: That the Pastoral Relations Commission of Western Ontario Waterways Regional Council Consent Docket of February 18, 2025 as amended be adopted.

**AGREED BY CONSENSUS****E. Items Outside of Consent Docket:**

- a. **Egmondville Short-term Supply** [ROA Harry Disher Egmondville PC 250218.pdf](#)  
That the Pastoral Relations Commission of Western Ontario Waterways Regional Council concur with the request of Egmondville Pastoral Charge to appoint for short-term supply ministry Harry Disher, OM-R, PT 30 hrs/week from 2025-03-01 to 2025-08-31 according to the terms agreed to in ChurchHub on 2025-02-03.

**AGREED BY CONSENSUS**

1-Abstention, Harry Disher

- b. VAM Grace Thornbury [VAM Therese Samuel Grace Thornbury 250218.pdf](#)

That the Pastoral Relations Commission of Western Ontario Waterways Regional Council endorses the application of Thérèse Samuel, OM, to be a Voluntary Associate Minister with Thornbury: Grace Pastoral Charge.

**AGREED BY CONSENSUS**

**c. Regionally Recognized Ministry Policy**

**Documents:** [Assessing Recognized Ministries - as Determined by the Regional Council-final.docx](#)

MOTION: That the Pastoral Relations Commission adopt the policy “Assessing Recognized Ministries – as Determined by the Regional Council” as the standard for acknowledging and recognising other ministry by a United Church Minister as a regionally recognized ministry.

**AGREED BY CONSENSUS**

MOTION: That a working group be established to work with members of the Congregational Support Commission to create a policy outlining both Regionally Recognized Ministries and Regionally Accountable Ministries.

**AGREED BY CONSENSUS**

- d. MOTION: That, having reviewed the position description, the Pastoral Relations Commission of Western Ontario Waterways Regional Council approve the position for minister, FT, for Orangeville: Westminster Pastoral Charge and recommend the community of faith search out the possibilities of training with Fresh Start Modules and Effective Transitional Leadership courses.

**AGREED BY CONSENSUS**

**F. Request to Executive to assist Erin Pastoral Charge re. salary reimbursement**

Draft letter with background: [Request of Executive re financial support Erin Pastoral Charge - draft 250218.docx](#)

That the Western Ontario Waterways Regional Council Pastoral Relations Commission send this request for reimbursement to the Western Ontario Waterways Executive.

**AGREED BY CONSENSUS**

**G. Pulpit Supply Policy from ARW PRC**

**Question – do we wish to adopt this policy, review it for next meeting, work on a policy?** [Pulpit Supply Policy Antler River FINAL DRAFT \(1\).docx](#)

That the Western Ontario Waterways Regional Council Pastoral Relations Commission consider the Pulpit Supply List Policy for consideration and editing.

**AGREED BY CONSENSUS**

**H. Summary Report to Executive:**

- Erin Pastoral Charge, salary reimbursement – 2023 salary shortfall of \$964.13
- Updates to Regionally Recognized Ministry Policy Documents
- Reviewed Ministry Personnel in search lists for ARW, HF and WOW, 70% are looking for category F calls.
- Douglas Hayward stepping down from Liaison Coordinator for Western Ontario Waterways effective March 18<sup>th</sup>, 2025
- Reviewed ARW Pulpit Supply List Policy

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**Next Meeting:** [March 18<sup>th</sup>, 2025](#) 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 Pastoral Relations Commission of Western Ontario Waterways Regional Council be adjourned.

**Meeting adjourned!**