**Human Resources Commission**

**Antler River Watershed Regional Council**

**of The United Church of Canada**

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

***MINUTES – February 13, 2024 at 9am via Zoom***

**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)

**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 (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) Rev. Micol Cottrell, Pastoral Relations Minister

**Regrets:**

**Absent:**

**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: Louise Hall  
  
Opening Motions****:  
  
Approval of the Draft Agenda as circulated**: February 13, 2024  
  
Motion: That the Antler River Watershed Regional Council Human Resources Commission approve the agenda of February 13th, 2024 as circulated.  
  
**AGREED by CONSENSUS  
  
Approval of Previous Minutes as circulated**: January 9, 2024

Motion: That the Antler River Watershed Regional Council Human Resources Commission approve the minutes from the January 9th, 2024 meeting of the commission as circulated.  
  
**AGREED by CONSENSUS**

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

* January 15th, 2024 - ROA Carol Morton Ilderton PC

**AGREED by CONSENSUS**

**Unfinished Business:**

**From May 9, 2023:**

**7. Pulpit Supply (non-UCC) Policy:** Micol Cottrell added to Dropbox for future reference (in October 2023 folder). DEFERRED

**From Sept. 12, 2023**

**Renaming Humans Resources Commission to Pastoral Relations** suggested several months ago. This is in discussion with WOW and HF and will be discussed at the tri-Regional executive meeting on Jan. 13th.

**Business**

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

**Covenanting Services:**

Susan Cameron – Dundas Street, Woodstock – April 14, 2024 3:30pm

**Death(s):**

**Retirements:** Refer to Consent Docket

**Sabbaticals:**

1. **Consent Docket** – Micol

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

February 13, 2024

**Request for Change of Pastoral Relations:**

That the Human Resources Commission of Antler River Watershed Regional Council approve the request by Joan Golden, DM, for a change of pastoral relations to end the pastoral relationship from Moraviantown Pastoral Charge and Oneida Pastoral Charge effective 2024-06-30.

Note:  Joan Golden, a re-engaged pensioner, is retiring again.

**Approval of Calls:**

That the Human Resources Commission of Antler River Watershed Regional Council concur with the request of Ingersoll: Trinity Pastoral Charge to call Barbara Cowan, OM, FT, 40 hours, from 2024-05-24 according to the terms agreed to in ChurchHub on 2024-02-09.

That the Human Resources Commission of Antler River Watershed Regional Council concur with the request of Suburban Pastoral Charge to call Laurie O’Leary, OM, FT, 40 hours, from 2024-03-01 according to the terms agreed to in ChurchHub on 2024-01-30

**AGREED by CONSENSUS**

1. **Motions outside of Consent Docket**
2. **Reports**

**Pastoral Relations Minister**: Micol Cottrell

**Minister, Pastoral Relations Report**

* From February 12-16th I am off on continuing education.  I will be focusing on completing the work I started during my fall con-ed around creating at-hand resources for supporting M&P committees with conflict.  As well, I will be working on organizing resources for M&P committees including information for the website and organizing regular M&P gatherings.
* At a tri-regional executive meeting I presented a proposal which was adapted and adopted by all three regional councils to financially support communities of faith whose minister goes on restorative care within the first six months of their pastoral relationship or who go on restorative care and the leave goes beyond an approved end of pastoral relationship date.   Communities of faith pay 15% of the salary and benefits cost.  In these cases, the regional council, in order to support healthy pastoral relationships, will reimburse the community of faith the 15%.

* If you are not on SharePoint, you need to contact Sue Duliban at [sduliban@united-church.ca](mailto:sduliban@united-church.ca) in order to be set up.   We are transitioning over to SharePoint and will no longer have access to Dropbox this summer.

* The three regional councils have contracted with an individual to upload past documents and input past motions into SharePoint.  Any document now needs to end with the date of the document in the following format:  yymmdd.   You’ll see under motions that we now are able to see motions approved by the other commissions.

* There was a gathering held for DLMs and DLM Candidates recently.   In that meeting was shared the process for DLMs to receive a testamur and the process to be commission or ordained.   To be commissioned or ordained a provisional call or appointment needs to be in place.  The provisional call/appointment must be over 6 months, and not be a supply appointment.

