

Human Resources Commission
Horseshoe Falls Regional Council
OF THE UNITED CHURCH OF CANADA

Supports, Connects, Empowers Communities of Faith

Place: Zoom meeting 1:00 p.m.

Roster: Pat Tooley (L, Chair), Doug Caldwell (L), Barbara Duffin (L), Joanne Hedge (OM), Sandra Litt (L), Morar Murray-Hayes (OM), Allison Playfair (OM), Lennox Scarlett (OM), Ted Smith (DLM), Susan Stephen (L), Michael Veall (L)

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

Present: Pat Tooley, Doug Caldwell, Barb Duffin, Joanne Hedge, Sandra Litt, Morar Murray-Hayes, Allison Playfair, Lennox Scarlett, Ted Smith, Susan Stephen, Michael Veall, Micol Cottrell, Pretima Kukadia

Regrets:

Absent:

Welcome and Constitute Meeting: The meeting was constituted and opened by Pat Tooley.

Acknowledging the Land: Territorial lands were acknowledged on behalf of the Human Resources Commission by Pat Tooley:

We are gathered this afternoon to worship on the traditional land of the Mississauga's of the New Credit, covered by the Upper Canada Treaties (St. Paul's Oakville covered under Treaty 9). We recognize and deeply appreciate their historic connection to this ground we worship on. We also recognize the contributions of the Metis, Inuit, and other Indigenous peoples have made to our country. As settlers, this recognition must be clearly connected to our commitment to make the promise and the challenge of the Truth and Reconciliation real in the community in which we live and worship. We are grateful to the Creator for this time and this place.

Opening Worship: Micol Cottrell shared a prayer. From the Daily Prayer Book of the Dalai Lama.

Opening Motions

Corresponding Members:

MOTION that Bill Allen, of the Tri-Regional Evaluation Team, be accepted as a corresponding member to this meeting.

MOTION

CARRIED

Approval of Agenda:

MOTION by Doug Caldwell / Allison Playfair that the agenda be accepted as amended.

MOTION

CARRIED

Approval of Previous Minutes:

MOTION by Lennox Scarlett / Morar Murray-Hayes that the Human Resources Commission of Horseshoe Falls Regional Council approve the minutes of November 23, 2022 as circulated.

MOTION

CARRIED

Unfinished Business

1. Commission Change

Peg Turner has stepped down from this commission in December. We thank her for her wisdom and many contributions.

Business Arising

1. Email Motion of December 5, 2022 to be recorded in the minutes.

MOTION by Lennox Scarlett / Sandra Litt that the Human Resources Commission of Horseshoe Falls Regional Council accede to the request of St. George Pastoral Charge to appoint Nora Fueten, OM-R, for short term supply, part-time, 20 hours/week, from 1/8/2023 until 8/31/2023 according to the terms agreed to in ChurchHub on 2022-11-18.

MOTION

CARRIED

2. Email Motion of December 21, 2022 Request for Change of Pastoral Relations.

MOTION by Doug Caldwell / Joanne Hedge that the Human Resources Commission of Horseshoe Falls Regional Council approve the request of Kathryn Vance, DM-R, for a change of pastoral relations from Port Dover-Woodhouse Pastoral Charge effective 2023-06-30.

MOTION

CARRIED

3. Email Motion of December 21, 2022 Approval of Open Position.

MOTION by Doug Caldwell / Joanne Hedge that the Human Resources Commission of Horseshoe Falls Regional Council approve the position for a Sabbatical Supply Minister, part-time, 20 hours/week, from 2023-06-01 to 2023-08-29 for Grace United Church, Dunnville.

Note: Grace United Church, Dunnville has created this position description in consultation with a retired minister who is going to be covering for them.

MOTION

CARRIED

4. Email Motion of December 21, 2022 Approval of Open Position.

MOTION by Doug Caldwell / Joanne Hedge that the Human Resources Commission of Horseshoe Falls Regional Council approve the position description for a Minister, full-time, for Wesley United Church, Welland.

Note: An exit interview was held with their Intentional Interim Minister (appointed following a long-time minister). The interview was positive and the IIM noted that they are in a good position as they move forward. The exit interview will be submitted next meeting.

