**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 (OM), Joanne Hedge (OM), Sandra Litt (L), Mòrar 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, Sandra Litt (left early), Mòrar Murray-Hayes, Ted Smith, Susan Stephen, Michael Veall, Micol Cottrell, Pretima Kukadia

**Absent:** Cathy Dilts, Joanne Hedge, Allison Playfair

**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:** Pat Tooley shared a reading from Spirit of Gentleness.

# Opening Motions

## Approval of Agenda:

**MOTION** by Doug Caldwell / Michael Veallthat the agenda be accepted as circulated.

**MOTION CARRIED**

## Approval of Previous Minutes:

**MOTION** by Morar Murray-Hayes / Michael Veallthat the Human Resources Commission of Horseshoe Falls Regional Council approve the minutes of September 26, 2023 as circulated.

**MOTION CARRIED**

**MOTION** by Michael Veall / Ted Smiththat the Human Resources Commission of Horseshoe Falls Regional Council approve the minutes of October 25, 2023 as circulated.

**MOTION CARRIED**

**MOTION** by Susan Stephen / Ted Smiththat the Human Resources Commission of Horseshoe Falls Regional Council approve the minutes of November 22, 2023 as circulated.

**MOTION CARRIED**

**MOTION** by Michael Veall / Morar Murray-Hayesthat the Human Resources Commission of Horseshoe Falls Regional Council approve the minutes of December 12, 2023 as circulated.

**MOTION CARRIED**

# Business Arising

1. **Email Poll of** December 21, 2023to be recorded in the minutes.

**Request for Change of Pastoral Relations**

That the Human Resources Commission of Horseshoe Falls Regional Council concur with the request of David Love, OM-R, for a change of pastoral relations from Colborne Village United Church, for the purpose of retirement, effective 2024-01-31, with thanks for the ministry shared amongst us.

*Note: This request is at the end of the current appointment.*

That the Human Resources Commission of Horseshoe Falls Regional Council concur with the request of EunKyung Grace Lee, OM, for a change of pastoral relations from Waterford Pastoral Charge effective 2024-02-29, waiving the 90-day notice, with thanks for their ministry shared amongst us.

*Note: Grace Lee has reached out for regular support over the last while about issues in the pastoral relationship. At the next meeting we will discuss ways to support Waterford United Church moving forward.*

That the Human Resources Commission of Horseshoe Falls Regional Council concur with the request of Laura Borgerson, OM, for a request for a change of pastoral relationship from Morgan’s Point and Forks Road East Pastoral Charge, effective 2024-02-29, for the purpose of retirement, with thanks for their ministry shared amongst us.

That the Human Resources Commission of Horseshoe Falls Regional Council concur with the request of Kim Shantz, DM, from Jarvis: Wesley Pastoral Charge effective 2024-04-07, for the purpose of retirement, with thanks for their 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 Minister, part-time, 20-25 hours/week, for Southminster Pastoral Charge, Niagara Falls, *pending removal of “Drivers License or access to car” and “Police Vulnerable Sector Check.”*

**Approval of Reappointments**

That the Human Resources Commission of Horseshoe Falls Regional Council concur with the request of St. Andrew’s Pastoral Charge, Niagara Falls, to re-appoint Jung-Hyun Shin, OM-R, part-time, 8 hours/week, from 2024-01-01 to 2024-12-31, according to the terms agreed to in ChurchHub on 2023-12-05.

That the Human Resources Commission of Horseshoe Falls Regional Council approve the request of Sheridan Pastoral Charge, Mississauga, to reappoint Eleanor Scarlett, OM-R, part-time, 20 hours/week, from 2024-01-01 to 2024-12-31, *pending correction of the continuing education amount to $2,500 as negotiated, and approval by minister on ChurchHub.*

*Note: Eleanor Scarlett was having trouble accessing ChurchHub due to an issue beyond her control. She has read over the terms.*

**MOTION** by Sandra Litt / Ted Smiththat the Human Resources Commission of Horseshoe Falls Regional Council approve the email poll of December 21, 2023 as circulated.

**MOTION CARRIED**

1. **Email Poll of** January 12, 2024to be recorded in the minutes.

**Request for Change of Pastoral Relations**

That the Human Resources Commission of Horseshoe Falls Regional Council concur with the request of Cathy Dilts, OM, for a change of pastoral relations, for the purpose of retirement, from Burford Pastoral Charge, effective March 31, 2024, with thanks for the ministry shared amongst us.

