

**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), Cathy Dilts (L), Joanne Hedge (OM), Sandra Litt (L), Morar Murray-Hayes (OM), Allison Playfair (OM), Ted Smith (DLM), Susan Stephen (L), Michael Veall (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:** Susan Stephen (Acting Chair), Doug Caldwell, Cathy Dilts, Morar Murray-Hayes, Allison Playfair, Ted Smith, Micol Cottrell, Pretima Kukadia

**Regrets:** Pat Tooley, Sandra Litt, Joanne Hedge, Michael Veall,

**Welcome and Constitute Meeting:** The meeting was constituted and opened by Susan Stephen.

**Acknowledging the Land:** Territorial lands were acknowledged on behalf of the Human Resources Commission by Susan Stephen:

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** Susan Stephen: shared a prayer. Donna Lee Williams' poem. Where are the Saints?

**Opening Motions**

Approval of Agenda:

**MOTION** by Cathy Dilts / Ted Smith that the agenda be accepted as amended.

**MOTION**

**CARRIED**

Approval of Previous Minutes:

**MOTION** by Doug Caldwell / Morar Murray-Hayes that the Human Resources Commission of Horseshoe Falls Regional Council approve the minutes of September 26, 2023, pending revisions.

**MOTION**

**DEFERRED**

**MOTION** by Doug Caldwell / Morar Murray-Hayes that the Human Resources Commission of Horseshoe Falls Regional Council approve the minutes of October 25, 2023, pending revisions.

**MOTION**

**DEFERRED**

## **New Business**

### **1. Pastoral Relations Minister Report – Micol Cottrell**

Position Description Template and Worksheet have been updated to include information on the importance of the summary, maximum category, and links to part-time ministry documents, and information about not including requirement for “car and license.” For WOW HR Commission this includes the requirement not to include hours or percentage of time with areas of ministry.

I’m working on a document outlining the role of the liaisons, including what they do, when they must be involved, and when a governing body and search team may wish to be in touch with them (e.g., reading over the position description before it is submitted).

Information about the recent policy changes for Designated Lay Ministers have been approved by the General Council. A copy of the letter is saved in our documents for this meeting.

Please remember that in January we will be switching to only using SharePoint for our meetings.

- Log in through ChurchHub. If you are a lay person and have not received an invitation, please contact Sue Duliban at [sduliban@united-church.ca](mailto:sduliban@united-church.ca). If you have forgotten your password, use the help desk feature on ChurchHub.

Suggestion for meetings in the new year – time set aside whenever possible for big picture thinking

- Looking at wide ranging areas of need and brainstorming ways to offer support, share information, etc. LLWL training? Other trainings, workshops.

Suggest we use the General Council model as a way to discuss areas of our work and brainstorm without having to feel like we have to have solutions first.

Issue/topic -> Learning -> decision

Joanne Hedge is in process for Restorative Care.

I’m looking for 1 or 2 liaisons from each of the three regional councils to work together to plan and implement regular liaison education/sharing sessions throughout the year.

### **2. Executive Report – Pat Tooley**

No report.

### **3. LLWL Resource Team Report – Cathy Dilts**

The LLWL Resource Team has a new chair, Heather King, an LLWL. Has started around October and will be the Chair starting January 2024. Looking at Con-Ed Day in the Spring 2024. Are being asked to officiate at funerals, and other areas where they are asked to extend themselves. Some resources are for Lay People presiding at funerals? Responding to needs as asked.

Cheryl Dillon was interviewed once, and the LLWL Resource Team still had questions. Revised the LLWL questions and re-interviewed Cheryl successfully.

Christine Jerret invited some of the team to meet with her around what possible areas of learning/focus would be. Besides modules, are creating individual sessions and for smaller group learning. E.g., theological reflection.

Allison Playfair and Morar Murray-Hayes offered their wisdom and time to LLWLs for funeral learnings. Cathy will pass on their emails to new chair.

**MOTION** by Cathy Dilts / Allison Playfair that the Human Resources Commission of Horseshoe Falls Regional Council recommend that Cheryl Dillon from First Grantham United Church, St Catharines, for licensing as a Licensed Lay Worship Leader for a 3-year term, with a check-in at one-year.

