

---

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

---

**Place:** Zoom Meeting 9:00 a.m.

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

**Regrets:**

**Welcome and Constitute Meeting:** Kerry Stover, 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 Kerry Stover:

“As we begin this meeting, we acknowledge that we are on the traditional territory of many Indigenous nations. We acknowledge the harms and mistakes of the past and will continue to move forward as followers of Christ to be people of Love, of Truth and of Reconciliation. And now in the name of Jesus Christ, the head of the church we begin this meeting of the Antler River Watershed Regional Council Human Resources Commission.”

**Opening Worship** Kerry Stover shared a prayer. From *Widen the Aperture* by Rev. Kaji Douša from United Church of Christ. What are we called to do in His name?

**Opening Motions**

Approval of Agenda

**MOTION** by Tracy Wygiera / Norm MacPherson that the agenda be accepted as amended.

**MOTION**

**AGREED by CONSENSUS**

Approval of Previous Minutes

**MOTION** by Mary Anne Silverthorn / Jim Drummond that the Human Resources Commission of Antler River Watershed Regional Council accept the minutes of May 9, 2023 as circulated and June 6, 2023 as circulated.

**MOTION**

**AGREED by CONSENSUS**

**Unfinished Business****1. Ongoing Recruitment**

Commissions seeking new members will work with the special task team from the Regional Council Executive.

**2. Employee vs. Contractor**

Human Resources Commission to Inform M&P committees on who is an employee and who is considered a contractor.

**3. From May 9, 2023 – Non-UCC Pulpit Supply Policy**

Human Resources Commission to Inform M&P committees on who is an employee and who is consider Micol Cottrell will upload to Dropbox the Shining Waters Regional Council comprehensive policy that will be reviewed at the next meeting – June 13. Carry over to next meeting.

**4. From June 6, 2023 – Non-UCC Pulpit Supply Policy**

The Human Resources Commission will look into suggestions of short-term supply or Sunday supply for the next few months for Camlachie United Church. Louise Hall has been appointed as Pastoral Charge Supervisor as well as Liaison.

**Business Arising****1. Email Poll of May 23, 2023** to be recorded in the minutes.

**MOTION** by Mary Anne Silverthorn / Norm MacPherson that the Human Resources Commission of Antler River Watershed Regional Council having reviewed the position description, categorize the “Youth and Family Ministry Coordinator” at Cottam United Church as a Congregational Designated Minister position.

**MOTION**

**AGREED by CONSENSUS**

**2. Congregational Meeting of Dundas St. United Church, Woodstock on June 25, 2023.**

**MOTION** by Paul Browning / Jim Drummond that the Human Resources Commission of Antler River Watershed Regional Council give Mary Anne Silverthorn the power to appoint an appropriate representative to the attend the June 25, 2023 congregational meeting of Dundas St. United Church, Woodstock.

**MOTION**

**AGREED by CONSENSUS**

**New Business****1. Consent Docket****Renewal of Appointments**

That the Human Resources Commission of Antler River Watershed Regional Council concur with the request of Wesley-Knox Pastoral Charge, London, to re-appoint Daniel Leaver, Candidate, part-time, 20 hours/week, from 2023-07-01 to 2024-06-30 according to the terms agreed to in ChurchHub on 2023-05-29.

That the Human Resources Commission of Antler River Watershed Regional Council concur with the request of Ailsa Craig Pastoral Charge to appoint Jacqui Moraal, candidate, part-time, 30 hours/week, as a Supervised Ministry Education (SME) Site from 2023-09-01 to 2025-09-01 according to the terms agreed to in ChurchHub on 2023-06-06.

*Note: This position was reposted for applicants to apply so that Ailsa Craig could be a Supervised Ministry Education Site. After reposting the position and being open to applicants, they have chosen to re-appoint Jacqui Moraal.*

**Approval of New Appointments**

That the Human Resources Commission of Antler River Watershed Regional Council concur with the request of Blenheim Pastoral Charge to appoint Wanda Burse, OM-R, part-time, 10 hours/week, from 2023-06-01 to 2025-05-31 according to the terms agreed to in ChurchHub on 2023-05-24.

**Voluntary Associate Ministry (VAM) Applications**

That the Human Resources Commission of Antler River Watershed Regional Council endorses the application of Andrew Macpherson, OM, to be a Voluntary Associate Ministry at Dundas St. United Church, Woodstock according to the agreement signed on May 16, 2023.

That the Human Resources Commission of Antler River Watershed Regional Council endorses the application of Maurice Francis, OM-R, to be a Voluntary Associate Ministry at St. Paul’s United Church, Tillsonburg according to the agreement signed on May 10, 2023.

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

**Approval of Consent Docket**

**MOTION** by Paul Browning / Tracy Wygiera that the Human Resources Commission of Antler River Watershed approve the consent docket as amended.

**MOTION**

**AGREED by CONSENSUS**

**2. Motion Outside of the Consent Docket**

**MOTION** by Paul Browning / Mary Anne Silverthorn that the Human Resources Commission of Antler River Watershed Regional Council accede to the request of Brooksdale Pastoral Charge to appoint Janet Uren, OM, 20 hours/week, as short-term supply from March 1, 2023 to August 31, 2023 as agreed to in ChurchHub.

