

Human Resources Commission
Antler River Watershed Regional Council
OF THE UNITED CHURCH OF CANADA
Holding and Encouraging Communities of Faith
Minutes of Meeting of November 9, 2021

Place: Zoom Meeting 9:03 a.m.

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

Staff Support: Rev. Diane Blanchard, Pastoral Relations Minister dblanchard@united-church.ca, Linda Gray, Contract Admin Assistant

Present: Olav Kitchen, Paul Browning, Carol Ferguson, Louise Hall, Norm MacPherson, Mary Anne Silverthorn, Diane Blanchard, Linda Gray

Regrets: Jim Drummond, Tracy Wygiera

Absent:

Welcome and Constitute Meeting: Chair, Olav Kitchen, welcomed everyone to this meeting of the Human Resources Commission of Antler River Watershed Region.

Acknowledging the Land: Territorial lands were acknowledged on behalf of the Human Resources Commission by Olav Kitchen

Opening Worship: Olav Kitchen provided worship. Olav shared a prayer by George MacLeod who formed the Iona County. First encountered him when Olav attended Acadia University in Nova Scotia. Olav prayed one of George MacLeod's prayers entitled *A Great Mystery is Your Church*.

Information Regarding Consensus: Olav Kitchen provided for clarification for the Commission the following principles regarding approval by Consensus as decided at last meeting.

- Consensus shall be defined as “no commission member objects to the proposal.”
- Decisions made by the Commission will be clearly identified in the minutes of its meetings. The precise wording of the decision- making proposal and the outcome (consensus reached or the closing option) will be recorded.
- There is no correct form for a decision-making proposal; rather, the requirement is for clarity of meaning. Members are free to use the phrase, “I move...” or whatever is comfortable and familiar in making a decision-making proposal.
- There will be no requirement for a “mover” and/or a “seconder” to a decision-making proposal.

- Minutes will read as “agreed to by consensus” (ABC) rather than “Moved/Seconded/Carried” (as if by vote).
- The minutes will not record the name of the mover/”proposer”. This practice recognizes that once the group agrees to discuss a proposal, it is the Board, not the originator, who “owns” the decision-making proposal

Motion that.....

“Agreed to by consensus”

Opening Motions:

Approval of Agenda:

MOTION that the agenda be accepted as circulated.

MOTION

AGREED BY CONSENSUS

Approval of Previous Minutes:

MOTION that the Human Resources Commission of Antler River Watershed Regional Council approve the minutes of October 12, 2021 as presented.

MOTION

AGREED BY CONSENSUS

Unfinished Business:

a) Part-time Guidelines:

We need a good part-time job description with Guidelines. Paul Browning shared a one-page discussion primer (included below) with the Commission and went through it describing what he and his wife Sue Browning do in their part-time positions.

The dilemma: How can part time be structured so that it is fair to the minister and as effective as possible for the congregation(s)?

I will use half time positions to explore this as they are the most common part time positions. I am also assuming that funerals and weddings are paid overtime.

Mathematically speaking, a half time position would work best if the minister worked every second week. However, emergencies and dates of board meetings and the need to find a worship leader/preacher every other week make this somewhat impractical.

However, if a minister prepares/leads worship/preaches every week, a half time position is virtually impossible. Preparing and leading worship requires (on average) at least 15 hours a week, taking into account good Friday, xmas eve, Ash Wednesday, etc .

That provides five hours a week for pastoral care, administration, attending board and committee meetings, regional responsibilities and whatever community events are expected.

So what are some options?

1. Have someone else prepare/preach every other Sunday thus providing the minister with 12.5 hours a week to do the other tasks of ministry.
2. Prepare/preach every week but:
 - Have 6 extra Sundays off a year, provides an extra 2 hours a week
($\frac{3}{4}$ time-3, $\frac{1}{4}$ time-9)
 - Hours worked per week:
 - 15 Preparing/leading worship:
 - 2 Pastoral care for emergencies but no regular visitation;
(train lay person to call/visit and let minister know when visit is desired.
 - 3 Only attend board meetings/worship committee meetings, annual meeting and support volunteers and staff
 - 1 Region
 - 1 Clarify congregational expectations re community events/outreach
 - 2 unpaid overtime (additional emails)
3. Other options? Chair, Olav Kitchen then asked other Commission members to share their ideas and discussion followed.

In Louise Hall's church, the M&P Committee does a time study on their full time minister's hours twice a year. Helps the church prioritize. They have people who do pastoral visiting and then call on the minister if someone needs a ministerial visit.

Diane Blanchard shared Living Faith story helps the Community of Faith prioritize their goals. Vacation and study leave needs to be clarified in the job description. $\frac{3}{4}$ time is a bit harder to clarify – when there are five Sunday's in a month the person does not have to pick this up – lay pastoral visiting very important in all these positions.

Sue Browning works 20 hours a week with two pastoral charges. Her work consists of Worship, emergency pastoral care, four board meetings a year. The lay people and worship committee take care of everything else.

Olav then asked Paul to create a document for liaison and teams to use for part-time position descriptions. Clocking of hours is something that should be included. Paul will

put an explanation in. 2/3 to the church and 1/3 to yourself. If you have to work in the evening, take an afternoon off.

b) Possible Solution for Liaisons and Supervisors gaining access to information found on ChurchHub

Diane Blanchard noticed that the Commission had discussion about this and clarified why access is not granted to Liaisons and Supervisors, but she suggested that liaisons and supervisors ask congregations to share Living Faith story with them. This will not be available when working on a supply position, but only when ready to search for a permanent position they will have completed their Living Faith story.

New Business:

1. **Consent Docket** Presented by Diane Blanchard

Diane shared the consent docket from her screen and gave information about the various items in the consent docket.