* Many of the Pastoral Relations Ministers have noted that it would be helpful to have a common practice for provisional calls/appointments across the church.   A policy is being worked on, which will be available late spring and will come to the commission.   In summary it is a provisional appointment is over six months, when the minister is not returning (i.e. not a short-term supply), and a minimum of 14 hours/week – with requests for exceptions going to the commission.

* The Toolkit section on the regional councils’ websites have been updated.  The toolkits are now labelled in a way that hopefully is clearer from a congregation’s perspective and are in one place instead of two.   The formatting has also been changed to improve access.

* New dates for M&P trainings have been added to the registration form and shared on Facebook (and will be in next month’s newsletter).  There are more dates then in the past with added sessions during the day.   I will also be working on a document to track M&P training for communities of faith.

* The pulpit supply list for ministers is now done through ChurchHub.  This means that communities of faith can quickly access the list, and ministers can more easily add or remove themselves from the pulpit supply list.   I will soon be learning how to make the LLWL list available through ChurchHub as well.
  + **M&P**

**Proposal:**

Resourcing Pastoral Charges for Healthy New Pastoral Relationship and CDM through M&P Training.

   The moment a vacancy is declared, a ministry position or CDM position is created, or a community of faith enters into shared ministry are times in which the pastoral charge and the regional council Human Resources Commission have a close working relationship.   This moment opens up an opportunity to resource and equip the pastoral charge(s) for a healthy pastoral relationship through the Ministry and Personnel Committee.

    In order to strengthen the work of Ministry and Personnel Committees the Human Resources commission could set a minimum number of members required for an M&P committee and that the M&P attending training in order to proceed with the search process, as well as a requirement for a position description to be categorized as a CDM position.

**Motion:**

  That the Human Resources Commission of Antler River Watershed/Horseshoe Falls/Western Ontario Waterways Regional Council require all pastoral charges who are:

1. Declaring a vacancy and beginning the process for search; or
2. Requesting categorization of a Congregational Designated Ministry Position; or
3. Reducing ministry personnel staff and in turn creating a new position description; or
4. Entering into a collaborative agreement wherein a minister at one pastoral charge will be serving at another church;

would be required

1. To have a Ministry and Personnel Committee Membership of at least 3 active members (as noted in the M&P handbook the ideal number being 3-7) who meet the requirements of the M&P handbook.

1. the Ministry and Personnel Committee attend a M&P training event if they have not previously done so in the last 12 months.

**AGREED by CONSENSUS**

* + **Con-Ed**

**Proposal:  Supporting Ministry Personnel through a Workshop on Ministering to those with Dementia.**

Background:

Janet Kennedy, United Church minister, is serving as chaplain in a long-term care home has offered to provide an education event for ministry personnel around the theme of ministry with people who have dementia.   The conversation is at the initial offer phase as Janet has been exploring how she shares her experience in chaplaincy with other ministers.

The regional council helps support health, joy, and excellence for ministry personnel.

How the Human Resources Commission might help:

* The Human Resources Commission of Western Ontario Waterways could accept Janet Kennedy’s offer to provide a workshop
* Offer the visiting ministers rate for the session.
* The workshop could be shared with Antler River Watershed (Horseshoe Falls is hosting the workshop on their own).

**Liaison co-ordinator –** Jim Drummond

* Refer to Liaison spreadsheet.

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

**Executive Committee Representative:** Louise Hall

**New Business:**

* Budget 2024 – brainstorming (document in December 2023 Dropbox folder). *Perhaps ideas will come from next topic.*
* **Consideration for future HRC meetings:** *(moved to last item on this agenda)*
* What is the work or focus of our commission –
* For discussion starter - Micol has notes from the orientation day gatheing at Lambton United Church Camp/Centre

**Next Meeting:** Tuesday, March 12, 2024 at **9:00 a.m.** by Zoom.

**Worship/Closing Prayers for next meeting:** Melodee Lovering   
(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 Louise Hall

**Adjournment:**

Motion: that the Human Resources Commission of Antler River Watershed Regional Council having concluded its business, be adjourned at\_\_\_11:00\_\_a.m.

**MOTION AGREED**