*Note: phone allowance and continuing education needs to be adjusted.*

**MOTION**

**AGREED by CONSENSUS**

Louise Hall abstained.

**3. Phone Allowance Minimum**

**MOTION** by Paul Browning / Louise Hall that the Human Resources Commission of Antler River Watershed Regional Council agree to set the minimum phone allowance at \$50/month, which may be adjusted at a later date.

**MOTION**

**AGREED by CONSENSUS**

#### 4. Renaming Human Resources Commission to Pastoral Relations

**MOTION** by Paul Browning / Tracy Wygiera that the Human Resources Commission of Antler River Watershed Regional Council request the Executive to change the name of this commission to Pastoral Relations Commission to clarify our purpose to United Church members.

**MOTION**

**AGREED by CONSENSUS**

#### 5. Reports

**Pastoral Relations Minister:** Micol Cottrell

Just completed 3<sup>rd</sup> Regional Council Meeting. One experience out of these is that people have come over to thank me for the work that I do. Sometimes this is following a difficult moment in the life of their church, or the stress of transition. As a commission we may not hear it that often, but please know that the work you do has an impact and is appreciated.

One piece of feedback I received from an admissions minister in Western Ontario Waterways Regional Council was how much the two United Fresh Start sessions that Diane and I led with them and their church helped set the groundwork for intercultural conversation and relationship building. They reflected that while at the intensive week-long retreat/learning time, in conversation with other admission ministers this was something that they found lacking.

- Wondering if there is a desire to draw from our budget the cost of two United Fresh Start sessions for churches who appoint a new admissions minister. I also wonder about this for newly ordained/commissioned/recognized ministers. These are two ministries where there may be a greater need for care around history-sharing, culture sharing, uniting of vision for the church, etc.

Out of Western Ontario Waterways, a motion was approved to extend the definition of Volunteer Associate Minister to retired Designated Lay Ministers. The WOWRC HR Commission will be working on expanding that policy. When that is complete, I'll bring it to this HR Commission for discussion about ARW's policy. This expansion of policy recognizes the gifts and skills and the unique interaction that retired DLMs have in communities of faith and the need for conversations around gift sharing and boundary holding. It is not able to alter the Manual definition that DLMs outside of an appointment are considered lay persons and not under the oversight of the Office of Vocation.

This Thursday the executive and staff are attending a meeting at the Regional Council Office to hear feedback from the tri-regional council review. As I reflect on it so far, I'm aware of

the need and desire of our HR commissions to spend some time focusing in on what our vision and mandate are beyond the core pieces of work that we have now become experts in. In my 5-year plan as Minister, Pastoral Relations, this was part of my 2<sup>nd</sup> year work. I invite you to spend some time this summer looking at our mandate in the regional council handbook, reflecting on what we have to do and what we want to do to support and enrich the pastoral relationships in our regional council. I'll be working with the chairs of the committees about leading these conversations. I'll also be working on figuring out our budget – as this is something we have not been utilizing and could allow for special online events, workshops, or offsetting costs for certain congregations to have United Fresh Start.

Next Tuesday from 7-9 pm I have my first Liaison Training event. Invitations went to all of the liaisons. This will be the first part of shifting to having liaisons (when possible) begin their work as soon as a change of pastoral relationship is announced, and helping support communities of faith through the profile and position description phase. This training will be repeated in the fall (date TBD) and this will lead into regular liaison check-in, sharing, and skill building online gatherings starting up this fall.

I am on holidays from June 24 until July 24, 2023. Our Executive Minister, Cheryl-Ann Stadelbauer-Sampa, will be covering for me. I'll be making a plan with her on how to complete some of the pieces of our work (ex. how position descriptions which are emailed directly to me are processed). You will need to decide if you want to have an online meeting in July or an email motion.

**United Fresh Start Report:** Micol Cottrell

No Report

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

Thanks to Tracy Wygiera a report has been written for the successful Day Away event. The next event date for the fall has been set. The finances need to be approved by the HR Commission. Very positive feedback from LLWLs.

**Executive Committee Report:** Louise Hall

Executive is meeting tomorrow.

**Liaison Coordinator Report:** Jim Drummond

Forest United Church – Louise Hall

Comber United Church – Del Stewart

Thamesville United Church – Barbara Robbins

Camlachie United Church – Louise Hall

**MOTION** by Jim Drummond / Mary Anne Silverthorn that the Human Resources Commission of Antler River Watershed Regional Council approve the above as liaisons to the named communities of faith.

**MOTION**

**CARRIED**

**Next Meeting:** At the call of the chair over July and August.

**Worship/Closing Prayers:** Mary Anne Silverthorn

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

**Closing Prayer:** offered by Kerry Stover

**Adjournment:**

**MOTION** that the Human Resources Commission of Antler River Watershed Regional Council having concluded its business, be adjourned at 10:45 a.m.

**MOTION**

**AGREED**