**MOTION**

**CARRIED**

#### 4. Consent Docket

##### **Request for Change of Pastoral Relations**

That the Human Resources Commission of Horseshoe Falls Regional Council concur with the request of Maureen Ellison, DLM, for a change of pastoral relations from Grace United Church, Niagara-on-the-Lake, effective 2024-12-30 with thanks for the ministry shared amongst us.

##### **Approval of Open Positions**

That, having reviewed the position description, the Human Resources Commission of Horseshoe Falls Regional Council approve the position for Pastoral Care Minister, part-time, 10 hours/week, for Lynden and Rockton Sheffield Pastoral Charges.

*Note: They have entered into a shared ministry with Freelton-Strabane United Churches and William Wheeler increasing his position to 40 hours/week from 30 hours/week. They take part in worship through Rural Connect. They previously had a shared ministry with Southampton United Church for pastoral care. This was a one-year experiment and ended naturally.*

##### **Approval of New Appointments**

That the Human Resources Commission of Horseshoe Falls Regional Council accede to the request of St. Andrew's Pastoral Charge, Georgetown, to appoint for Short-term supply Mary Katharine Young, OM, part-time, 20 hours/week, from 2024-01-01 to 2024-06-30 according to the terms agreed to in ChurchHub on 2023-11-13.

That the Human Resources Commission of Horseshoe Falls Regional Council ratify the following, already approved by Micol Cottrell:

That the Human Resources Commission of Horseshoe Falls Regional Council accede to the request of Fairview United Church, Brantford to re-appoint for short-term supply Catherine Kay, Ordained Supply, part-time, 10 hours/week, from 2023-09-17 to 2024-03-27 according to the terms agreed to in ChurchHub on 2023-11-01.

*Note: They have ended their shared ministry with Knox, Ayr where Thomas Kay is serving. The hours were lowered for the supply ministry to meet the needs of Catherine with worship on most Sundays being the priority at this time.*

**Receive for Information: Sabbatical**

That the Human Resources Commission of Horseshoe Falls Regional Council receive for information the dates of the sabbatical leave from May 1, 2024 to August 31, 2024, for Donalee Williams at Trinity United Church, Grimsby.

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

**Approval of Consent Docket**

**MOTION** by Morar Murray-Hayes / Doug Caldwell that the Human Resources Commission of Horseshoe Falls Regional Council approve the consent docket as amended.

**MOTION**

**CARRIED**

**New Business**

**1. Working Group Report**

See report in the SharePoint meeting files.

**2. Retirees Report**

Christmas letter to go to retirees with a Save-the-date. February 13, 2024 to be an online meeting. To discuss possible engagements and connections, especially to assist in creating clusters. Michael Blair will address the group.

Will work on getting a list of DLM-Rs and active DLMS.

**3. VAM Policy Updates: DLMS**

Updates include: addition of retired DLMS, description of VAM, emphasis on Community of Faith as part of the relationship, specifics for Indigenous Communities of Faith (to be handled through the Indigenous Minister, Tim Hackborn), and restriction for people in the remedial process.

When a DLM retirees, they are a lay person, if they become a VAM under whose authority is the oversight: Community of Faith or Office of Vocation?

VAM relationship is between the Community of Faith, Incumbent Minister and VAM-to-be.

We encourage people to be on the Pulpit Supply list.

**4. Budget Brainstorming**

There was a discussion on the best way to make use of the commission's budget.

**5. Future Meeting Planning**

To keep on the table for January 2024 and forward, planning out the year, review commission member terms, Tri-regional review.

**Next Meeting:** Motions by email poll as necessary

The next regular Zoom meeting will be **January 24, 2024** at 1:00 pm by Zoom

**Worship/Closing Prayers:** Allison Playfair

**Closing Prayer:** offered by Sue Stephen

**Adjournment:**

**MOTION** that the Human Resources Commission of Horseshoe Falls Regional Council having concluded its business, be adjourned at 2:30 pm.

**MOTION**

**CARRIED**