**Human Resources Commission**

**Horseshoe Falls Regional Council**

**of The United Church of Canada**

***Connecting, Supporting, Transforming***

**Minutes – November 27, 2024 at 1:00pm via Zoom**

**Roster:** Richard Bott (OM) co-chair, Susan Stephen (L), co-chair.

Barb Duffin (L),  Sandra Litt (L), Morar Murray-Hayes (OM), Alison Playfair (OM), Ted Smith (OM), , 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 Assistance

Rev. Micol Cottrell, Minister, Pastoral Relations

**Present:** Susan Stephen (L), co-chair, Barb Duffin (L), Morar Murray-Hayes (OM), Ted Smith (OM), Heather Weaver Orosz (OM), Jeff Werner (OM), Barbara Creelman (OM), Michael Veall (L), Micol Cottrell, Minister of Pastoral Relations, Michele Petick, Administrative Assistant

**Corresponding Member:** None

**Regrets:**    Richard Bott (OM) co-chair, Sandra Litt (L)

**Absent:** Alison Playfair (OM), Kim Shantz (DM),

**Welcome and Constitute Meeting** (Susan)

**Welcome to Barbara Creelman to the Human Resources Commission**

**Worship:** (Ted Smith) - Advent reflections

**Opening Motions:**

**Approval of Agenda:**

Moved by Jeff Werner and seconded by Ted Smith that the Human Resources Commission of Horseshoe Falls Regional Council approved the agenda of November 27th, 2024, be approved as amended.

**CARRIED**

Approval of Previous Minutes:  [HF HRC Draft Minutes 241023.docx](https://unitedchurch.sharepoint.com/:w:/r/sites/HFHRC/MeetingLibrary/HF%20HRC%20Draft%20Minutes%20241023.docx?d=w4772778f4a414795a598d065fbc7de05&csf=1&web=1&e=F9UgQ6)

Moved by: Barb Duffin seconded by: Barbara Creelman that the Human Resources Commission of Horseshoe Falls Regional Council approve the Minutes of October 23rd, 2024, be approved as amended.

**CARRIED**

**Business Arising**

**Barb Duffin update:**

* Working on templates
* Position descriptions and time allotment

**Email motions approved: October 31st**

Moved by: Morar Murray-Hayes and seconded by: Jeff Werner

That the Human Resources Commission of Horseshoe Falls Regional Council approve the request of Jim Carney, OM, for a change of pastoral relationship from St. Paul's Pastoral Charge effective October 31st, 2024.

**CARRIED**

**Exit Interviews:**

* Encourage exit interviews after approval of pastoral charge requests
* Barb Duffin can facilitate invitations to exit interviews

**New Business**

1. **Consent Docket** [HF HRC Consent Docket 241127.docx](https://unitedchurch.sharepoint.com/:w:/r/sites/HFHRC/MeetingLibrary/HF%20HRC%20Consent%20Docket%20241127.docx?d=web082878975a4e8486790b1cca3a3571&csf=1&web=1&e=2GARu7) (If you would like to have an item removed from the Consent Docket so it can be discussed, please let Susan, or Micol know)

Consent Docket **for HF HR Commission**

Date:  November 27, 2024

**Approval of Open Positions:**

That, having reviewed the position description, the Human Resources Commission of Horseshoe Falls Regional Council approve the position for Minister, PT, 30 hrs/week, for Fonthill Pastoral Charge pending change to title to include various forms of ministry.

That, having reviewed the position description, the Human Resources Commission of Horseshoe Falls Regional Council approve the position for Minister, FT, for the collaborative ministry at Burford United Church and Bethel Stone United Church.

That, having reviewed the position description, the Human Resources Commission of Horseshoe Falls Regional Council approve the position for minister, FT, for Fifty United Church.

