**Human Resources Commission**

**Antler River Watershed Regional Council**

**of The United Church of Canada**

***Holding and Encouraging Communities of Faith***

***Minutes – Nov. 12, 2024***

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

**Roster:** Kerry Stover (OM, Chair), Paul Browning (OM), Jim Drummond (L), Carol Ferguson (OM), Louise Hall (L), Melodee Lovering (DLM), Norm MacPherson (L), Mary Anne Silverthorn (L), Tracy Wygiera (L)

**Present:** Kerry Stover (OM, Chair), Paul Browning (OM), Jim Drummond (L), Carol Ferguson (OM), Louise Hall (L), Melodee Lovering (DLM), Norm MacPherson (L), Mary Anne Silverthorn (L), Tracy Wygiera (L), Micol Cottrell, Pastoral Relations Minister, Michele Petick, Administrative Assistant

**Staff Support:** Rev. Micol Cottrell, Pastoral Relations Minister [mcottrell@united-church.ca](mailto:mcottrell@united-church.ca)

Michele Petick, Administrative Assistant, Social Media and Website Management [MPetick@united-church.ca](mailto:MPetick@united-church.ca)

**Welcome, Land acknowledgement, and Constitute the Meeting**: Chair, Kerry Stover

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 ARW Human Resources Commission.

**Opening Worship/Devotional:**  Paul Browning

**Opening Motions**

Approval of the draft Agenda: November 12, 2024

Motion: That the Antler River Watershed Human Resources Commission accept the Agenda for November 12, 2024 as submitted.

Moved by: Mary Anne Silverthorn seconded by: Tracy Wygiera

**CARRIED**

Approval of Previous Minutes: [October 8, 2024](https://unitedchurch.sharepoint.com/:w:/r/sites/ARWHRC/MeetingLibrary/ARW_HRC%20Draft%20Minutes_241008.docx?d=w81f5079f8d4141759927084678210340&csf=1&web=1&e=ARIR5E)

Motion: That the Antler River Watershed Human Resources Commission accept the Minutes for the October 8, 2024 Meeting as submitted.

Moved by: Carol Ferguson seconded by: Paul Browning

**CARRIED**

On hold: *February 13 & March 12, 2024, until Pretima’s account can be opened and the draft minutes can be located from those two meetings.*

**E mail Motions to be noted for the minutes:**

None

**Unfinished Business:**

**From May 9, 2023:**

**7. Pulpit Supply (non-UCC) Policy:** Micol Cottrell added to Dropbox, now Sharepoint, for future reference (October folder). *See attached document that Melodee Lovering submitted (also currently in Sharepoint) and Kerry edited a few items in yellow colour.* ***Discuss Nov. 14, 2024****.*[Draft Pulpit Supply Policy](https://unitedchurch.sharepoint.com/:w:/r/sites/ARWHRC/MeetingLibrary/Pulpit%20Supply%20Policy%20Antler%20River%20DRAFT_MLwKSnotes.docx?d=wf057b642b0ea4463913d0c32a8d7d0ef&csf=1&web=1&e=kGkyur)

Discussion to continue at next meeting with many thanks to Melodee Lovering for establishing this draft.

**From Sept. 12, 2023**

**Renaming Humans Resources Commission to Pastoral Relations** idea was suggested several months ago. This is in discussion with WOW and HF. *Update from Micol for Nov. 14th meeting.*

**WOW has approved that the renaming to go ahead.** *HF has sent the request to the Executive to approved the name change. ARW can take this request directly to the Executive (we do not need all three regions to agree on the name). Micol’s title would become Minister of Pastoral Relations / Human Resources*

Motion: That the Antler River Watershed Human Resources Commission request the Antler River Watershed Executive give permission to change the name of the commission from Antler River Watershed Human Resources Commission to “***Antler River Watershed Pastoral Relations Commission”***.

Moved by: Mary Anne Silverthorn seconded by: Paul Browning

**CARRIED**

Louise Hall will present this motion to the ARW Executive at their next meeting with background and ethos.

