

Human Resources Commission
Antler River Watershed Regional Council
OF THE UNITED CHURCH OF CANADA
Holding and Encouraging Communities of Faith
Minutes of meeting of September 14, 2021

Place: Zoom Meeting 9:00 a.m.

Roster: Olav Kitchen (OM, Chair), Paul Browning (OM), Jim Drummond (L), Carol Ferguson (OM), Louise Hall (L), Doreen Hewitson (DLM), Norm MacPherson (L), Mary Anne Silverthorn (L), Tracy Wygiera (L)

Staff Support: Rev. Micol Cottrell, Acting Minister, Pastoral Relations mcottrell@united-church.ca

Present: Olav Kitchen, Paul Browning, Jim Drummond, Carol Ferguson, Louise Hall, Doreen Hewitson, Norm MacPherson, Mary Anne Silverthorn, Micol Cottrell

Regrets: Tracy Wygiera

Absent:

Welcome and Constitute Meeting: In the name of Jesus Christ, the Head of the Church, I, Olav Kitchen, call this meeting of the Human Resources Commission of Antler River Watershed Region to order and to do the work of the Commission.

Acknowledging the Land: Territorial lands were acknowledged on behalf of the Human Resources Commission by Paul Browning:

We are gathered this morning to worship on traditional lands. We recognize and deeply appreciate the historic connection to this ground we worship on. We also recognize the contributions of the Metis, Inuit, and other Indigenous peoples have made to our country. As settlers, this recognition must be clearly connected to our commitment to make the promise and the challenge of the Truth and Reconciliation real in the community in which we live and worship. We are grateful to the Creator for this time and this place.

Opening Worship: Paul Browning provided worship.

Opening Motions:

Approval of Agenda:

MOTION that the agenda be accepted as circulated.

MOTION

AGREED

Approval of Previous Minutes:

MOTION that the Human Resources Commission of Antler River Watershed Regional Council approve the minutes of July 13, 2021 as amended. Approval of the agenda was by consensus that day.

MOTION

AGREED

Motion to minute from email poll

August 13, 2021, That the Human Resources Commission of Antler River Watershed approved the consent docket dated 21.08.10

MOTION by Mary Anne Silverthorn/Jim Drummond that the Human Resources Commission of Antler River Watershed approve:

Appointment of Liaisons:

Rodney – Donna Kerrigan

Port Lambton – Carol Ferguson

Melville – Beth Parson

that the Human Resources Commission of Antler River Waterways Regional Council approve the request by Jenn Prince, candidate, for a change of pastoral relations from Siloam United Church, effective September 20th, 2021.

that the Human Resources Commission of Antler River Watershed Regional Council approve the position description for a minister, PT, 20hrs/week for Beachville Pastoral Charge.

that the Human Resources Commission of Antler River Watershed Regional Council approve the position description for a minister, PT, 20hrs/week for Norwich United Church pending approval of the following:

- The approval of the Community of Faith Document, Financial Viability Worksheet, and Shared Ministry Agreement by the Covenanting Commission.

that the Human Resources Commission of Antler River Watershed Regional Council approve the position description for a minister, PT, 8 hours/week for Shiloh-Inwood Pastoral Charge.

that the Human Resources Commission of Antler River Watershed Regional Council accede to the request of Norwich United Church to appoint Janice Pow, DLM, PT, 20 hrs/week, from 2021-09-01 to 2022-12-31 as mutually agreed to pending:

- The approval of the Community of Faith Document, Financial Viability Worksheet, and Shared Ministry Agreement by the Covenanting Commission.
- The approval of the position description by the Human Resources Commission
- The completion of the record of appointment on ChurchHub

that the Human Resources Commission of Antler River Watershed Regional Council accede to the request of Peace River United Church to appoint Bonnie Pilkey, OM-R, PT,

20 hrs/week for short term supply, from 2021-09-01 to 2021-12-31 as mutually agreed to pending:

- The completion of the record of appointment on ChurchHub

that the Human Resources Commission of Antler River Watershed Regional Council accede to the request of Hebron Pastoral Charge to re-appoint Nancy Vandenberghe, candidate, PT, 20 hrs/week 2020-07-01 to 2021-06-30 as mutually agreed to pending:

- The completion of the record of appointment on ChurchHub.

that the Human Resources Commission of Antler River Waterways Regional Council accede to the request of Dunlop Central Pastoral Charge, Sarnia, to call Adam Kilner, OM, FT, 40 hrs/week, from 2021-07-01 according to the terms agreed to in ChurchHub on 2021-07-28.

MOTION

CARRIED

Sept. 2, 2021, That the Human Resources Commission of Antler River Watershed Regional Council accede to the request of Riverside Pastoral Charge, London, to reappoint Jennifer Prince, Candidate, PT, 18 hours/week, from 2021-09-01 to 2022-08-31 according to the terms agreed to in Church Hub on 2021-08-31.

MOTION

AGREED

Business Arising: none

New Business:

1. **Consent Docket** Presented by Micol Cottrell

Approval of Open Positions:

It was noted that the HR Commission is the one to review and provide feedback around records of call/appointment and raise any concerns.

