**Human Resources Commission**

**Horseshoe Falls Regional Council**

**of The United Church of Canada**

***Connecting, Supporting, Transforming*** 

**MINUTES: October 23, 2024 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), Barbara Creelman (OM), Kim Shantz (DM)

**On Leave:**  Joanne Hedge (OM)

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

           Michele Petick, Administrative Assistant

Rev. Micol Cottrell, Minister, Pastoral Relations

**Corresponding Member:**  None

**Regrets:** Barbara Creelman (OM), Morar Murray-Hayes (OM)

**Absent:** Kim Shantz (DM)

**Welcome and Constitute Meeting:** Susan Stephen

**Opening Worship:** Sandra Litt

**Opening Motions:**

**Approval of Agenda:**

MOVED BY: Sandra Litt and seconded by Allison Playfair that the Horseshoe Falls Regional Council Human Resources Commission approve the agenda of the October 23, 2024 meeting as circulated.

**CARRIED**

**Approval of Previous Minutes:** [HF HRC DRAFT Minutes 240925.docx](https://unitedchurch.sharepoint.com/:w:/r/sites/HFHRC/MeetingLibrary/HF%20HRC%20DRAFT%20Minutes%20240925.docx?d=wdd2fbd720bb54bec8e6bd6317fcf03ed&csf=1&web=1&e=bJthS7)

MOVED BY: Jeff Werner and seconded by Sandra Litt that the Horseshoe Falls Regional Council Human Resources Commission approve the minutes of the September 25, 2024 meeting be approved as circulated.

**CARRIED**

**Business Arising:**

**Consent Docket** [HF HRC Consent Docket 240925.docx](https://unitedchurch.sharepoint.com/:w:/r/sites/HFHRC/MeetingLibrary/HF%20HRC%20Consent%20Docket%20240925.docx?d=w6f8d1afbb6664ee0907eb3d4c30d9460&csf=1&web=1&e=sDgUvv)

**Consent Docket for HF HR Commission**

Date:  October 23, 2024

**Request for Change of Pastoral Relations:**

That the Human Resources Commission of Horseshoe Falls Regional Council approve the request of Carolyn Smith, OM for a change of pastoral relationship from St. Paul’s Pastoral Charge, Oakville, effective 2024-12-31.

**Appointment of Liaisons:**

**Approval of new appointments:**

That the Human Resources Commission of Horseshoe Falls Regional Council concur with the request of Jarvis: Wesley Pastoral Charge (Jarvis Community Church), to renew the short-term supply appointment of Gary Patterson, OM-R, PT 20 hrs/week, from 2024-10-01 to 2025-03-31 pending completion of a new record of appointment on ChurchHub.

**Liaisons:**

That the Human Resources Commission of Horseshoe Falls Regional Council appoints the following liaisons:

* Jane Capstick with Fonthill Pastoral Charge
* Pat Tooley with Binbrook Pastoral Charge
* Pat Tooley with Blackheath Pastoral Charge
* Paul Miller – Bethel, Port Colborne

For information, Liaisons Needed:

* Burkholder Pastoral Charge- Covenanting Service
* Carlisle-Kilbride – Sue Stephen and Barb Duffin
* Wesley-Fruitland - to create a supply appointment
* Southminster-Niagara – currently have a supply minister but will need to look again at filling their permanent position.

Moved by Ted Smith and Heather Weaver-Orosz that the Horseshoe Falls Regional Council Human Resources Commission approved the Consent docket as circulated.

**CARRIED**

**Outside of Consent Docket:**

**Motion from the LLWL Resource Team**

That the Human Resources Commission of Horseshoe Falls Regional Council endorses the recommendation of the Licensed Lay Worship Leader Resource Team and appoints Kate Young, OM-R, to the Licensed Lay Worship Leader Resource Team.

Moved by: Ted Smith and seconded by Jeff Werner

**CARRIED**

**Record of Call Jarvis Community Church – Ecumenical Shared Ministry**

**Motion:** That the Human Resources Commission of Horseshoe Falls Regional Council concur with the request of Jarvis Community Church to call Charmain Sebestyen, minister Presbyterian Church in Canada, according to the policy of Hamilton Presbytery and the Presbyterian Church in Canada and pending approval by Hamilton Presbytery.

Moved by: Jeff Werner seconded by Mike Veall

**CARRIED**

**Voluntary Associate Ministry (VAM) Applications:**

**Motion:** That the Human Resources Commission of Horseshoe Falls Regional Council endorses the application of M. Gayle MacDonald, OM-R, and Carlisle Kilbride Pastoral Charge to enter into a Voluntary Associate Ministry agreement effective 2024-10-23.

Moved by: Barb Duffin and seconded by Jeff Werner

**CARRIED**

**Motion:** That the Human Resources Commission of Horseshoe Falls Regional Council endorses the application of David Prichard, OM-R, and Trillium Pastoral Charge, St. Catharines to enter into a Voluntary Associate Ministry Agreement effective 2024-10-23.

Moved by: Barb Duffin and seconded by Jeff Werner

**CARRIED**

**Reports:**

1. **Executive Report** (Richard)

* None at this time
* Reported to Executive that HF HRC presented at the HFRC Fall Meeting and that there will be another meeting scheduled in the new year to address GC45 proposals.