**From Previous HRC meeting:** Budget update post Regional Council meeting.

* 10,000 for events, meetings, etc.
* Monies are set aside for the LLWL Day Away
* Monies are set aside for Fresh Start Facilitators for Peer Groups
* Suggesting moving honorarium from $250 to $300
* Clergy lunch with Kevin Steeper, this could spark clusters to form
* Special events and learning $2,500 budget for Kevin Steeper’s retired clergy and active clergy programs
* Touchstone gifts $300
* Support New Admission Ministers “Celebrate God’s Presence”: A Book of Services” worship resource. $2,000
* Total budget $7,900 with a $2,100 reserve
* Suggested a Learning Day for Ministry and Personnel like M&P 101
* Promote Clergy Month and Administrative Assistant’s Day

Motion: That the Antler River Watershed Human Resources Commission approve the 2025 Budget for the Antler River Watershed Human Resources Commission as submitted.

Moved by: Jim Drummond seconded by: Louise Hall

**CARRIED**

**Business**

1. **Information to be noted** (Covenanting Services, Life events of ministry personnel)

**Covenanting Services:** Roxanne Bale, DLM and Rev. Greg Simpson, OM (Tracy Wygiera to check on covenanting for Greg Simpson)

**Celebration of Ministry Service**

Saturday October 26th at 4:30 PM

Lambeth United Church

4268 Colonel Talbot Rd, London, ON N6P 1A2

Celebrants: Greg Simpson and Roxanne Bale

In-person at Lambeth & [YouTube Livestream](https://www.youtube.com/live/nOnrFk7L7Xo?si=lnEkMNDPRsrXKmMa)

**Cheryl Bolton** this Sunday November 17, 2024 (Louise Hall will check in with who will be present representing the region).  
  
**Melodee Lovering** was held on October 7 at 2 pm. Del Stewart presided, Jack Lovering speaker, Martin Mwale read scripture.

**Deaths:** Jane Elizabeth Swan wife of Colin Swan and mother to Laura Swan [posted obituary on ARW Facebook](https://www.facebook.com/share/p/ZFas7aSpjtC1KLX2/)

**Retirements:** *Remove from agenda as retirement(s) will be in Micol’s consent document.*

**Sabbaticals:** *Remove from agenda as sabbatical(s) are included in Micol’s consent document.*

1. **Consent Docket** – Micol ([will be in Sharepoint](https://unitedchurch.sharepoint.com/:w:/r/sites/ARWHRC/MeetingLibrary/ARW%20HRC%20Consent%20Docket%20241112.docx?d=w497851ce473b4b00a90bb1322db8f24d&csf=1&web=1&e=AdFnvD))

**Approval of Consent Docket  
  
Consent Docket for ARW HR Commission**

Date:  November 12th, 2024

**Request for Change of Pastoral Relations:**

That the Human Resources Commission of Antler River Watershed Regional Council approve the request of Susan McIlveen, OM, for a change of pastoral relations from Avondale Pastoral Charge effective December 31, 2024.

**Voluntary Associate Ministry (VAM) Applications:**

That the Human Resources Commission of Antler River Watershed Regional Council concurs with the request of Jane Van Patter, OM-R, to become a Voluntary Associate Minister at Trinity Pastoral Charge, Ingersoll, effective November 12, 2024.

That the Human Resources Commission of Antler River Watershed Regional Council concurs with the request of Judith Campbell, OM-R, to become a Voluntary Associate Minister at Trinity Pastoral Charge, Ingersoll, effective November 12, 2024.

**Request for license to administer the sacraments**

That the Human Resources Commission of Antler River Watershed Regional Council grant a License to Administer the Sacraments to Roxanne Bale, DLM for the length of the appointment with London Road West, Sarnia.

[Microsoft Word - Licence to Administer Sacraments Policy (AWRC HR Commission)](https://arwrcucc.ca/wp-content/uploads/2020/01/Licence-to-Administer-Sacraments-Policy-ARWRC-HR-Commission.pdf)

Motion: That the Antler River Watershed Human Resources Commission accept the Consent Docket of November 12, 2024 be approved as circulated.

Moved by: Louise Hall seconded by: Norm MacPherson

**CARRIED**

1. **Motions outside of Consent Docket**

* Motion: That the Human Resources Commission of Antler River Watershed approve the request for a change of pastoral relationship for Nancy Vandenberghe, DLM, from College Avenue Pastoral Charge, Woodstock, effective January 19, 2025.