That the Human Resources Commission of Antler River Watershed Regional Council approve the position description for a Part Time Minister, 20 hrs/week for Beachville Pastoral Charge. **CARRIED**

That the Human Resources Commission of Antler River Watershed Regional Council approve the position description for a Supply Minister, FT, for Colborne Street United Church, London. **CARRIED**

That the Human Resources Commission of Antler River Watershed Regional Council approve the position description for a minister, FT for Peace United Church. **CARRIED**

That the Human Resources Commission of Antler River Watershed Regional Council approve the position description for supply minister, 30-40 hours/week, for Wesley-Knox United Church. **CARRIED**

Approval of New Appointment:

That the Human Resources Commission of Antler River Watershed Regional Council accede to the request of London Road West Pastoral Charge, Sarnia, to appoint Roxanne Bale, Candidate, PT, 30 hours, from 2021-10-04 to 2024-09-30 according to the terms agreed to in ChurchHub on 2021-09-03. **CARRIED**

Renewal of Appointment:

That the Human Resources Commission of Antler River Watershed Regional Council accede to the request of Central United, Windsor to reappoint Charmaine-Fortner, candidate, PT, 10 hours from 2021-09-01 to 2022-06-31 pending completion of the record of appointment on ChurchHub. **CARRIED**

Approval of Call:

That the Human Resources Commission of Antler River Watershed Regional Council accede to the request of White Oaks Pastoral Charge, London, to call Michelle Owens, DM, FT, from 2022-01-01 according to the terms agreed to in ChurchHub on 2021-08-24. **CARRIED**

Grant License to Administer Sacraments:

That the Human Resources Commission of Antler River Watershed Regional Council grant a license to Jane Baxter, candidate, Princeton Etonia Pastoral Charge, according to the terms of the Licence to Administer Sacraments Policy. **CARRIED**

That the Human Resources Commission of Antler River Watershed Regional Council grant a license to Janice Pow, DLM, Norwich United Church, according to the terms of the Licence to Administer Sacraments Policy. **CARRIED**

Approval of Consent Docket:

MOTION that the consent docket be accepted as circulated.

MOTION

AGREED

2. Pastoral Relations Minister's Time:

Micol Cottrell

- Micol noted that he is almost half way through his time as Acting Pastoral Relations Minister and enjoying the work.
- Micol shared that much of the work is helping communities of faiths including governing bodies, M&P Committees, and search teams navigate through church procedure and policy. He also noted that this help is most often received with gratitude.

3. Reports:

United Fresh Start - Information/updates: Micol Cottrell

- The peer groups have formed and will be beginning soon.
- In October there will be a United Fresh Start group for churches and ministry personnel.

Licensed Lay Worship Leader Resource Team: Mary Anne Silverthorn

- Need 1 LLWL and 1 Clergy representative
- There are three new LLWLs. Because pulpit supply work has been limited due to COVID-19 the review of these new LLWLs will be rolled over for another year. Conversations will happen and an update will be given to the Human Resources Commission in October.
- There are three people who have not replied to the resource team reaching out for over a year. Their names are being set aside.

Executive Committee: Louise Hall

- Judith Fayter filling in for Lyn Allan
- Mission Support Grants being worked on
- Right Relations Workshop on Sept. 27 at 1:00
- Administrative assistant for the website will become a permanent staff position
- Budget will be presented at the fall meeting
- The Celebration of Ministry Service will be held on the Saturday evening of the regional council meeting with the Rev. Michael Blair, General Secretary, preaching.
- Each commission will be given time to present at the meeting.

4. Presentation for Fall Regional Meeting

- what will be the focus of our presentation and who will prepare the presentation?
- Carol, Louise, Mary Anne, Olav will work on presentation.
- Possible focus area: United Fresh Start, LLWL, and a summary of the work of this commission.
- For the LLWL presentation there could be an introduction of the new LLWLs, and an overview of the policy.
- It was raised that when new ministers/candidates serving in communities of faith move into the region people don't know who they are and it would be nice to have an introduction to them (ex. brief bio).
 - o Wondering around whether Kevin Steeper, the Pastoral Support Minister, could pass along information about new minister personnel to the various churches throughout the year.

5. Direction on reappointment at Trinity

- they have an appointment ending in February and want to reappoint, wondering about being able to call candidate after they are ordained/recognized/licenced.
- Directed to contact Micol who can walk them through the process.

6. Concerns around ChurchHub

- liaisons are unable to see record of call/appointment form
- observation – dealing with group of churches who have not been on ChurchHub before. They are now learning a new system.

- Concern was raised that pastoral charge supervisors and liaison cannot see the church documents (ex. Community of Faith Profile, the Profile Description, the Record of Call or Appointment) and that this would be helpful in order to better resource the community of faith and search team.

- A concern was noted by some communities of faith that they are reaching out to people in search who have replied that they are only searching to see what churches are vacant and are not applying to a new church.

MOTION by Consensus that the Antler River Watershed Human Resources Commission request the Executive to ask for National Church to further resource staffing for timely support of Ministry Personnel and Communities of Faith who are having issues using ChurchHub and to resolve glitches in system more quickly.

MOTION

AGREED

Notes about the motion:

- The issue is twofold: people not knowing where to look and concerns about people not being able to get answers in a timely manner.
- Looking for more resources around personnel time or more personnel to deal with issues.
- There is a desire for a pastoral response and the time available to provide this type of care.
- There is a desire for the National Church to look into ways in which liaison and Pastoral Charge Supervisors can easily access a church's ChurchHub information in order to better resource them.

Possible solutions at the Regional Council level:

- A possible solution for dealing with the lack of awareness around how to get help for ChurchHub could involve additional training of pastoral charge supervisors and liaisons around using and troubleshooting ChurchHub.
- An increased sharing of information of who communities of faith should reach out to with questions around ChurchHub.

Next Meeting: Tuesday, October 12, 2021 at 9:00 a.m. by Zoom.

Devotions and Closing Prayer, next meeting, by: Norm MacPherson

Adjournment

MOTION by Consensus that the Human Resources Commission of Antler River Watershed Regional Council having concluded its business, be adjourned.

MOTION

AGREED

Closing Prayer: offered by Paul Browning