**Human Resources Commission**

**Horseshoe Falls Regional Council**

**of The United Church of Canada**

***Connecting, Supporting, Transforming***     
**Minutes September 25, 2024 at 1pm-3pm via Zoom**

**Roster:** Richard Bott (OM), Barb Duffin (L), Sandra Litt (L), Morar Murray-Hayes (OM), Alison Playfair (OM), Ted Smith (OM), Susan Stephen (L), Michael Veall (L),  Heather Weaver Orosz (OM), Jeff Werner (OM)

**On Leave:**  Joanne Hedge (OM)

**Staff Support:** Pretima Kukadia-Kinting, Administrative Assistant (currently on leave)

Michele Petick, Administrative Support

Rev. Micol Cottrell, Minister, Pastoral Relations

**Corresponding Member:** None

**Present:** Richard Bott (OM), Barb Duffin (L), Sandra Litt (L), Susan Stephen (L), Heather Weaver Orosz (OM), Jeff Werner (OM), Morar Murray-Hayes (OM), Ted Smith (OM), Micol Cottrell, Pastoral Relations Minister, Michele Petick, Admin Support

**Regrets:**

**Absent:** Alison Playfair (OM), Michael Veall (L)

**Welcome and Constitute Meeting** (Susan/Richard)

**Opening Motions:**

Approval of **Agenda**:    Moved by: Jeff Werner, Seconded by: and Barb Duffin  
  
That the agenda of the Horseshoe Falls Regional Council Human Resources Commission meeting of September 25th, 2024 be approved as circulated.

**CARRIED**

Approval of **Previous Minutes**:

Moved by: Morar Murray Hayes seconded by: Heather Weaver-Orosz

That the minutes of the Horseshoe Falls Regional Council Human Resources Commission meeting from June 26th, 2024 be approved with amendments.

**CARRIED**

**Business Arising:**

**Horseshoe Falls Regional Council Human Resources Commission**

**Consent Docket**

**September 25th, 2024**

**Request for a Change of Pastoral Relationship**

That the Human Resources Commission of Horseshoe Falls Regional Council approve the request of Allison Playfair, OM, for a change of pastoral relationship from Carlisle-Kilbride Pastoral Charge, effective 2025-02-23 for the purpose of retirement.

**From the Licensed Lay Worship Leader Resource Team**

*For information:  The LLWL Resource team is a resource team of the Human Resources Commission.  They make recommendations to the Human Resources Commission.*

That the Human Resources Commission of Horseshoe Falls Regional Council appoint Sandra Litt as a member of the Licensed Lay Worship Leader Resource Team.

That the Human Resources Commission of Horseshoe Falls Regional Council concur with the recommendation of the Licensed Lay Worship Leader Resource Team to license Lenore Gelok for one year.

**For Information: Email Motions Previously approved**

**August 12th, 2024**

**Request for a Change of Pastoral Relationship**

That the Human Resources Commission of Horseshoe Falls Regional Council approves the request of Judith Gilliland for a change of pastoral relationship from Jordan Station effective July 31, 2024. CARRIED

**Position Description**

That the Human Resources Commission of Horseshoe Falls Regional Council approve the position description for minister, PT, 20 hrs/week, for Burkholder Pastoral Charge. CARRIED

That the Human Resources Commission of Horseshoe Falls Regional Council approve the position description for minister, PT, 30 hrs/week, for Fonthill Pastoral Charge. CARRIED

That the Human Resources Commission of Horseshoe Falls Regional Council approve the position description for minister, FT, for St. Andrew’s Niagara Falls pending approval of the Community of Faith Profile by the Congregational Support Commission. CARRIED

**Record of Provisional Call/Appointments:**

That the Human Resources Commission of Horseshoe Falls Regional Council concurs with the request of Delta Pastoral Charge, Hamilton, to provisionally call Jessica Swance, candidate, PT, 20 hrs/week from 2024-10-06 according to the terms agreed to in ChurchHub on 2024-07-12. CARRIED

That the Human Resources Commission of Horseshoe Falls Regional Council concurs with the request of South West Norfolk Pastoral Charge to provisionally call William Smith, FT, from 2024-10-06 according to the terms agreed upon in ChurchHub on 2024-0-18. CARRIED (Ted Smith abstained)

Tabled to next in-person meeting:  **Voluntary Associate Ministry Agreement**

That the Human Resources Commission of Horseshoe Falls Regional Council concurs with the request of Paul Ivany, OM-R, and Norval United Church to enter into a Voluntary Associate Ministry agreement.  TABLED

**September 2nd, 2024**

Moved by Allison Playfair, seconded by Sandra Litt.

