

Human Resources Commission
Horseshoe Falls Regional Council
OF THE UNITED CHURCH OF CANADA
Connecting, Supporting, Transforming

Place: Zoom meeting

Time: 1:00 p.m.

Roster: Callie Archer (L), Doug Caldwell (L), Sue Cowan (DLM), Debbie Christie (L), ,
Joanne Hedge (OM), Nadia Koltun (L), Morar Murray-Hayes (OM), Alison Playfair
(OM), Matthew Root (L), Susan Stephen (L), Pat Tooley (L), Robin Wilkie (OM)

Staff Support: Pretima Kukadia-Kinting, Admin Assistant PKukadia@united-church.ca
Rev. Diane Blanchard, Minister, Pastoral Relations DBlanchard@united-church.ca

Present: Doug Caldwell (L), Sue Cowan (DLM), Nadia Koltun (L), Alison Playfair (OM),
Susan Stephen (L), Robin Wilkie (OM), Morar Murray-Hayes (OM)

Regrets: Callie Archer, Pat Tooley, Debbie Christie (L)

Absent: Joanne Hedge (OM), Matthew Root (L)

Welcome and Constitute Meeting: Diane Blanchard welcomed the members and opened the meeting.

Acknowledging the Land: Diane acknowledged the territorial lands.

Opening Worship: Diane shared a worship, " ... praise be to God, calls the people to new hope..."

Opening Motions:

Approval of Agenda:

MOTION That the commission approve the agenda as submitted.

It was agreed.

Approval of Previous Minutes: The minutes of the June 19th minutes will be approved at the next meeting as they are not completed.

Some people were not able to access the Dropbox, Pretima will work on solving Dropbox problems either at the end of this meeting or before the next.

Business Arising

1. Thank you to Sue Stephens for carefully reviewing all call and appointment forms from meeting of June 19th. Almost all are ready for submission, except two, that we will not pass today.
2. Appointment form received from Silver Spire, St Catharine's for Karen Orlandi, candidate supply subsequent to our agreement to the terms of appointment at our June

mtg.

- Paperwork now complete and ready.

3. West Plains, Burlington. Horseshoe Falls Regional Commission approved appointment of Philip Gardner OM fulltime as supply “a ministry personnel is appointed to meet supply needs until a ministry position is filled or during the temporary absence of the called or appointed minister)” for 2 years. The Commission also set a policy of appointments for 6 months, renewable twice. Philip is an intentional interim minister.
 - Therefore, a total of 18 months, but they approved this for 2 years. This goes against the policy. Diane will talk to West Plains about having Philip Gardner as interim minister in September.
 - The commission can make policy within policy. If in search then a short-term supply appointment is recommended. With new process, then search paperwork could be ready at any time.
 - A policy question to discuss at the fall two day meeting.
4. Mel Matthias has agreed to be the regional member of the transition team for New Church (St Stephen, Tansley, Nelson) in Burlington. Do you want a second person?
 - Maybe should appoint a second person if Mel is not always available and quorum is not always possible then. Was agreed to. Diane will look for someone.
5. New Church Transition team appointees: From Nelson - Barb McKeown; from St. Stephen - Linda Draddy and Sharyn Georgas and from Tansley - Stacy Goodale and Sue Stephen.
 - Were elected by their congregations, receiving for information.

New Business

1. Governance for LLWLs in HF. Suggested committee with the chair to be or become a member of the HR commission. Committee to be 2 lay people, 3 LLWLs and 2 ministry personnel. We'll affirm at policy-setting meeting. Update from Diane about numbers. Various presbytery policies being added to Dropbox file.
 - If we don't have a committee then we are responsible for having and designing training programs, licensing and follow-up of trainees for accountability. We can set policy. Or, set a committee which can also be a support to LLWLs.
 - Training has been regional, through Bruce Presbytery, conferences, on-line programs, Five Oaks ...
 - Will ask Executive to populate a committee for our commission from pool and Expressions of Interest. All are agreed to proceed with this to Executive.
 - Will look at on-line training programs for increased need for LLWLs
 - United Church has a LLWL handbook which is quite extensive
2. Policy-setting meeting in September or October, possibly an overnight meeting in cooperation with HR commissions from all three regions.
 - Diane will be doing a Doodle poll to 3 chairs to find a date for this meeting.