Request for Change of Pastoral Relations:

That the Human Resources Commission of Antler River Watershed accept the request of Douglas Peck, OM, for a change of pastoral relations from the Kintore Pastoral Charge and the Brooksdale Pastoral Charge, effective 22.02.13 in order to accept a call to Lambeth Pastoral Charge.

Approval of Open Positions:

That, having reviewed the position description from the Shiloh-Inwood Pastoral Charge for 10 hours/week, the Human Resources Commission of Antler River Watershed accept it for the permanent position.

That having reviewed the position description from the College Ave, Woodstock Pastoral Charge for 40 hours/week, the Human Resources Commission of Antler River Watershed approve it for posting on ChurchHub.

That, having reviewed the position description from Browns United Church (Welbourne Pastoral Charge) for 10 hours/week as a supply appointment, the Human Resources Commission of Antler River Watershed approve it for posting on ChurchHub.

Appointment of Liaisons:

Otterville – Mary Anne Silverthorn is liaison for Avondale so will work with both
College Ave, Woodstock – Mary Anne Silverthorne
Ilderton

Corunna – Louise Hall

- Dawn Valley United Church (COF Profile not started)
- Ilderton Posted for SME/other but are the profiles completed?
- St. Clair Pastoral Charge (Check with Tim Hackborn) (Louise Hall willing)
- Siloam United Church (Check in with)
- Sprucedale-Providence (check in on)
- Rural (COF profile not started)

Approval of new appointments:

That the Human Resources Commission of Antler River Watershed approve the appointment to Port Lambton Pastoral Charge of Marilyn Townsend-Smith, OM-R, part-time, 20 hours/week from 21.12.01 to 2024.11.30 according to the terms of the Record of Appointment agreed to on 21.10.27.

That the Human Resources Commission of Antler River Watershed approve the appointment to Shiloh-Inwood Pastoral Charge of Christine Jerrett, OM-R, part-time, 10 hours/week from 21.11.01 to 26.12.31 according to the terms of the Record of Appointment agreed to on 21.11.08.

Approval of calls:

That the Human Resources Commission of Antler River Watershed approve the call to Lambeth Pastoral Charge of Douglas Peck, OM, full-time, 40 hours/week from 22.02.14 according to the terms of the Record of Call agreed to on 21.11.08.

Receive for information:

Sabbatical Plan from Pat Morrison, Grace Sarnia for a leave from April 4, 2022 to July 3, 2022.

Approval of Consent Docket:

MOTION that the Antler River Watershed Human Resources Commission approve the consent docket.

MOTION

AGREED BY CONSENSUS

Mary Anne raised a question about Hickson pastoral charge pastoral charge supervisor and gave details to Diane Blanchard about it. Diane will follow up on this inquiry.

2. **Pastoral Relations Minister's Time:** Diane Blanchard

Diane shared about her time on sabbatical. She was happy to be back and happy for the rest. It was a blessing to know things were in good hands and to have the time to look at the bigger picture. She spent some time looking at admissions through immigration. It was wonderful to have time for those conversations and get to know those ministers. To learn about the kind of ministry they had before they came here and she is writing a report. Diane wonders how the Commission can support those congregations that are willing to step outside of the box to receive a minister from abroad. How as a regional council how we might equip congregations for this. We have declared ourselves as an intercultural church, wonder if we are looking at ministers from abroad to look intercultural.

Diverse are we living our lives differently? Resource some of the congregations that are taking the risk. Support them as part of becoming an intercultural congregation. Some of her questions, not a lot of answers, but part of her thinking while on sabbatical.

Discussion took place. Some ideas that the group wondered about: If there are intercultural people living in a small town, how can the United Church embrace them and support them in our church. How can that open us to possibility. In the United Church we do not have to believe exactly the same as the person beside us. People are different.

Forty Days of Engagement around Anti-Racism. Every Tuesday night there is a presentation that is recorded and every day there is a resource and suggestions how to engage with children. Use that resource. It is excellent. No magic wands.

Preparing ministers for their new pastoral charge, the Methodist church have retiring minister assist. We do not.

Long-term ministries can be successful. Interim ministry is important to help the congregation.

3. **Reports:**

United Fresh Start - Information/updates: Diane Blanchard

- Diane catching up, so nothing new to report at this time

Licensed Lay Worship Leader Resource Team: Mary Anne Silverthorn

- November meeting was cancelled. December meeting will be held December 8th at 10:00 a.m. to plan for interviews from what we learned this year.

Executive Committee: Louise Hall

- Have not met. Meeting next week on November 17, 2021.

New Business:

Exit interview for Pegi Rideout. Diane working on setting up a date for this. Interim ministry to a conclusion. First and Central are meeting to talk about a shared ministry position. Exciting development as to the work that the two interim ministers have been doing for the last year and half.

Next Meeting: Tuesday, December 14, 2021 at 9:00 a.m. by Zoom.

Territorial Acknowledgement, Devotions and Closing Prayer, next meeting, by: TBA

Olav to set up a worship schedule.

Paul raised a concern about a conflict with regards to boundaries that he needed to deal with in a pastoral charge. He feels that we need to learn how to deal with conflict better. There was a conversation at the Regional Council about a policy that the Regional Council has with regards to boundaries. Olav clarified that Diane find ways to convey the policy and we not try to reinvent the wheel.

Adjournment:

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

MOTION

AGREED BY CONSENSUS

Closing Prayer: offered by Olav Kitchen

Olav shared a quote from Will Rogers "Even if you are on the right track you'll get run over if you just sit there". Olav offered a prayer. Let us go out to be the Lord Jesus' servants in the world and to serve. We go with God's blessings and peace, go and thank you, God Bless!

Meeting completed at 10:35 a.m.