**Appointment of Liaisons:**

**Approval of appointments:**

That the Human Resources Commission of Horseshoe Falls Regional Council concur with the request of Kelvin Teeterville Vanessa (KTV) Pastoral Charge, to renew the appointment of Jancie Pow, DLM, FT, from 2024-10-29 to 2027-12-31 according to the terms agreed to in ChurchHub on 2024-10-30 and that Janice Pow’s license to administer the sacraments be renewed for this appointment.

Moved by: Ted Smith and seconded by: Barb Duffin

That the Human Resources Commission of Horseshoe Falls Regional Council approve the Consent Docket of November 27th, 2024, as circulated.

**CARRIED**

1. **Items removed from the Consent Docket**

a. PD and ROA Blackheath Pastoral Charge – for background.

Moved by: Morar Murray-Hayes and seconded by: Barb Duffin

That, having reviewed the position description, the Human Resources Commission of Horseshoe Falls Regional Council approve the position for Supply Minister, PT, 10hrs/week, for Blackheath Pastoral Charge pending change to the title and to agree to work with the guidance of a liaison.  
  
That the Human Resources Commission of Horseshoe Falls Regional Council concur with the request of Blackheath Pastoral Charge to appoint for short-term supply, Richard Burgess, OM-R, PT 10 hrs/week, from 2024-11-01 to 2025-11-01 according to the terms agreed upon in the record of appointment.

**CARRIED**

Moved by Ted Smith seconded by Mike Veal that Barb Duffin the Liaison Coordinator of the Human Resources Commission of Horseshoe Falls Regional Council can approve liaison appointments.

**CARRIED**

* Barb Duffin will act as liaison for Blackheath Pastoral Charge.

b. PD for St Stephen – for discussion – for possible conflict between statement re worship and allowable time

Moved by Ted Smith seconded by: Jeff Werner  
That, having reviewed the position description, the Human Resources Commission of Horseshoe Falls Regional Council approve the position for minister, FT, for St. Stephen’s on-the-Hill Pastoral Charge pending change to the title, revaluation of worship leadership hours.

**CARRIED**

1. Abstention  
     
   - Ministry and Personnel Committee requirements will be sent out whenever a position description is approved.

**c. Liaison for Norval United – from commission**

* Need a liaison if they move forward in a reduction in staff. The liaison would work with Regional Council staff Lynne Allin and Micol Cottrell. Jeff Werner volunteered to do this work.

**d. Ted Smith – appointment**  
  
Moved by: Morar Murray-Hayes seconded by: Mike Veall

That the Human Resources Commission of Horseshoe Falls Regional Council approve the VAM appointment for Rev. Sheena Marini, OM, at South West Norfolk Pastoral Charge.

**CARRIED**

1- Abstention

1. **Executive Report** (Richard):  no report

1. **Licensed Lay Worship Leader Team Report** (Sandra & Micol)  
     
   - New member Rev. Kate Young, still needing more LLWL and lay (Micol to put invitation in e-newsletter)

-4 licenses renewed after online check-ins; 3 new certificates required (Micol will do)

-Nov. 2 online LLWL session well attended, need to clarify role for both LLWLs (Heather to email reminders) and congregations (Micol to communicate in e-newsletter)

-Recognition liturgy has been developed by Sandra/Lennox, Heather will send out

-United in Learning will put reminders in their modules to also complete boundaries/anti-racism mandatory training courses prior to regional licensing

-List of worship prep resources developed by Sandra, Heather will be circulated to LLWLs

-Fall retreat being planned for Sept. 27, 2025, venue TBD

[HF HRC LLWL Resource Team Report 241127.docx](https://unitedchurch.sharepoint.com/:w:/r/sites/HFHRC/MeetingLibrary/HF%20HRC%20LLWL%20Resource%20Team%20Report%20241127.docx?d=w01bb69af85904fdfb9ed0d925f3c3f22&csf=1&web=1&e=WKLVri)

Send by email motion:  
  
That the Human Resources Commission of Horseshoe Falls Regional Council concur with the request of the Licensed Lay Worship Leader Resource Team to renew the Licenses for:

* Catherine Chambers
* Sarah Ferguson
* Becky Trembley
* Mae Bedford

 - Proposal – that the LLWL Policy be updated requiring a police records check prior to licensing followed by an annual declaration (Micol check to see if this has already been reviewed).