MOTION

CARRIED

5. **Email Motion of** December 21, 2022 Approval of Open Position.

MOTION by Doug Caldwell / Joanne Hedge that the Human Resources Commission of Horseshoe Falls Regional Council approve the position description for restorative care coverage, beginning December 1, 2022 at Jarvis Community Church.

Note: This is using the template from a recent sabbatical coverage.

MOTION

CARRIED

6. **Email Motion of** December 21, 2022 Approval of New Appointment.

MOTION by Doug Caldwell / Joanne Hedge that the Human Resources Commission of Horseshoe Falls Regional Council accede to the request of St. Andrew's Pastoral Charge, Niagara Falls, to appoint Jung-Hyun Shin, OM-R, part-time, 13 hours/week, from 2023-01-01 to 2023-12-31 according to the terms agreed to in ChurchHub on 2022-12-15.

MOTION

CARRIED

7. **Email Motion of** December 21, 2022 Approval of New Appointment.

MOTION by Doug Caldwell / Joanne Hedge that the Human Resources Commission of Horseshoe Falls Regional Council accede to the request of Sheridan Pastoral Charge, Mississauga, to appoint Eleanor Scarlett, OM, part-time, 20 hours/week, from 2023-01-01 to 2023-12-31 according to the terms agreed to in ChurchHub on 2022-12-01.

MOTION

CARRIED

8. **Email Motion of** December 21, 2022 Approval of New Appointment.

MOTION by Doug Caldwell / Joanne Hedge that the Human Resources Commission of Horseshoe Falls Regional Council accede to the request of St. Paul's Pastoral Charge, Dundas, to appoint W.M. Wayne Irwin, OM-R, part-time, 24 hours/week, from 2022-12-07 to 2023-12-31 according to the terms agreed to in ChurchHub on 2022-12-07.

MOTION

CARRIED

9. **Email Motion of** December 21, 2022 Approval of New Appointment.

MOTION by Doug Caldwell / Joanne Hedge that the Human Resources Commission of Horseshoe Falls Regional Council accede to the request of Jarvis Community Church to appoint Lyn Workman, DM-R, from December 1, 2022 to cover for a restorative care leave, pending completion of the appointment on ChurchHub.

Note: This request came in just prior to the motions being emailed. Micol Cottrell will work with them to get the record of appointment filled out on ChurchHub.

MOTION**CARRIED****10. Email Motion of December 21, 2022 Approval of Call.**

MOTION by Doug Caldwell / Joanne Hedge that the Human Resources Commission of Horseshoe Falls Regional Council accede to the request of Wellington Square Pastoral Charge, Burlington, to call Nicholas Coates, OM, full-time, from 2023-03-13, according to the terms agreed to in ChurchHub on 2022-12-11.

MOTION**CARRIED****11. Email Motion of December 21, 2022 Request for license to Administer the Sacraments**

MOTION by Doug Caldwell / Joanne Hedge that the Human Resources Commission of Horseshoe Falls Regional Council grant a Licence to Administer Sacraments to Wendy Lowden, Retired from Designated Lay Ministry, from December 19, 2022 until December 19th 2027, according to the terms of the Licences to Administer Sacraments Policy.

MOTION**CARRIED****12. Email Motion of December 21, 2022 Receive for information: Sabbatical Leave.**

MOTION by Doug Caldwell / Joanne Hedge that the Human Resources Commission of Horseshoe Falls Regional Council receive for information the sabbatical dates (second half) for Ted Vance, OM, June 26 to September 11, 2023 (note that this includes 1 week of Study leave).

Note: Ted Vance chose to split the sabbatical into two parts.

MOTION**CARRIED****New Business****1. Pastoral Relations Minister Report – Micol Cottrell**

Hope all had a good Christmas. Micol was able to attend online worship due even with being snowed in. One of the blessings was that the life of the community was able to be shared beyond the church walls.

The M&P Workshop on January 17 had 140+ attend. Members are catching up on learning about their work in the church. Some took this as a refresher and many were brand new to this work. The workshop was recorded and will be posted online to be available as a resource. Planning on 3 M&P trainings a year. Next one is May 2 and then September.

