

**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:** Pat Tooley, Doug Caldwell, Cathy Dilts, Sandra Litt, Morar Murray-Hayes, Susan Stephen, Michael Veall, Micol Cottrell, Pretima Kukadia

**Regrets:** Ted Smith, Allison Playfair on Restorative Leave

**Absent:** Joanne Hedge

**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** Sandra Litt shared a prayer. Two Peoples, One Land by Rabbi Sheila Weinberg: Two peoples, one land, Three faiths, one root, One earth, one mother, One sky, one beginning, one future, one destiny, One broken heart, One God. We pray to You: Grant us a vision of unity. May we see the many in the one and the one in the many. May you, Life of All the Worlds, Source of All Amazing Differences help us to see clearly. Guide us gently and firmly toward each other, toward peace.

**Opening Motions**

Approval of Agenda:

**MOTION** by Morar Murray-Hayes / Sandra Litt that the agenda be accepted as amended.

**MOTION**

**CARRIED**

Approval of Previous Minutes:

Will review updated minutes at the next meeting.

### **New Business**

- 1. Email Poll of September 29, 2023** to be recorded in the minutes.

**MOTION** by Pat Tooley / Cathy Dilts that the Human Resources Commission of Horseshoe Falls Regional Council concur with the request of Trillium United Church, St. Catharines, to appoint Lark Kim, OM-R, as Pastoral Care Minister, part-time, 14 hours/week, from 2023-08-01 to 2024-07-31 according to the terms agreed to in ChurchHub by the community of faith on 2023-07-19, *pending the approval on ChurchHub of the appointment by Lark Kim..*

**MOTION**

**CARRIED**

- 2. Email Poll of September 29, 2023** to be recorded in the minutes.

**MOTION** by Susan Stephen / Doug Caldwell that the Human Resources Commission of Horseshoe Falls Regional Council has ratified the following:

Approval of Open Positions

That the Human Resources Commission of Horseshoe Falls Regional Council approve the position description for Children, Youth and Family Minister, part-time, 20 hours/week, to full-time 40 hours/week, for St. Andrew's Pastoral Charge, Brantford.

*Note: This is a revision of an earlier approved position description. It is expanded to include SME as well as an openness to adjust the position from part-time to full-time in order to broaden those applying, including Candidates. The focus is on Children, Youth and Family ministry.*

That the Human Resources Commission of Horseshoe Falls Regional Council approve the position description for a Minister, part-time, 20 hours/week, for Burkholder Pastoral Charge, Hamilton, pending the following corrections: clarification if seeking only Ordained ministers, change line, 'a Driver's License and a car are essential' to 'reliable transportation is essential' and the Inclusion of either percentage of time or hours with areas of responsibility.

Change of Pastoral Relationship

That the Human Resources Commission of Horseshoe Falls Regional Council approve the request for a change of pastoral relationship from Helen Prior at Delhi United Church, effective December 31, 2023.

**MOTION**

**CARRIED**

- 3. Pastoral Relations Minister Report** – Micol Cottrell

Covenanting services, leaves of absence, ministry personnel life events:

Laura Borgerson, OM, is on restorative leave from Morgan's Point - Fork's Road East Pastoral Charge, Wainfleet.

Allison Playfair, OM, is on restorative leave from Carlisle-Kilbride Pastoral Charge, with a plan to return November 13, 2023.

**General:** It is Regional Council Meeting time and orientation time for all three regional councils. This work is enjoyable but does take extra time.

I will be working with the chairs of the HR commission soon to discuss ways in which we can do visioning work for our commission including clarification of roles and the planning of proactive resources to support pastoral relationships (ministers and congregations) as well as seed the start-up of retired ministry clusters.

In December, we will be looking at creating a plan to utilize the budget of the HR Commission.

**Position Description Templates:** I have updated the Position Description Template and Worksheet for the three regional councils. This includes specific the commission wishes to see/not see. For example, hours/percentages, references to car and driver. This change also adds the number of hours and salary category at the top of the form, as well as links to two documents on part-time ministry.

**VAM Policy:** The VAM policy has been updated with reference to retired Designated Lay Ministers. In the update take care to note that this policy does not change the designation of retired DLMs and the relationship between them and the Office of Vocation (which is beyond our control). When Tanya Cameron, Office of Vocation Minister, returns from sabbatical I'll run the changes by her to see if the wording needs to be fine-tuned in terms of the Office of Vocation portion of the document. The decision around DLMs at the October 21st General Council meeting may impact this policy as well. Also missing in the original proposal was a short and clear definition of what is a Volunteer Associate Ministry.