3. Training for resource pool. Most needed are liaisons. Could we plan training to include HR commission members, on our regular meeting day and have a brief commission meeting following the training? September 24 or October 23 possibly.
 - Will be good for commission members to be part of Liaison Training to familiarize with what liaisons do.
4. New resource for the liaison conversation about SME discernment. Is on the UCC site.
 - We will be using this resource with Liaisons training.
 - If searching and indicate you are open to a student on Churchhub.ca, then students can find you and apply. Need congregations willing to do this.
 - Need supervisor, but doesn't have to be on-site supervisor, can be off-site.
 - Office of Vocation keeps a list of all qualified educational supervisors. Interim Ministers, Educational Supervisors, being credentialed through OV.
 - Contact Robin McGauley or Jenny Stephens re grants for Educational Supervision.
5. Request to end Pastoral Relationship

Carlisle and Kilbride request end of pastoral relationship with Gavin Williams, candidate supply effective July 30, 2019 to be followed by 90 day's salary and benefits.

The Manual 2019 I.3.1.6 h

h. Regional council's decision: The regional council is responsible for

 - i) ensuring that all requirements in these bylaws have been met for requesting a change in pastoral relations;*
 - ii) reviewing any relevant disability, oversight, or discipline concerns;*
 - iii) making a decision on the request and on the proposed date for the change to take effect; and*
 - iv) giving notice to the Office of Vocation of the change in pastoral relations if the regional council has approved the request.*
 - Brenna Baker was appointed Regional Liaison assigned by Transition Council in April at Diane's request. Brenna is willing to continue as Liaison working with the Pastoral Charge.
 - The congregation has followed the process and this was their decision.
 - Alison Playfair is the Pastoral Charge Supervisor.

MOTION Doug Caldwell moves, and Morar Murray-Hayes seconds that the Human Resource Commission is in favour of the pastoral charge's decision to end the pastoral relationship with Gavin Williams, candidate supply effective July 30, 2019 to be followed by 90 day's salary and benefits.

The motion is carried. Robin Wilkes abstained.

6. Consent docket - Appendix 1 (In the meeting folder in Dropbox) What information do you need to be prepared to make decisions? Are there discussions you want to have in order to make good decisions?
 - Other than #s 1 and 2, Sue Stephen has checked all the numbers and information so we know that it is correct.
 - Ken MacDonald appointment, added to consent docket.

Community of Faith Profiles received (on consent docket):

- all congregations update profiles every year on Churchhub.ca. Liaisons can help with the position description and SME discernment, but should be a short process.
- Neal Memorial, St. William`s and St. Andrew`s Vittoria are interested in working together and possibly SME site. Have profiles posted, now need to put together a joint position description.
- Carlisle Killbride – don`t have a position description for them but have a liaison, we will review it
- Westminster, St. Catharines – don`t have a position description for them but have a liaison, we will review it
- Caistorville is not looking right now, a 3 point pastoral charge, will be amalgamating and selling one of their buildings
- Have liaisons for all but St. Catharines, but there are people in the area.

- Binbrook not yet on Churchhub.ca. Diane will email Doug with instructions for Binbrook to get onto Churchhub.ca. One of them is a covenanting congregation. A supply person, Rick Burgess, was appointed last year

MOTION Sue Stephen moves, and Alison Playfair seconds, that the Human Resource Commission is in favour of accepting the consent docket with the noted changes and additions.

The motion is carried, all in favour.

