

Human Resources Commission
Antler River Watershed Regional Council
OF THE UNITED CHURCH OF CANADA
Holding and Encouraging Communities of Faith

Place: Kenesserie Camp, Ridgetown

Time: 2:00 p.m.

Roster: Jim Drummond, Paul Browning M, Carol Ferguson, Doreen Hewitson DLM, Olav Kitchen-LT M, Norm MacPherson, Beth Parsons, Mary Anne Silverthorn-LT, Tracy Wygiera-LT LLWL

Staff Support: Pretima Kukadia-Kinting, Admin Assistant PKukadia@united-church.ca
Rev. Diane Blanchard, Minister, Pastoral Relations DBlanchard@united-church.ca

Present: Jim Drummond, Paul Browning, Carol Ferguson, Doreen Hewitson, Olav Kitchen, Mary Anne Silverthorn, Tracy Wygiera

Regrets: Norm MacPherson

Absent: Beth Parsons

Welcome and Constitute Meeting: Diane Blanchard welcomed the members to the commission and asked about the 'why' they were drawn to this work

Acknowledging the Land: this was done earlier in the morning by President Joyce Payne

Opening Worship: will be doing worship in meetings going forward

Opening Motions:

New Business

1. Overview of our work
2. Choose a convener of Human Resources Commission
3. Choose rep to sit on the executive (could be the convener)
4. Decision making – by consensus or by motion
5. Using Dropbox and Zoom
6. Training resource pools – regional liaisons, United Fresh Start facilitators, regional liaisons when request to end pastoral relationship
7. Meetings – schedule in second week of month
8. Worship for next meeting

There was discussion about how the Covenant Commission and the Human Resource Commission work together and which tasks belonged to which commission.

Some points that were discussed and clarified for members of the commission:

Churchhub.ca

- Communities of Faith upload profiles to Churchhub.ca which are available to 'see' by other communities only when 'in search'
- All ministry personnel have a profile on Churchhub.ca which, among other things, tracks mandatory trainings, education, calls and/or appointments
- If a ministry personnel goes 'into search' then communities of faith also 'in search' can then see each other

Covenant Commission

- The Covenant Commission has oversight of Pastoral Supervisors
- Once the Covenant Commission approves a Community of Faith's profile, the Human Resource Commission appoints a Liaison
- The Covenant Commission meets the 1st week of the month to pass on approvals to us as we meet the 2nd week of the month

Human Resource Liaisons

- Diane pointed out that there is an urgent need for liaisons to be trained as there is need for more trained liaisons in the Human Resource pool. They will assist communities in search with:
 - looking over the position description,
 - training the search committees in their tasks,
 - determining if the site wants to be a Supervised Ministry Education (SME) site,
 - attending the congregational meeting presenting search results,
 - attending covenanting service.
- Liaisons are especially needed for communities ending pastoral relationships

Policy Work: 'Big picture' policy work is the work of this commission:

- The Manual is this commission's basic policy guideline – sections 3 and 4. This can be open to interpretation, e.g. LLWLs can do occasional worship. What does occasional mean? We can set this policy.
- Approving calls
- Appointments
- Retirements
- Requirements for changes re appointment terms, etc.
- Oversight of Licenced Lay Worship Leaders (LLWL)
- Approval for sacraments for students, LLWLs
- Pulpit supply
- This commission needs a policy re retired ministry appointments which have varied quite a bit in previous Presbytery/Conference appointments
- A policy is also needed for sacramental privileges for retired ministry appointments, LLWLs, etc.

Motions of Call/Appointments

- The decision by Executive Committee applies: That supply appointments (when a congregation is in search) be 6 months in length, renewable twice.
- Our motions do not go to the Executive Committee for approval; our minutes go to the Executive. Our motions are approved by this commission and signed by Pretima Kukadia-Kinting.
- The paperwork is posted in the minutes with financial numbers redacted (according to privacy guidelines)
- Motions will read: ... terms as outlined in record of call/appointment
- Record of Call goes to United Church office and a signed copy back to the community of faith
- We keep the paperwork on file

United Fresh Start

- This is a 22-module educational program for ministry personnel and lay leaders serving congregations that are in transition. It offers the best insights and strategies developed over the last 25 years with a focus on transition, leadership, organizational development, conflict management and other key topics.