Moved by: Louise Hall seconded by: Mary Anne Silverthorn

**CARRIED**

1. Reports

**Pastoral Relations Minister**: Micol Cottrell ([will be in Sharepoint](https://unitedchurch.sharepoint.com/:w:/r/sites/ARWHRC/MeetingLibrary/Pastoral%20Relations%20Minister%20Report%20241112.docx?d=w17696a60c0074fd495bf5f8519b0e953&csf=1&web=1&e=LcinfQ))

**Pastoral Relations Minister Report**

**November 2024**

* Pretima has moved onto Long Term Disability.  We hold her in prayer.
* Michele Petick is now permanent full time with the regional council.
* On November 7th we had the first M&P gathering.  There were 8 participants from 7 churches.   The time include worship, a check-in, updates, a learning time around a tool for having difficult conversations, and lots of discussion.  It was appreciated by the participants.  The gatherings are scheduled for every other month.  The next learning will be around various leaves (compassionate leave, medical leave, restorative care) and benefits.   The participants were able to share helpful tips and tools with one another.

**Tri-Regional Council HR Commission updates**

* Horseshoe Falls is working on expanding the VAM policy, writing an information page about covenanting services.
* Antler River Watershed is currently working on the Pulpit Supply Policy
* Western Ontario Waterways is working on rebuilding the LLWL Resource Team.

**United Fresh Start Report:** Micol Cottrell (will be in SharePoint - none)

* Nothing to update, new peer groups are starting
* This item can be removed from the Agenda and will be added to the Pastoral Relations Minister Report going forward

**Liaison co-ordinator –** Jim Drummond

* Lists are updated in SharePoint
* Mary Anne Silverthorn to email corrections
* Avondale in Tilsonburg and Otterville UC (Mary Anne Silverthorn is Liaison to these two communities of faith. And College Avenue UC (Mary Anne Silverthorne) in Woodstock and Petrolia (Norm MacPherson has offered to do this appointment)
* Olav Kitchen at Charing Cross?
* Kerry Stover is liaison for Melville-Ilderton Pastoral Charge not Melbourne.
* Eric Skillings working with a group of churches supporting strong lay leadership.
* Tecumseh – George Bozanvich
* Reach out to Celia Orth (Mary Anne Silverthorn)

MOTION: That the Human Resources Commission of Antler River Watershed Regional Council appoint the following liaisons:

* Norm MacPherson with Petrolia Pastoral Charge
* Mary Anne Silverthorn with
* College Avenue Pastoral Charge,
* Avondale Pastoral Charge,
* Otterville Pastoral Charge,
* George Bozanich with Tecumseh Pastoral Charge

Moved by: Jim Drummond seconded by: Louise Hall

**CARRIED**

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

* Beginning to compile list of who might be presenters
* Interviewing for LLWL’s for relicensing
* Thank you to Tracy Wygiera for the ARWRC Fall Meeting video

**Executive Committee Representative:** Louise Hall

* Manse funds to get approved by Congregational Support Commission
* Essex sale funds moving to a regional trust
* Discipleship looking at M & S Grants
* Cheryl Bolton
* Grant request for the LLWL program from the Leadership and Rural Ministry Funds
* Three proposals, the one that affects this commission most is the Moving Expense Fund.
* They can apply for 50% of moving expenses up to $10,000 (restricted if you have over $100,000 in funds)

**New Business:**

None

**Next Meeting:** Tuesday, December 10, 2024 at **9:00 a.m.** by Zoom.  
  
Join Zoom Meeting

[Https://united-church.zoom.us/j/84892578486?pwd=4nKj9vR1FqybrUQU4zawuqE0j32HL9.1](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Funited-church.zoom.us%2Fj%2F84892578486%3Fpwd%3D4nKj9vR1FqybrUQU4zawuqE0j32HL9.1&data=05%7C02%7CMPetick%40united-church.ca%7C0ce07579a08b4e12db2b08dd0320028f%7Ccf18b5a826784011931215f0f7157574%7C0%7C0%7C638670158805114064%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=yjeY2J%2F5FzOvDq91OHHN3sIaeNJv%2FIWIRu7ohICjZ8s%3D&reserved=0)

Meeting ID: 848 9257 8486

Password: 056783

**Worship/Closing Prayers for next meeting:** Jim Drummond  
(Rotating List: Paul Browning, Jim Drummond, Carol Ferguson, Louise Hall, Melodee Lovering, Norm MacPherson, Mary Anne Silverthorn, Kerry Stover, Tracy Wygiera)

**Closing Prayer**: offered by Paul Browning

**Adjournment:**

Motion: that the Human Resources Commission of Antler River Watershed Regional Council having concluded its business, be adjourned at\_\_\_10:59\_\_a.m.

**MOTION AGREED**