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

* Planning to bring forth alignment of police checks for LLWL’s similar to Ministry Personnel, to be done once they are certified then an annual declaration
* Zoom get-together planned for November
* New updated list of LLWL’s in SharePoint
* Three new licensed LLWL will be presented in upcoming HF e-newsletter
* Recognition liturgy being prepared by Sandra Litt and HF President Lennox Scarlett

1. **Liaison Coordinator Report** (Barb)
   * Liaisons Gathering was very helpful 16 attendees
   * Great help from Barb Duffin (HF), Mary Anne Silverthorne (ARW) and Doug Hayward (WOW) to put on the Liaisons gatherings.

Moved by: Richard Bott seconded by Allison Playfair that the Horseshoe Falls Regional Council Human Resources Commission approve the Liaison Coordinators appointments of Burkholder is Yvonne Wright for the covenanting services. Barb Duffin and Sue Stephen for Carlisle-Kilbride, Soutminster Niagara Falls is Ray Marshall.

**CARRIED**

1. **Pastoral Relations Minister Report** (Micol)
2. Please note written report: [HF HRC PRM Report 240925.docx](https://unitedchurch.sharepoint.com/:w:/r/sites/HFHRC/MeetingLibrary/HF%20HRC%20PRM%20Report%20240925.docx?d=w5d8593c8d5b045ce90a9abc0027ee9bf&csf=1&web=1&e=XaLKlq)

* Minister, Pastoral Relations Report October 2024
* Pretima has moved onto LTD. We continue to hold her in Prayer. Michele will continue to provide administrative support to the Human Resources commission.
* During the Comprehensive Salary Review this summer the Pastoral Relations Ministers received a chart of all communities of faith that may have underpaid their minister in 2023. congregations and ministers have responded well and investigated the possible salary discrepancy.
* The 2025 minimum salary schedule for ministry personnel has been released. Information went out in the newsletter. Minimum Salaries for Ministry Personnel (2025)
* The UFS Peer Groups are set up. We have 8 people signed up and two coordinators.
* The first M&P gathering is scheduled for November 7th. The schedule is set up that one month is M&P 101 training, and the next is an M&P gathering. I am considering reducing M&P 101 next year and adding other M&P training into the mix. The M&P training continues to be well attended.
* A big thank you to our liaison coordinators who set up the first liaison gathering on October 22nd.
* “Rural Ministry Table Talks” online events being planned for the new year with Brownwyn Corlett, Rural and New Ministry Coordinator.
* Wednesday, January 29, 7 pm – Collaboration     
  Tuesday, February 18, 1 pm – Governance     
  Wednesday, March 26, 7 pm – Property

1. **Retirees Report** (Morar- absent)
2. [**Updated VAM Agreement Norval**](https://unitedchurch.sharepoint.com/:b:/r/sites/HFHRC/MeetingLibrary/VAM%20Updated%20Paul%20Ivany%20Norval%20241023.pdf?csf=1&web=1&e=3vlLVS)
3. **Discussion:** Possible Name Change for the Commission (Micol)

* Suggesting changing the Human Resources Commission name to the “Pastoral Relations Commission”.
* Could be confusing to lay people.
* Suggestion of a possible name change to “Calls and Appointments Commission”.
* We do not want to limit the scope of the work of this commission.
* The HF HRC commission is not in agreement with a name change at this time.

1. **Discussion:** VAM agreements – (Morar - absent and Richard)

* Richard Bott and Morar Murray-Hayes are looking at this as it came out of the conversation with Norval UC the question of; What is the VAM’s purpose?
* Could be defined more about the congregation and the incumbent minister.
* How can the VAM support the current ministry and support the incumbent minister?
* What boundaries of a VAM could be in place that are helpful for the pastoral relationship.
* Morar Murray-Hayes and Richard Bott will continue the development of this work.

1. **Updated VAM agreement – Norval Pastoral Charge**

* Richard Bott and Sue Stephen met with the ministry team at Norval to discuss the updated VAM agreement.
* Talked about having a time of review for the agreement at a six-month appointment, they were agreeable to that suggestion.

Moved by Richard Bott and seconded by Allison Playfair that the Horseshoe Falls Regional Council Human Resources Commission recommend that the Norval UC VAM agreement be reviewed at the end of June 2025.

**CARRIED**

1. **Discussion:** Adding a requirement for minimum worship preparation and leadership hours to position description template. (Barb)

Current template: [HF-Position-Description-Template.docx](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fhfrcucc.ca%2Fwp-content%2Fuploads%2F2023%2F10%2FHF-Position-Description-Template.docx&wdOrigin=BROWSELINK)

* Include some flexibility in the form
* Adding recommended hours
* Barb Duffin will continue in this work.

**Ted Smith assumes Chair for Chair Sue Stephen to contribute to discussion**

1. **Discussion:** When to use Email motions (Richard and Susan) - **tabled for next meeting**

**-** not everything can be addressed in an email motion

**-** use email motions only in an emergency

**Sue Stephen resumes Chair**

11. **Discussion:** Deadline for submissions for the HRC – proposal Friday before meeting. ?? Records of Call/Appointment??. (Richard, Susan, Micol) - **tabled for next meeting**

12. **Budget Planning**(Micol) - **tabled for next meeting**

**Next Meeting:**    November 27, 2024 at 1pm [via Zoom](https://united-church.zoom.us/j/85403989020?pwd=XKWe1rFHxhC3zGfeNXekLR7LGDAjIH.1)

Worship by:  Ted Smith