

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

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**Place:** Zoom Meeting 9:00 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), Kerry Stover (OM), Tracy Wygiera (L)

**Staff Support:** Rev. Micol Cottrell, Pastoral Relations Minister [mcottrell@united-church.ca](mailto:mcottrell@united-church.ca)  
Pretima Kukadia, Admin, Communication & Records [pkukadia@united-church.ca](mailto:pkukadia@united-church.ca)

**Present:** Olav Kitchen, Paul Browning, Jim Drummond, Carol Ferguson, Louise Hall, Norm MacPherson, Mary Anne Silverthorn, Kerry Stover, Tracy Wygiera, Micol Cottrell, Pretima Kukadia

**Regrets:**

**Absent:**

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

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

“As we begin this meeting, we want to acknowledge that we are on the traditional territory of several Indigenous nations. We acknowledge the harms and mistakes of the past and try to move forward in a spirit of reconciliation and collaboration. And now in the name of Jesus Christ, the head of the church we begin this meeting of the Human Resources Commission.”

**Opening Worship:** Jim Drummond shared a prayer. Difficulty in Windsor in establishing a drug-consumption site since 2014, with the current mayor. 30 Faith leaders signed the letter supporting the site, sent to council members, media. The 5-5 vote was changed to 6-4 for the site. **Faith Letter** made a change.

**Opening Motions**

Corresponding Members

**MOTION** by Louise Hall / Kerry Stover that Bill Allen be made corresponding member(s) to this meeting.

**MOTION**

**AGREED by CONSENSUS**

Approval of Agenda

**MOTION** that the agenda be accepted as amended.

**MOTION****AGREED by CONSENSUS**

Approval of Previous Minutes

**MOTION** that the Human Resources Commission of Antler River Watershed Regional Council accept the minutes of January 10, 2023 as circulated.

**MOTION****AGREED by CONSENSUS****Unfinished Business****1. Selection of a New Chairperson for this Commission**

**MOTION** by Mary Anne Silverthorn / Carol Ferguson that the Human Resources Commission of Antler River Watershed Regional Council accept Kerry Stover as the Chair of this commission as of the end of this meeting.

**MOTION****AGREED by CONSENSUS****2. Tri-Regional Review: Bill Allen**

I am meeting with Human Resources Commissions. Surveys are being circulated. If you have something to add, we can send you one again.

**Q:** ARWRC purpose is: How do we fulfill 'Holding and Encouraging Communities of Faith'?

**NM:** we meet with LLWLs and provide support and make sure all certification is up-to-date.

**KS:** we work with Search Committees to make sure they are supported in their resources through to covenanting. **MAS:** CoF that are working through processes, we are able to support them, through Pastoral charge Supervisors. **LH:** We support IIMs and work with Transition Teams and the IIMs. **MAS:** We are able to subtly encourage new terminology, e.g., CoF. Support is also through exit interviews when requested/needed.

**Q:** Is it clear which part of the regional structure we are accountable to? Do we have accountability? Louise is our representative to Executive and to HRC. We are accountable to Executive. Minutes are posted on the website and are available to anyone in the regional council.

**Q:** Re Search Process. Is there something we need to change to make it more user-friendly?

**PB:** Liaisons do not have access to Living Faith Story and other documents. There is a reticence by staff to make changes where there may be problems. **BA:** When there is a conflict? **PB:** E.g., in possible 'sexist' situation ... CoF Profile is in Churchhub and Liaisons do not have access and you are left in the dark even though you are expected to work with CoF. **KS:** Position Descriptions oftentimes are copy and paste, a disconnect between what CoF is looking for and what is in Living Faith Story. If we were available earlier in the process would help.

**Q:** HRC can make final decisions, without consulting other bodies. What if we need more information. **MAS:** We re-submit it back to seek clarification.

**Q:** Are we happy with decision-making process of HRC? CF: We make decisions by consensus. PB: There is timidity. Clarification of ethos needed, we should not 'kick problems down the road'.

**Q:** How involved does HRC get when there are problems in a CoF? OK: We ask Commission member to get more information if needed. LH: Sometimes appoint member to work with CoFs. PB: That is what IIMs do. CF: Need some clarification between tasks for Congregational Support Commission and Human Resources Commission.

**Q:** How clear is this demarcation? LH: Some of us are PCS for CSC and are on this commission as well. MC: Staff often resource this bridging.

**Q:** How is a Liaison appointed? OK: Many CoF do not receive newsletters. MAS: Member living local to CoF. Q: How are new Liaisons recruited? OK: Keep trying new methods. MC: Jim is managing Liaisons, unique to this commission. JD: Only have an email which does not give me a lot of information.

**Q:** Do CoFs find resources and information when needed. MAS: Often need to be introduced to our Toolkits, which once introduced, are extremely valuable. PB: UCC website search does not work for me. LH: I refer to Lynne Allin, or connect them to a person with correct information.

**Q:** Do we have feedback from completed Search Processes. Often get thanks at covenanting services. MAS: Also hear, "I get no help from regional council" ... Did you try this ... no!

**Q:** Is most work reactive, or are we also proactive? CF: We have the United Fresh Start program, ongoing trainings and more programs on the way.

**Q:** Is there anything HRC recommends to make HRC more effective/efficient. PB: If we were to receive CoF profiles so we know what is coming down the line. Dislike name HRC which is corporate, should be Pastoral Relations.

**Q:** Is our time on HRC well spent. ALL: Yes!

## **New Business**

### **1. Information to be noted**

Epworth United Church, Kingsville on Sunday, February 26, 2023 for Joshua Kang.