**Liaisons:** There is a slowing down of new vacancies in all three regional councils in comparison to a very busy year last year.

There is still need for liaisons and for connecting liaisons with communities of faith as quick as possible. To help with this, I am asking for a volunteer to act as someone connecting with liaisons to match them with communities of faith and bring the recommendations to the HR Commission. ARW has had this in place for a year now, and it has allowed for quicker appointment of liaisons. It's the back and forth that takes some time. The good news is that we now have 10 new liaisons trained in June. They are interested in working with communities of faith. The majority of our churches also now have liaisons.

There is going to be a discussion between the chairs of HR and CS commissions as well as staff to talk about best practices for times when liaisons and pastoral charge supervisors are the same people.

There is a need to figure out a plan for when a community of faith does not have a liaison. Currently the practice has been for me to provide them with support. However, there are

times when other immediate issues need attention and check-ins or follow-ups cannot happen as quickly as needed.

**Minimum Salary Schedule:** There has been a change to the national church policy around yearly cost of living adjustment (COLA). The new minimum salary schedule for 2024 has been released with a 6.3% increase to the base salary. A few communities of faith and ministers have reached out for some clarity around this (that it is on the base salary and any additional terms are added to that base salary). There was also some initial confusion that decoupling the increase from the Consumer Price Index does not mean that there will not be an increase in the future, it just means that a new formula will be figured out. See <https://generalcouncil44.ca/news/gce-summary-sept-22-23-2023#cola>.

**DLMs:** On October 21st the General Council held its meeting. The proposal on DLMs was approved.

**2. Executive Report – Pat Tooley**

No report.

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

No report.

**4. Consent Docket**

**Request for Change of Pastoral Relations**

That the Human Resources Commission of Horseshoe Falls Regional Council concur with the request of Christine Hossack, OM, for a change of pastoral relations from Harmony United Church, Brantford, effective 2023-12-31, with thanks for the ministry shared amongst us.

That the Human Resources Commission of Horseshoe Falls Regional Council concur with the request for a change of pastoral relationship from Yujene Oh, OM, and Trinity United Church, Thorold, effective at the end of the current appointment on November 9, 2023, due to the closing of Trinity United Church. The Human Resources Commission gives thanks for their ministry shared amongst us.

*Note: Yujene Oh was appointed after serving in an SME with Trinity. There was an understanding that the ministry was helping them move towards Trinity's closure. Trinity has expressed gratitude for Yujene Oh's ministry.*

**Approval of Open Positions**

That, having reviewed the position description, the Human Resources Commission of Horseshoe Falls Regional Council approve the position for Minister, part-time, 20 hours/week, for St. John's United Church. Georgetown.

*Note: St. John's has been approving short-term supply (1 year) with the intention of exploring shared ministry. This has been going on for a length of time and they were*

*informed that if they wished to continue with their current ministry it would need to be turned into a permanent call/appointment. They are continuing to explore shared ministry.*

**Appointment of Liaisons**

Ancaster: Bethesda United Church – Micol Cottrell, *Note: Working on Collaborative Ministry with Ryerson*

Fonthill United Church – Garry Von Bruchem

Georgetown: Norval United Church – Micol Cottrell and Jeff Werner  
*(Micol attended the congregational meeting, Jeff will do Covenanting Service)*

Georgetown: St. Andrews United Church – Jeff Werner

Hornby United Church – Jean Leckie

Sherkston United Church – Heather Weaver Orosz

Sydenham-Heritage United Church (IIM) – Mike Wyatt and Christina Paradela

Brantford: Harmony United Church – Mike Wyatt

Dundas: St. Paul’s United Church – Pat Gilmore

**Approval of New Appointments**

That the Human Resources Commission of Horseshoe Falls Regional Council ratify the following, already approved by Micol Cottrell on 2023-10-02:

That the Human Resources Commission of Horseshoe Falls Regional Council accede to the request of Burkholder Pastoral Charge to appoint for short-term supply Lyn Workman, DM, part-time, 14 hours/week from 2023-10-01 to 2024-04-01 according to the terms agreed to in ChurchHub on 2023-09-29.

That the Human Resources Commission of Horseshoe Falls Regional Council accede to the request of St. John’s United Church, Georgetown and Glen Williams, to appoint Sue Cowan, DLM, from 01-01-2024 to 01-01-2029 according to the terms agreed upon at the congregational meeting on September 24, 2023 pending completion of the Record of Appointment on ChurchHub (including updated minimum salary for 2024).