**Request for a change of pastoral relationship**

1. That the Human Resources Commission of Horseshoe Falls Regional Council approve the request of Binbrook-Blackheath Pastoral Charge for a change of pastoral relationship to end the pastoral relationship with Daniel MacLean, OM, effective October 31, 2024, due to the re-alignment of the pastoral charge. CARRIED

**Appointments:**

1. That the Human Resources Commission of Horseshoe Falls Regional Council concur with the request of Grace United Church, Niagara-on-the-Lake, to call Daniel MacLean, OM, FT, from 2025-01-12 according to the terms agreed to in ChurchHub on 2024-07-26. CARRIED

1. That the Human Resources Commission of Horseshoe Falls Regional Council concur with the request of Colborne Village Pastoral Charge, to appoint for short-term supply, Mary Patterson, OM-R, from 2024-09-01 to 2025-02-25 pending
2. The approval by Mary Patterson
3. Correction of appointment type to Supply Ministry
4. Removal of mileage at .50/km as the minimum amount is set by the General Council each year.  2024’s amount is .55/km.  Negotiated amounts cannot be below the minimum salary schedule. CARRIED

**Appointment:**

1. That the Human Resources Commission of Horseshoe Falls Regional Council concur with the request of Burkholder Pastoral Charge to appoint Kim Shantz, OM-R, PT, 20 hrs/week from 2024-08-19 to 2025-08-18 according to the terms agreed upon in ChurchHub on 2024-07-17. CARRIED

**Provisional Call:**

1. That the Human Resources Commission of Horseshoe Falls Regional Council concur with the request of Hagersville Pastoral Charge to provisionally call Peggy Bartlett, OM, PT 35 hrs/week from 2024-10-06 according to the terms agreed upon in ChurchHub on 2024-08-14. CARRIED

**Request for Categorization – Congregational Designated Ministry**

1. That having reviewed the position description for Coordinator of Children and Young Families for St. Paul’s Pastoral Charge, Dundas, the Human Resources Commission of Horseshoe Falls Regional Council categorize this position as a Congregational Designated Ministry pending clarity that accountability is with the governing body and disciplinary oversight is with the Regional Council as per the Congregational Designated Minister (March 2020) Handbook. CARRIED

For new members:   The Human Resources Commission is responsible for designating this position.  Information can be found in the following handbook:  [Congregational Designated Ministers (March 2020) (united-church.ca)](https://united-church.ca/sites/default/files/pastoral-relations_congregational-designated-ministers.pdf).  Congregational Designated Ministers are lay leaders who undertake a function of ministry in the pastoral charge.

**Liaisons**:

1. That the Human Resources Commission approve the following appointments of liaisons: Ted Smith to Colborne Village PC. CARRIED

**Other Items:**

Renewal of Short-term supply ministry beyond 18-month limit:

1. That given the unforeseen circumstances that has delayed Fairview United Church’s search for a permanent minister, the Human Resources Commission of Horseshoe Falls will accept a renewal of the short-term supply appointment with Cathy Kay, Ordained Supply, for another six months pending:
2. The completion of the record of appointment
3. A new position description for the short-term supply position be created within two months of the renewal of appointment, approved by the governing body and submitted to the Human Resources Commission.
4. That Fairview United Church continue to engage in conversation about their future permanent pastoral relationship (collaborative, part-time, Supervised Ministry Education, etc.), and connect with their liaison around this work. CARRIED

**September 19th**

Moved by Allison Playfair, Seconded by Sandra Litt.