Micol is getting a lot of contact through email and phone. Will be constant catching up on this. Liaisons to be in place earlier in the process of search to assist communities in resourcing and encouraging. Educating, resourcing and connecting. This is the three-legged stool approach.

We are in the midst of the Tri-Regional Evaluation. Administrative staff are resourcing the evaluation team.

The Liaisons list is used by Congregational Support Commission and us. Please add to this if you notice any missing pieces. Liaisons make the connection with the search team and can refer them to the PC Supervisor. The liaison will have the contact information.

Communities of faith have wanted more autonomy. Micol is meeting with HR commission chairs before commission meetings. This is helpful for both Pat and Micol.

2. Executive Report – Pat Tooley

The executive meets right after our regular monthly meeting. Mission & Discipleship Commission has been renamed the Discipleship and Justice Commission. The Covenant Commission is now known as the Congregational Support Commission and Lynne Allin is now Minister, Congregational Support.

Spring meeting is coming up on June 8 and 10, 2023. There may be a possible \$10 fee for meals.

Orphan cemeteries will now have a group of trustees: president, treasurer and executive minister. Approval has been given to Halton Presbytery Extension Council Board. Hamilton Presbytery Extension Council Board next to be approved.

Report.

3. LLWL Resource Team Report – Lennox Scarlett

Had an interview in December with Mary Parsons a new LLWL with all documents approved.

MOTION by Lennox Scarlett / Joanne Hedge that the Human Resources Commission of Horseshoe Falls Regional Council approves licensing Mary Parsons for one-year, having been recommended by the LLWL Resource Team.

MOTION

CARRIED

4. Consent Docket

Request for Change of Pastoral Relations

That the Human Resources Commission of Horseshoe Falls Regional Council approve the request of Kathryn Vance, DM-R, for a change of pastoral relations from Port Dover-Woodhouse Pastoral Charge effective 2023-06-30.

Approval of Open Positions

That the Human Resources Commission of Horseshoe Falls Regional Council approve the position description for a Minister, full-time, for Erindale United Church.

That the Human Resources Commission of Horseshoe Falls Regional Council approve the position description for Trinity United Church, Beamsville, pending removal of the term

“Interim Minister Skills”, addition of hours or percentage time and addition of the requirement for wider church involvement.

Note: A conversation has happened already about removing reference to intentional interim ministry.

That the Human Resources Commission of Horseshoe Falls Regional Council approve the position description for an Ordained Minister, full-time, at Bethesda United Church, pending addition of hours or percentage of time and addition of wider church involvement.

That the Human Resources Commission of Horseshoe Falls Regional Council approve the position description for supply minister, part-time, 20 hours/week, at Erin Mills United Church.

Notes: This position was missed last month and as such was approved by Micol Cottrell. If there are any changes that need to be made, these can be conveyed to the community of faith.

That the Human Resources Commission of Horseshoe Falls Regional Council approve the position description for a minister, full-time, for St. John’s United Church, Oakville.

That the Human Resources Commission of Horseshoe Falls Regional Council approve the position description for a minister of Children, Youth and Families, full-time, for St. Andrew’s United Church, Brantford, pending the addition of hours/percentage of time.

That the Human Resources Commission of Horseshoe Falls Regional Council approve the position description for a minister of Congregational Life & Community, full-time, for St. Andrew’s United Church, Brantford, pending the addition of hours/percentage of time.

Appointment of Liaisons

See HF Liaisons December 6 2022 document in Dropbox folder.

Approval of Appointments

That the Human Resources Commission of Horseshoe Falls Regional Council accede to the request of Appleby Pastoral Charge, to appoint Carolin MacMillan, candidate, full-time, 40 hours/week, from 2023-08-31 to 2024-07-31 according to the terms agreed to in ChurchHub on 2023-01-07.

That the Human Resources Commission of Horseshoe Falls Regional Council accede to the request of Fenwick Pastoral Charge, to appoint Garry van Bruchem, OM, part-time, 24 hours/week, for short-term supply from 2023-03-01 to 2023-08-31 according to the terms agreed to in ChurchHub on 2023-01-23.