Next Meeting: Wednesday, September 25 – a short meeting followed by Liaison training.
10 a.m. – 3:00 p.m. Location: possibly
Western Ontario Waterways is holding a Liaison training in Shelburne on
Tuesday, September 17.

Worship by: Alison Playfair
Location: to be announced

It was moved and carried that the meeting be adjourned.

APPENDIX 1 - Consent Docket Horseshoe Falls Human Resources Commission July 24, 2019Community of Faith Profiles received by Covenant Commission

- Neal Memorial (Port Rowan)
- St. William's UC
- St. Andrew's Vittoria
- Westminster – St. Catharines
- Carlisle Killbride
- Caistorville – the church building will be up for sale

Appointments

1. Appointment of Cheryl Wood-Thomas OM to St John's Stevensville, 20 hours from 10.07.19 to 31.12.19 according to the terms on the record dated 06.07.19. (updated COL needed)
2. Appointment of Diane Viney DLM, 40 hours to St Andrew's, Niagara Falls from July 1, 2019 to June 1, 2020 with terms on the record dated 03.03.19. (incorrect con ed)
3. Appointment of Kassandra Matthews Candidate supply, 20 hours to Trinity, Beamsville from Sept 1, 2019 to June 30, 2020, with terms on the record of appointment dated 05.03.2019
4. Appointment of Debra Hinksman DM to Delhi, July 1, 2019 to January 31, 2020
5. Appointment of Jeff Learmonth, Candidate Supply to Mount Pleasant, 20 hours from 19.06.01 to 20.06.01 according to the terms on the record of appointment dated 19.05.26. (new)
6. Appointment of Karen Willis DLM to Linden Park, Hamilton, full-time from 07.01.19 to 07.01.21, according to the terms on the record of appointment dated 06.16.19.
7. Appointment of Martha Reynolds OM ret, to Port Nelson, Burlington, 20 hours from 19.09.06 to 20.09.06 according to the terms on the record dated 06.26.19.
8. Appointment of Carolyn Smith DLM to Applewood, Mississauga, 28 hours from 19.06.30 to 19.09.14 according to the terms on the record of appointment dated 19.06.28.
9. Appointment of Carolyn Smith DLM to St Paul's, Oakville, 20 hours from Sept 15, 2019 to June 30, 2020 according to the terms on the record of appointment dated 06.23.19. (New)
10. Appointment of Sonia Ireson OM ret to Melrose United, Hamilton, 40 hours from 19.10.01 to 20.09.30 according to the terms on the record of appointment dated 19.07.23. This fills the vacancy. (New)
11. Appointment of Wendy Lowden DLM, to Delhi Pastoral Charge, 40 hours from October 1, 2019 to October 1, 2022 according to the terms on the record of appointment dated July 14, 2019. (New)

12. Appointment of Dawn Hill DLM, to South Cayuga Pastoral Charge, 40 hours from 19.10.15 to 20.12.31 according to the terms on the record of appointment dated 19.07.17 (new)
13. Appointment of Lennox Scarlett OM-admissions, part-time 32 hours from 18.02.01 to 20.07.31 according to the terms on the record of appointment dated 19.07.21.
14. Appointment, Ken MacDonald, ret, to St. Andrew's Hamilton September 12019 to December 31, 2019, record dated on July 10, 2019 (complete).

Calls

Appointment of Liaisons

1. Carlisle and Kilbride – Brenna Baker is willing to continue
2. Port Rowan, St Williams and St Andrew's – Ted Smith to all three, in conversation about becoming an SME site.
3. Westminster, St Catherine's requesting -
4. Liaison to attend covenanting service, Sept. 29 at 7 p.m. at Westminster, Mississauga with Rev. Irene Ty to represent HF Region – Kate Young doing this

Sabbatical Leave

1. Notice of Sabbatical leave from Katie Southon OM, Wellington Square, for the period May 15- Sept 2/2020

Silver spire Karen Orlandi

West plains – Philip appted for 2 years, use as interim minister – still transitioning from long term ministry