1. That the Human Resources Commission of Horseshoe Falls Regional Council approve the position description for Intentional Interim Minister, FT, for Waterford Pastoral Charge. CARRIED

1. That the Human Resources Commission of Horseshoe Falls Regional Council concur with the request of Waterford Pastoral Charge to appoint for Intentional Interim Ministry Lena Mederiros, OM, FT, from October 1, 2024 to September 30, 2026 pending the completion fo the record of appointment on ChurchHub. CARRIED

**Agreed by Consensus**

1. **Executive Report** (Richard)

* Attended Executive Retreat
* Covenanting Services (liaison and RC presence)
* Suggestions: having services outside of Sundays, welcome letter, notice of the importance of Covenanting Services in eNewsletter, meeting with liaisons to give them more information.

1. **Licensed Lay Worship Leader Team Report** (Sandra & Micol)

* Three vacancies, please pass names along if someone may be interested in this work
* A video has been prepared for viewing at the Fall Meeting.
* Slides created for the two LLWL’s who will be introduced Cheryl Dillon and Lenore Gelok.
* Need for networking and continuing education.
* Recognition ceremony for LLWL’s at home congregations.
* Upcoming meetings scheduled for six folks on re-licensing.

1. **Liaison Coordinator Report** (Barb)

* Working on the accuracy of the liaison lists
* Micol Cottrell reviewed the items in SharePoint the *Liaison List* and the *In Process Chart* documents.

Moved by: Ted Smith and seconded by: Barb Duffin

That the Human Resources Commission approve the following appointment of liaison: Jane Capstick to Fonthill United Church.

**CARRIED**

1. **Pastoral Relations Minister Report** (Micol)

**Minister, Pastoral Relations Report**

**September 2024**

I have created a couple of new resources for Ministry and Personnel Committees in working with lay employees and these have been posted to the Toolkit section of the regional council website.  This includes

* Templates for position descriptions, letters of offer, and contracts (with thanks to Shining Waters for the templates)
* FAQ for M&P Committees concerning lay employees.  This will be a document added to periodically and contains some of the commonly asked questions I receive.

The following Policies have been posted to the appropriate Toolkits on the regional council website:

* Requirements for M&P training
* Minimum Phone Allowance

I have been doing some work on an expanded liaison training.   This is a primary goal for me for 2024-2025.   My goal is to have this take place by next spring.  The training will be 3 sessions exploring:

* the role of the liaison and supporting communities of faith in writing their with the Community of Faith Profile (new) and the Position Description. This will include information on part-time ministry, collaborative ministry, etc.
* a session on the search process and training search teams, including understanding the process for SME sites.
* and a session on bias and Human Rights (required in search team training) and admissions ministers.

The goal is to better equip our liaisons in their expanded role of supporting a church from the moment of a request for a change of pastoral relationship to the covenanting service. As well, the hope is to provide a more cohesive process for our communities of faith, and more direct contact with the liaisons throughout the process.  The expanded liaison training will also shift work back to the liaisons who are able to more quickly respond and support churches.  My work will then focus more on supporting liaisons.

My hope is that the training will also include the Congregational Support Ministers (for the Community of Faith Profile and information on collaborative ministry), Therese Samuel and John Edgar (bias and Human Rights) and Sarah Bruer (Admissions Ministers).  This will also increase connection between our liaisons and staff.

Out of this conversation with Todd McDonald, one of the Pastoral Relations Ministers for Shining Waters, he noted that in their regional council the liaisons approve the profiles and position descriptions.  This is because of their view that the liaison knows the congregation best as they build the relationship.  If the liaison is uncertain about the profile they consult with the Pastoral Relations Minister, if both are uncertain it goes to the commission.  This raises a question to consider:

Do we wish to

1. Have the liaisons approve the position descriptions on behalf of the commission?

or

1. Have the liaisons forward the position description when has been reviewed by them and is ready to be approved by the commission.

No decision is needed at this point, but some food for thought.

Todd also noted that the Shining Waters commission has granted permission for the liaisons to be appointed to the Pastoral Relations Minister (as long as they are trained) and this is reported back.  This speeds up the appointment of liaisons.   This raises another question – do we wish to grant the right to our liaison coordinator as well as to me to appoint liaisons with reporting back, or wish to continue the practice of the commission appointing the liaisons?

WOW Human Resources Commission has decided to do a one-year trial wherein the Liaison coordinator or chair of the commission can appoint a liaison with reporting back to the commission.