This program is especially useful during the 1st two years of a new pastoral relationship

United Fresh Start facilitators: Tanya Cameron, Joyce Payne, Carey Wagner, Louise Hall

Abuse Claims or Reviews: Go to the Office of Vocation

Emergent Business

1. Appointment of liaisons
 - a. Watford and Wyoming

MOTION **That the Human Resource Commission of Antler River Watershed Regional Council appoints Louise Hall as the region's pastoral relations liaison effective immediately to work with Watford and Wyoming Pastoral Charge to assist them with their search after verifying that Louise Hall is in agreement.**

The commission concurs with the appointment.

Diane will be asking Louise Hall if she is willing to take this on.

- b. Central, Sarnia – For information only: Louise Hall has been appointed by the region to liaise with Central United Church.
 - c. St Paul's, Aylmer

The commission is keeping in mind that the minister is retiring in a year and Mary Anne Silverthorn could go as a liaison if no other pastoral relations liaison is available in the area.

d. Embro – Mary Anne Silverthorn

MOTION That the Human Resource Commission of Antler River Watershed Regional Council appoints Mary Anne Silverthorn as the region's pastoral relations liaison effective immediately to work with Knox United Church in Embro to assist them with their search.

The commission concurs with the appointment.

e. Mt. Elgin – For information only: Bonnie Pilkey has been appointed by the region to liaise with Central United Church.

MOTION That the Human Resource Commission of Antler River Watershed Regional Council appoints Bonnie Pilkey as the region's pastoral relations liaison effective immediately to work with Mt. Elgin United Church to assist them with their search.

The commission concurs with the appointment.

f. Epworth, Kingsville

MOTION That the Human Resource Commission of Antler River Watershed Regional Council appoints Darrow Woods as the region's pastoral relations liaison effective immediately to work with Epworth United Church in Kingsville to assist them with a pastoral relations matter.

The commission concurs with the appointment.

2. Declare positions open

a. Embro, pending approval by Covenant Commission

MOTION That as the Covenant Commission has received for information the Community of Faith profile including living faith story, demographic profile, financial information, and Real Property worksheet; and a liaison has recommended the position description (attached) for Knox United Church in Embro, and that a vacancy for an Ordained, Diaconal or Recognized Designated Lay Minister, Full Time, be declared and that Mary Anne Silverthorn continue as appointed Pastoral Relations Liaison to work with the Pastoral Charge to fill the vacancy.

The commission approves the open position if/when Covenant Commission approves the paperwork.

**Note: Approved by the Covenant Commission the same day.*

b. Mt Elgin/Newark, pending approval by Covenant Commission

MOTION That as the Covenant Commission has received for information the Community of Faith profile including living faith story, demographic profile, financial information, and Real Property worksheet; and a liaison has recommended the position description (attached) for Mount Elgin United Church in Embree, and that a vacancy for an Ordained or Recognized Designated Lay Minister, Full Time, be declared and that Bonnie Pilkey continue as appointed Pastoral Relations Liaison to work with the Pastoral Charge to fill the vacancy.

The commission approves the open position if/when Covenant Commission approves the paperwork.

c. Wyoming, pending approval by Covenant Commission

MOTION That as the Covenant Commission has received for information the Community of Faith profile including living faith story, demographic profile, financial information, and Real Property worksheet; and a liaison has recommended the position description (attached) for Wyoming United Church in that a vacancy for an Ordained, Diaconal, Designated Lay Minister or Student, Full Time, shared between Watford, be declared and that Louise Hall be appointed Pastoral Relations Liaison to work with the Pastoral Charge to fill the vacancy.

The commission approves the open position.

The commission approves the open position if/when Covenant Commission approves the paperwork.

**Note: Approved by the Covenant Commission the same day.*

d. Epworth, Kingsville, pending approval by Covenant Commission

MOTION That as the Covenant Commission has received for information the Community of Faith profile including living faith story, demographic profile, financial information, and Real Property worksheet; and a liaison has recommended the position description (attached) for Epworth United Church in Kingsville that a vacancy for a Ordained Minister, Full Time, be declared and that Darrow Woods continue as appointed Pastoral Relations Liaison to work with the Pastoral Charge to fill the vacancy.

The commission approves the open position.