St. Paul's United Church, Aylmer on **enter date** with **Brian Wilkie?**

Wesley-Knox United Church, London on **enter date** with Robert Apgar-Taylor.

Deaths: January 11, 2023, Doreen Canavan who served Brucefield, Essex and Riverside, Windsor United Churches.

Palliative Care: Jim Evans

### **2. Consent Docket**

#### **Approval of Open Positions**

That the Human Resources Commission of Antler River Watershed Regional Council approve the position description for a short-term supply minister, part-time, 20 hours/week, for Trinity United Church, Ingersoll, pending the following correction/additions:

- Administration includes attending governing body, congregational, and trustee meetings.
- Reference to continuing education be removed, as supply ministers are eligible for a pro-rated amount of funds and time.
- Wider church involvement be included
- The number of hours per week be added near the top of the document.
- that M&P will support the minister and the CoF in adjusting the expectations and working within the 20 hrs/week.

**Appointment of Liaisons**

Siloam United Church, London, minister is retiring –  
Chalmers: Kintore and St. Andrew’s Brooksdale – Norm MacPherson  
Trinity United Church, Ingersoll – Mary Anne Silverthorn

**Approval of Appointments**

That the Human Resources Commission of Antler River Watershed Regional Council accede to the request of College Avenue Pastoral Charge, Woodstock, to provisionally appoint Nancy Vandenberghe, Candidate, DM, full-time, 40 hours/week.), from 2023-05-14 to 2024-06-30 according to the terms agreed to in ChurchHub on 2023-02-08.

**Approval of Calls**

That the Human Resources Commission of Antler River Watershed Regional Council accede to the request of Mount Brydges Pastoral Charge, to call Wendy Milliken, OM, part-time, 30 hours/week., from 2023-01-30 according to the terms agreed to in ChurchHub on 2023-01-24.

**Request for License to Administer the Sacraments**

That the Human Resources Commission of Antler River Watershed Regional Council grant a license to Cheryl Kirk, DM-R, from February 14th 2023 until February 28th, 2028 in accordance with the Sacrament License Policy.

**Receive for Information**

That the Human Resources Commission of Antler River Watershed Regional Council receive for information the sabbatical leave request from Darrow Woods of Harrow Pastoral Charge from 2023-09-01 until 2023-11-30 and that the Congregational Support Commission be informed of the need for a pastoral charge supervisor.

----- End of Consent Docket -----

**Approval of Consent Docket**

**MOTION** that the Human Resources Commission of Antler River Watershed approve the consent docket as amended.

**MOTION****AGREED by CONSENSUS****3. Motions outside of Consent Docket: Open Position**

**MOTION** that the Human Resources Commission of Antler River Watershed Regional Council approve the position description from Chalmers United Church, Kintore and St. Andrew's United Church, Brooksdale, for a minister, part-time, 32 hours/week, **upon their liaison requesting further clarification to bring it back to the commission for approval.**

**MOTION****AGREED by CONSENSUS****4. Reports****Pastoral Relations Minister:** Micol Cottrell

Pastoral relations work will pick up as spring comes, M&P training from January is now available on the website in Pastoral Relations Toolkits. More and more resources becoming available. The automated Search Team Training form is now online. This is a huge help! Anyone wanting to help with the planning of the training, let me know.

I am feeling more familiar with this work. Possibly, Jim and I will meet with current Liaisons and get a little more information than just emails.

There is a clunkiness to the search process, how can we work with the CSC to make this smoother. When is the best time to involve a Liaison? As soon as a change of pastoral change is declared? Can the liaison resource this? PCS and Liaisons are separated in our regional councils. We don't worry about PCS or Living Faith Stories, but should we know?

Pulpit Supply policy needs work. CoFs need to understand the differences in accountability for supply ministers, LLWLs, guest ministers.

**United Fresh Start Report:** Micol Cottrell

Peer groups are a little smaller. Invitations ready to go out later in spring for the fall.

**Licensed Lay Worship Leader Resource Team:** Mary Anne Silverthorn

April 29<sup>th</sup> LLWL Workshop. One workshop being done by Micol, another is on self-care by Anne Beattie-Stokes. More information to come.

**Executive Committee Report:** Louise Hall

The UCW AGM will be held in Ingersoll, on April 29. We received an update on The Healing Fund's new 5-year project. Spring Meetings are coming up and we need to know about additions to commissions please and who is willing to serve a 2<sup>nd</sup> term if your term ends this year. Please fill out an Expression of Interest form. Micol/Olav will send out the term list. March 29 registrations will open for the Spring Meeting. Fairmount is now self-sustaining, as an outreach of Metropolitan United Church, as their outreach to the east end of London. DUIM at Five Oaks is still being recommended.

**Liaison Coordinator:** Jim Drummond

Cedar Springs United Church – should be listed as inactive as of October 2021.

Figuring out where we are with the Excel listing put together by Jim.

**Next Meeting:** Tuesday, March 14, 2023 at 9:00 a.m. by Zoom.

**Worship/Closing Prayers:** Carol Ferguson

(Rotating List: Paul Browning, Jim Drummond, Carol Ferguson, Louise Hall, Norm MacPherson, Mary Anne Silverthorn, Kerry Stover, Tracy Wygiera, Olav Kitchen)

**Closing Prayer:** offered by Jim Drummond.

**Adjournment:**

**MOTION** that the Human Resources Commission of Antler River Watershed Regional Council having concluded its business, be adjourned at 10:50 a.m.

**MOTION**

**AGREED**