M&P training events for the fall and spring have been scheduled and the registration form has been updated.  As well there will be M&P gatherings every other month beginning in November.  This will be a time of learning and sharing.

United Fresh Start peer groups invitations have gone out along with United Fresh Start congregational program information to all new pastoral relationships in the last year.

Liaison gatherings will be set up soon.

**SharePoint** – SharePoint is fixed!   Thanks to John Neff, Congregational Support Minister, for the many hours he put into fixing it so that documents can be tagged again.   Also, please note that there are several items now in the “Working Library” section including a “Communities of Faith in Process” which tracks communities of faith from the point of a request for a change of pastoral relationship to a call/appointment, the liaison list, and the pulpit supply lists.

You can now find the liaison list as well as the communities of faith in the search process under “Working Library” on the left-hand side of SharePoint.

**Item to consider**:   ARW HRC would like to change the name of the Human Resources Commission to the Pastoral Relations Commission.   They note the following

* Human Resources is often thought of in terms of the secular work definition whereas pastoral relations have a longer history in terms of the United Church work in this area and is therefore easier to connect
* The name change would align with the staff support position – Pastoral Relations Minister

***Proposal:***

That the Human Resources Commission approve up to $1500 from its 2024 budget to help fund the following courses offered by the Interim Ministry Network.

A special multi-session course on Zoom will be offered to

1. Commission members in November-December – looking specifically at the wider church work.
2. Ministry Personnel and Lay People (either together or separate depending on numbers) in the New Year.

***Background:***

Transitional leadership recognizes that:   
1) change happens whether we like it or not,   
2) transition is the process by which a congregation will deal with change, and   
3) on the other side of transition is the new shape – the transformation – that is the result of coming to grips with change.

Fundamental to transitional leadership is the belief that there is constructive power in transitional moments when much can be accomplished and when there is a lot on the line.

At the conclusion of this course, you will:

· Understand change theory and how to apply it in transitional times

· Feel competent in the role of a transitional leader for the work of your organization

· Be equipped to manage both yourself and your organization in conflict

· Have practiced using tools designed to guide an organization through a transition

· Have had opportunities to apply your learnings using case studies

***Cost:***

The cost of the program is $2,500 USD for 24 over that $75 per person.  Plus $12 per person for Craebill Inventory which is a conflict style inventory.   The costs will be split amongst the 6 Human Resources and Congregational Support Commissions.

*There will be a cost for participants with the commission reimbursing commission members for the November session.*IMN (Interim Ministry Network) dates for commission members and executive members who would like to take part - November 7, 14, 21, and Dec. 5 from 1:30-4:30.

Motion: That the Human Resources Commission of Horseshoe Falls Regional Council approve up to $1500 from the 2024 budget to fund the learning events led by the Interim Ministry Network.

Moved by: Morar Murray-Hayes seconded by: Sandra Litt

**CARRIED**

1. **Retirees Report** (Morar)

* Hold for next month.

1. **Discussion:** VAMs in previously served communities of faith (raised in summer email)

* Consider the transition period between previous minister and incumbent.
* Recommendations that the time frame should be at least a year after the permanent called minister begins (this is currently the recommendation as confirmed by Micol Cottrell). Recommendation for 18 months (about 1 and a half years).
* Considerations for time allocated to interim ministry and search process.
* That there be a requirement before engaging in previous ministry (ie a VAM, Interim) must get an invitation by the incumbent ministry first.
* Richard Bott, Morar Murray-Hayes and Micol Cottrell to continue this work before the next meeting.  
  1. **TABLED** for next meeting: VAM agreement Norval United Church and VAM Paul Ivany

1. **Discussion:** Interim Ministry and ChurchHub (Micol)  
     
   - Keeping profile updated and staying in touch with OV Minister.
2. **Discussion TABLED** for next meeting**: Possible Name Change** for the Commission (Micol) in PRM’s report.
3. **Discussion: TABLED** for next meeting:When to use Email motions (Richard and Susan)  
     
   - Should there be a deadline or criteria about processing requests?

- How do we make decisions?

1. **Budget Planning TABLED** for next meeting:(Micol) budget could be used as a proactive tool.

**Next Meeting:**

Wednesday, October 23rd, 2024 at 1pm

Worship by:  Sandra Litt

November: Ted Smith