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

None

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

Please note written report: [Pastoral Relations Minister Report 241127.docx](https://unitedchurch.sharepoint.com/:w:/r/sites/HFHRC/MeetingLibrary/Pastoral%20Relations%20Minister%20Report%20241127.docx?d=w8f7da889cd154e78aa716ecdd87b51e0&csf=1&web=1&e=pR6XWR)Pastoral Relations Minister Report

November 2024

* Pretima has moved onto Long Term Disability. We hold her in prayer.
* Michele Petick is now permanent full time with the regional council.
* On November 7th we had the first M&P gathering. There were 8 participants from 7 churches. The time include worship, a check-in, updates, a learning time around a tool for having difficult conversations, and lots of discussion. It was appreciated by the participants. The gatherings are scheduled for every other month. The next learning will be around various leaves (compassionate leave, medical leave, restorative care) and benefits. The participants were able to share helpful tips and tools with one another.

Tri-Regional Council HR Commission updates

* Horseshoe Falls is working on expanding the VAM policy, writing an information page about covenanting services.
* Antler River Watershed is currently working on the Pulpit Supply Policy
* Western Ontario Waterways is working on rebuilding the LLWL Resource Team.

Work:

* Updating the position description templates
  + Include number of hours for worship preparation and leadership more clearly
  + Add suggested wording for reasonable accommodation with information
  + Clarity that full time is 40 hours/week

Frequently Asked Questions Learning:

* Do communities of faith pay Pension and Benefits for Re-engaged Pensioners?
* Benefits yes, pension if the minister is not drawing their pension. Churches can get specific help through the Pastoral Charge Payroll Services. - checking--
* Pulpit Supply amount non UCC Ministers and not LLWLs
  + The General Council sets the minimum amount for ministry personnel listed as “Visiting Minister” rate. The Regional Council can set rates for LLWLs (set as the Visiting Minister rate). Other pulpit supply is not under the oversight of the General Council or Regional Council therefore it is up to the community of faith to determine the rate. Many choose to pay the same for all pulpit supply.
* How many hours is full time
  + For ministry personnel, 40 hours/week (note: regional council staff are 35 hours full time).

1. **Retirees Report** (Morar)

* Getting requests for the retirees list
* Palermo looking for list
* Michele Petick to look for the list and consult with Micol Cottrell to update.

**Discussion**:

* 1. [**Budget 2025**](https://unitedchurch.sharepoint.com/:w:/r/sites/HFHRC/MeetingLibrary/ARW%20HRC%202025%20Budget%20Proposal%20241127%20.docx?d=we0997e549ea34d8287c59a4299a1d706&csf=1&web=1&e=OnxDAj)
* Kevin Steeper clergy events
* Helping ministers with Fresh Start and Celebration of Ministry Gift for new ministers
* To be discussed further at next meeting  
  1. **VAM agreements** (Morar and Richard)
* need staff to share VAM agreements from other Regional Councils, Micol Cottrell will follow up on this.  
  1. **Email motions Plan** (Sue and Richard)
* Criteria: At discretion of chair, time sensitive
* Logistics: following procedure of the Manual, additional- first 48 hours for conversation/questions, voting after 48 hours (not including Saturday or Sunday), Background information will be provided as needed.
  1. **Discussion:**  Deadline for submissions for the HRC – proposal Fridays before meeting. Records of Call/Appointment on Monday before the meeting. Let liaisons know of these deadlines and with any situations there can be exceptions to this rule. (Richard, Susan, Micol)

**Items received** after agenda went out (Micol)

None

**Next Meetings:**

No December Meeting – anything urgent an email motion or a meeting may be called on December 18th   
  
January 22nd, 2025 worship leader: Barb Duffin