*Note: See note for St. John’s permanent position.*

**Approval of Calls**

That the Human Resources Commission of Horseshoe Falls Regional Council accede to the request of Norval Pastoral Charge, Georgetown, to call Heather Powers, OM, full-time, from 2024-01-01 according to the terms agreed to in ChurchHub on 2023-10-03.

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

**Approval of Consent Docket**

**MOTION** by Sandra Litt / Michael Veall 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 Morar Murray-Hayes / Michael Veall that the Human Resources Commission of Horseshoe Falls Regional Council accede to the request of St. Paul's Pastoral Charge, Oakville, to re-appoint Carolyn Smith, DLM, part-time, 20 hours/week from 2024-01-01 to 2024-06-30, according to the terms agreed to in ChurchHub on 2023-10-17.

**MOTION**

**CARRIED**

#### 6. VAM Policy Update

Review of policy set in 2019. Do we recognize retired DLMs who are lay people once retired, as VAMS???

The VAM policy is regional council policy to set. This was approved in WOW, was approved by ARW also. Can DLMs also be included in the list of retirees. Retired DLMs are part of the Sacramental license policy and pulpit supply.

**MOTION** by Morar Murray-Hayes / Susan Stephen that the Human Resources Commission of Horseshoe Falls Regional Council that the VAM policy be adapted to include Retired DLMs.

**MOTION**

**CARRIED**

#### 7. Minimum Phone Allowance proposal - \$50/month

**MOTION** by Sandra Litt / Michael Veall that the Human Resources Commission of Horseshoe Falls Regional Council set the communication/telephone allowance for calls and appointments, whether part-time or full-time be set at a minimum of \$50/month.

**MOTION**

**CARRIED**

#### 8. The Working Group Report

Two people joined the Working Group who are willing to work at this and provided good resources.

Suggesting a focussed discussion of ministry personnel with Kevin Steeper, Pastoral Support Minister, in exploring ways in which ministry personnel can support one another.

Have started gathering worship resources and are circulating this list to ask for people to add to it.

We would like permission to send a letter or put an announcement in the newsletter to LLWLs, retired, or other available OMs, DMs, DLMs to add to the preacher's list to expand the list as much as possible.

Sabbatical position and supply approvals: When did this start? They didn't happen before 2021 in our region. Is this a national requirement for ChurchHub or a recent regional council policy (*this was not answered so request an agenda item at a future meeting*)?

The Working Group were tasked with producing and distributing a survey of ministry in new calls. Let's review these reports and use this information as a direction to continue in January.

Reviewed the motion that was carried from March 29, 2023 forming the Working Group: MOTION by Joanne Hedge / Allison Playfair that the Human Resources Commission of Horseshoe Falls Regional Council That the Human Resources Commission of Horseshoe Falls Regional Council endorses the forming of a working group, consisting of Barb Duffin, Sue Stephens, Morar Murray-Hayes, Allison Playfair and Doug Caldwell, to look over survey responses and report back to the Human Resources Commission.

The Working Group met a month ago, discussed newsletters going out with survey to ministers. We may receive more responses. One additional person did respond since the regional council meeting.

Discussion re what is the future direction of the Working Group?

## 9. Retiree Report

A suggestion came from RC meeting to encourage retirees to support ministry personnel perhaps in particular ways. Updates to the mailing list were supplied and good connections were made with some former presbyteries, especially those that set aside funds for former presbytery ministry, including retirees.

## 10. Review of HRC Commission from January 1, 2019 – Micol Cottrell

Shared a PowerPoint of the genesis and growth of the Human Resources Commission.

Items for discussion at future meetings:

|November: no meeting as the chair is away, email motions

|December, reviewing commission budget and planning how to use it.

- \$3,000 meeting and mileage (including liaisons)
- \$10,000 Commission

|January, planning out the year, review commission member terms, Tri-regional review, Working Group Recommendations

**Next Meeting:** Motions will be handled by email in lieu of the November 22, 2023 meeting as Pat Tooley will not be available. We will also decide if a December meeting is needed.

The next regular Zoom meeting will be January 24, 2024.

**Worship/Closing Prayers:**

**Adjournment:**

**MOTION** that the Human Resources Commission of Horseshoe Falls Regional Council having concluded its business, be adjourned at 3:05 pm.

**MOTION**

**CARRIED**