3. Request for supply position, Grace, Sarnia while preparing for search (6 months to 1.5 years)

MOTION That the Human Resource Commission concurs with the request of Grace Pastoral Charge in Sarnia to open a supply position vacancy for a period of 6 months to 18 months while they prepare for a search.

The commission approves the open position.

4. Requests for change of pastoral relations

- a. Jim Haupt from Merlin-Fletcher

MOTION That the Human Resource Commission concurs with the request from James E. Haupt, OM, for a change of pastoral relations from Merlin-Fletcher Pastoral Charge, effective August 31, 2019 for the purpose of accepting a new call. We receive this with our gratitude for the ministry offered.

The commission concurs with the request.

5. Approve appointments

- a. Mary Dillon Springfield Pastoral Charge and Avon-Putnam Pastoral Charge

MOTION That the Human Resource Commission concurs with the request of St. John's United Church/Springfield Pastoral Charge and Avon-Putnam Pastoral Charge/Reynold's Creek and approves the appointment of Mary Dillon, DLM, Part-time, 20 hours/week, at St. John's United Church/Springfield Pastoral Charge from July 1, 2019 to June 30, 2020 and Part-time, 20 hours/week at Avon-Putnam Pastoral Charge/Reynold's Creek from July 1, 2019 to June 30, 2020 with the terms as noted on the appointment forms dated May 5, 2019 and April 30, 2019.

The commission concurs with the request.

- b. George Bozanich at Leamington Pastoral Charge

MOTION That the Human Resource Commission concurs with the request of Leamington United Church and approves the appointment of George Bozanich, OM-Admission, United Church of Christ, Full-time, from June 16, 2019 to June 30, 2020 with the terms as noted on the appointment forms dated May 30.

The commission concurs with the request.

- c. Bedford supply appointment

MOTION That the Human Resource Commission concurs with the request of Bedford United Church and approves the reappointment of Charmain Foutner, DM-Student, Part-time at 25 hours/week, from August 1, 2019

to July 31, 2020, with the terms as noted on the appointment forms dated May 28, 2019.

The commission concurs with the request.

6. Approve calls

- a. Jim Haupt to Ausable Pastoral Charge

MOTION That the Human Resource Commission concurs with the request of Ausable Pastoral Charge and approves the call of James E. Haupt, Ordained Minister, full-time, effective September 8, 2019 with the terms as noted on the record of call form dated May 30, 2019. This call requires a covenanting service.

The commission concurs with the request.

There was discussion of a possible meeting of the three regions' Human Resource Commissions having a joint meeting to streamline some policy decisions in-person. This meeting might be in conjunction with the Covenant Commission.

MOTION That the Human Resource Commission of Antler River Watershed Regional Council concurs with appointing Rev. Olav Kitchen as convenor of the Human Resource Commission. Doreen Hewitson will stand as representative on the Executive Committee.

The commission concurs.

There were further discussion points brought up:

Date for Liaison Training: will be offering one in Windsor end of July, early August. Robin Sherman will help locally.

End of September/October in London? 4 hours

Having policy workshop in fall is a good idea.

Discussion re value of, how to benefit from, exit interviews at beginning of 'open positions' talk

Some discussion of LLWLs re-certifying? Learning experiences, etc. Guidelines for LLWLs: moving through pastoral charges, not staying in same. Are there training programs for LLWLs (Judith Fayter, Wanda Burse), Jeff Crittenden ran a course ... Maybe a committee/cluster for LLWLs with Tracy Wygiera?

Our approach will be to work with communities of faith and ministry personnel, "holding and encouraging" them. We will make decisions "with" rather than "about" communities of faith.

Wednesday, June 12, 2019

HRC 19-8

Having completed the work before it, Diane in her role as facilitator/chair adjourned the meeting.

Next Meeting:

Wednesday, August 7, 2019 at 9:00 a.m. by Zoom. Pretima will be available from 8:30 a.m. for those who are new to Zoom.

Worship will be by: Paul Browning

Wednesday, September 11, 2019 at 9:00 a.m. by Zoom.

Worship will be by: Olav Kitchen

** ARW's Executive has set the dates for their meetings as the 2nd Wednesday in September, February and April. The HRC representative, Doreen Hewitson, will be attending the Executive meeting and we will need to change this date during those months, or regularly.*