**Approval of Calls**

That the Human Resources Commission of Horseshoe Falls Regional Council concur with the request of St. John’s Pastoral Charge, Oakville, to call Steven Iverson, OM, full-time, from 2024-01-02 according to the terms agreed to in ChurchHub on 2024-01-10.

**MOTION** by Doug Caldwell / Ted Smiththat the Human Resources Commission of Horseshoe Falls Regional Council approve the email poll of January 12, 2024 as circulated.

**MOTION CARRIED**

# New Business

1. **Pastoral Relations Minister Report** – Micol Cottrell  
   Ministry and Personnel Committee work and M&P Gathering being worked on. SharePoint working better and better as glitches being ironed out.

The Human Resources Commission of Horseshoe Falls Regional Council notes the death of Nora Fueten, OM-R, on January 10, 2024, with thanksgiving to God for the ministry she shared.

1. **Executive Report** – Pat Tooley

Executive hasn’t met since the last report.

1. **LLWL Resource Team Report** – Pat Tooley

**MOTION** by Morar Murray-Hayes / Ted Smiththat the Human Resources Commission of Horseshoe Falls Regional Council appoint Bill Thomas, OM, as a member of the Licensed Lay Worship Leader Resource Team.

**MOTION CARRIED**

The LLWL Resource Team is looking for a lay persons for the team, not LLWLs.

1. **Working Group Report** – Mòrar Murray-Hayes

Update on benefits and worship resources. Report available.

**MOTION** by Morar Murray-Hayes / Ted Smiththat the Human Resources Commission of Horseshoe Falls Regional Council receive the *Working Group Report* for January 24, 2024.

**MOTION CARRIED**

Retiree group is meeting on Tuesday, February 13 with Michael Blair.

1. **Consent Docket**

**Approval of Calls**

That the Human Resources Commission of Horseshoe Falls Regional Council concur with the request of Munn’s Pastoral Charge, to call Eun Kyung Lee, OM, full-time, from 2024-04-01 according to the terms agreed to in ChurchHub on 2024-01-21.

**Receive for Information**

That the Human Resources Commission of Horseshoe Falls Regional Council receive for information the Intentional Interim Minister Final Report for Delhi and Lynnville Pastoral Charges.

That the Human Resources Commission of Horseshoe Falls Regional Council receive for information the Intentional Interim Minister Final Report from Helen Prior, OM, with Delhi and Lynnville Pastoral Charges.

That the Human Resources Commission of Horseshoe Falls Regional Council receive for information the Intentional Interim Minister Final Report from Eleanor Scarlett, OM, serving Sheridan Pastoral Charge.

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

**Approval of Consent Docket**

**MOTION** by Doug Caldwell / Michael Veallthat the Human Resources Commission of Horseshoe Falls Regional Council approve the consent docket as circulated.

**MOTION CARRIED**

1. **M&P Training Requirement Proposal**

Communities of Faith need to have their M&P Committees refresh their training, especially if M&P Committee hasn’t been trained in a year. An M&P Committee consist of a minimum of 3 members. Also applies if a community of faith has a Congregationally Designated Minister. Or, when a new minister is to be welcomed. Proposal paper available.

**MOTION** by Ted Smith / Susan Stephenthat the Human Resources Commission of Horseshoe Falls Regional Council receive the proposal paper, *M&P Training Requirements*.

**MOTION CARRIED**

1. **Education Event Ministry and Dementia Proposal**

An online event with Janet Kennedy. Apply visiting minister rate. Proposal paper available.

**MOTION** by Ted Smith / Morar Murray-Hayesthat the Human Resources Commission of Horseshoe Falls Regional Council host a workshop on *Ministering to those with Dementia*, with Janet Kennedy, United Church minister, offering the visiting minister rate $250, plus mileage.

**MOTION CARRIED**

1. **Short-Term Supply to Permanent Call/Appointment Process**.

This policy will be sent to churches if they know they want to work with a minister they have already had for a short term, supply appointment. An updated Position Description is necessary to complete. Apply a decision-tree to the search process. Proposal paper available.

The amended version of this policy Agreed by Consensus

**MOTION** by Morar Murray-Hayes / Doug Caldwellthat the Human Resources Commission of Horseshoe Falls Regional Council receives the *Short-Term Supply to Permanent Position Policy*, with the amendments made at this meeting.

**MOTION CARRIED**

**Next Meeting:** Wednesday, February 28, 2024 at 1:00 pm by Zoom

**Worship/Closing Prayers:** Ted Smith

**Adjournment:**

**MOTION** that the Human Resources Commission of Horseshoe Falls Regional Council having concluded its business, be adjourned at 2:45 pm.

**MOTION CARRIED**