That the Human Resources Commission of Horseshoe Falls Regional Council accede to the request of Faith United Church, Hamilton, to appoint Charles Hogg, OM-R, part-time, 20 hours/week, from 1/1/2023 to 12/31/2023 according to the terms agreed to in ChurchHub on 2023-01-20.

Approval of Calls

That the Human Resources Commission of Horseshoe Falls Regional Council accede to the request of St. Mark’s Pastoral Charge, Dundas, to call Peggy Turner, OM, full-time, from 2023-01-01 according to the terms agreed to in ChurchHub on 2023-01-12.

Receive for Information

That the Human Resources Commission of Horseshoe Falls Regional Council receive for information the sabbatical dates for Deborah Laforet from June 13 to July 16 and Part Two is from August 19 to October 16, 2023.

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

Approval of Consent Docket

MOTION by Barbara Duffin / Morar Murray-Hayes that the Human Resources Commission of Horseshoe Falls Regional Council approve the consent docket as circulated.

MOTION

CARRIED

5. Motions Outside of Consent Docket

MOTION by Susan Stephen / Doug Caldwell that the Human Resources Commission of Horseshoe Falls Regional Council accept the request from St. James United Church, only 3 services while covering Ryk Brown’s sabbatical from June 1 to August 31, 2023.

MOTION

DEFEATED

Morar Murray-Hayes and Mike Veall abstained from the vote.

Discussion: Ryk Brown’s vacation is from April 30 and continues into his sabbatical from June 1 to August 31, 2023. LLWLs have oversight with the Human Resources Commission and regional council. Candidates have oversight with the Office of Vocation. A lay-led congregation with a CDM, may provide worship, with regional council accountability.

A layperson providing worship services does not fall under any UCC oversight or accountability. The board of governors of the community of faith takes this upon themselves.

A letter will be conveyed, that as a layperson we have no policy under which to grant an extension to more than 3 worship services in a row in one location. Only occasional pulpit supply is allowed. Will include information on LLWL certification.

Next meeting: can entertain a general extension for LLWLs to cover sabbaticals.

6. Ministry Survey Barb Duffin

This survey is a place we can be proactive. Having trouble getting clear lists of communities of faith that have started with a new minister in the last two years. I got different ones from consent dockets than I received from Micol. This survey will be going to all ministers,

instead of only new ministries. The link for the survey is at:
https://regionalcouncil789.formstack.com/forms/survey_ministry_new_call.

7. Retired Ministers Contact Morar Murray-Hayes

ChurchHub.ca and Pension are two different areas that are separated by privacy of information. Retired ministers that want to update their contact information would need to get in touch with ministry@united-church.ca.

Who manages/updates the list of retirees in ChurchHub? The lists came from former presbyteries and conferences. Since 2019 they are updated by retirees themselves. Some may not have heard about ChurchHub and some may not want to go to that much trouble. Who do retirees get in touch with to make changes? They would contact ministry@united-church.ca. Of they can call the United Church office at 1-800-268-3781. How would we get phone numbers for those we can't find: Michelle Hogman has volunteered, may need another volunteer.

Morar started with a list of 175 retired ministers in Horseshoe Falls. 20 were incorrect email addresses. Five replied back with a 'please do not contact.' These ministers were sent an email by Morar thanking them for their service.

Of the 138 retirees with email addresses, 119 have current email address in ChurchHub. Niagara Presbytery Extension Council is looking to host a lunch.

8. Tri-Regional Evaluation Bill Allen

Have some questions to ask the commission members. Requesting to come back for next meeting and have some time at the beginning.

When regional council structure was formed, we wanted to review it in three years for efficiency, effectiveness, accountability and delivering on the purpose of the regional council. I am a member of Stone United Church and have been at the local United Church level. I bring a background of consulting on board governance, not-for-profits and charities. Between myself and Jenny Stephens we are meeting with commissions, communities of faith and Executives. We also need access to more complete lists covering communities of faith to send our surveys for evaluation.

Next Meeting: Wednesday, February 22, 2023 at 1:00 pm by Zoom

Worship/Closing Prayers: Ted Smith

Adjournment:

MOTION by Ted Smith / Barbara Duffin that the Human Resources Commission of Horseshoe Falls Regional Council having concluded its business, be adjourned at 3:00 pm.

MOTION

CARRIED