



**Minutes
Parkminster United Church
COVID-19 Working Group**

**Tuesday, March 9, 2021 - 6:30 pm
via Zoom Video Conferencing**

God is calling us to be an evolving community of faith inspired to embrace our future as we:

- *Deepen our commitment to each other*
- *Nurture our spiritual vitality and growth*
- *Live a life of loving influence in the world*

Chair: Jennifer Allan

Present: Joe Gaspar, Heather Power, Karen Schertzberg, Barb Leask Wynne, Kathy Shortt, Carolyn Machan (for Worship & Music Comm), Bert Blackburn (for Property Comm), Franceen Wagner (for Christian Education Comm) and Richard Jackson (secretary).

1. Opening Prayer & Lighting of Candle

2. Welcome

- Jennifer Allan welcomed everyone and thanked everyone for their continuing involvement in this working group. It is important work and everyone's perspectives, insights and commitments are much appreciated.

3. Approval of Agenda

- **Motion:** Approval of agenda: moved by Franceen Wagner; seconded by Kathy Shortt; **passed.**

4. Approval of Minutes

- **Motion:** Approval of minutes of the meeting on October 20, 2020 moved by Kathy Shortt; seconded by Carolyn Machan; **passed.**

5. Business Arising from the Minutes

(a) Update on renters / safety plans

- i. Jennifer asked Bert Blackburn and Kathy Shortt to provide updates on renters and their associated safety plans. Karate meets Tuesday and Thursday evenings; Softball Pitch meets Wednesday evenings and Sunday afternoon. Their safety plans have been approved. The person limit has been sorted out with Karate thanks to Barb Leask Wynne: 10 children + the instructor + a parent for each child. Melanie Chisholm has reported that the Softball Pitch group are knowledgeable with this limit. Softball has scuffed the floor somewhat but Bert reports it is repairable and they are now using mats.



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(b) Update on Church group activities / equipment

- ii. Carolyn Machin and Bert Blackburn were asked to provide updates on Church group activities. Carolyn reported that Worship and Music assumes no change in our services in the near future; Neil Murray would like to move small groups back in to the Sanctuary when Waterloo Public Health permits such a change. Bert said that the redecoration of the Family Room was proceeding well.
- iii. Wendy Ridgway has requested to read and record in the Sanctuary to help Terry Ridgway become familiar with the new camera. Council regards this as similar to our previous approval of soloists practicing in the Sanctuary and is agreeable provided the Ridgways follow the same safety plan.
- iv. **Motion**: Franceen Wagner moved that a safety plan be prepared for any readers using the Sanctuary; seconded by Barb Leask Wynne; **passed**.
- v. **ACTION**: Kathy Shortt to provide the Ridgways with a safety plan.

(c) Update on Staff

- i. Karen Schertzberg was asked to provide updates on how she and the Ministry and Personnel Committee (M&P) stay in touch with Staff. Karen reported that M&P plan a monthly "check in" with the Ministers regarding their health and well-being. Cards have been sent to staff – Melanie Chisholm, Neil Murray and Allen Switzer – regarding their health and well-being.

6. New Business

(a) Committee member roles

- i. How should best use be made of the collective and individual contributions of each person on this Working Group? The Chair described the various roles played by the members:
- ii. Revs Joe and Heather represent our ministry staff, and have insight and perspective on all aspects of our Church and the broader church community.
- iii. Kathy as Past Chair brings continuity from the previous year and has graciously offered to continue to be accountable for renter and Church group safety plans.
- iv. Richard as Secretary helps us keep track of decisions and discussions.
- v. Barb is a former Past Chair and also provides medical opinion.
- vi. Bert is our Property Committee representative and oversees our renters, facilities and equipment and also works closely with Allen.
- vii. Karen is our Ministry & Personnel Committee representative so has insight into our staff, how they are working both remotely and onsite. Of course, nothing confidential will be shared here.
- viii. Carolyn is our Worship and Music Committee representative and brings feedback and insights from our worship and music perspective.
- ix. Franceen is our Christian Education representative and brings feedback and insights from the perspective of our children and youth programs.
- x. Jennifer indicated that she would like to form the agenda for these meetings around some standing items, like updates on renters, Church groups. And then eventually



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around our reopening plans, which may be hybrid in-person and remote at first, and gradually more and more in-person. That way, everyone has a particular role to play, in that they are bringing information forward from their Committee.

(b) COVID-19 status in Waterloo Region

- i. We continue to be red in the Waterloo Region at least until Friday, March 12 when there will be another Ontario government announcement. However, cases of the new variant are increasing.
- ii. Barb Leask Wynne indicated that she was unsure if the region is going to make any changes in March and noted that it will probably be September before we return to the Sanctuary. Bert said that only two more test runs of the new broadcasting equipment were needed before they would be ready to transmit from the Sanctuary. He also noted that they would be ready for the summer renters to return.
- iii. There was general agreement that Parkminster should stay with the current shut down rather than open and then be forced to close by rising case numbers. We broadcast services successfully last summer and expect to do so again this summer. Joe Gaspar and Heather Power will alternate vacations and both expect online services to continue throughout the summer. Heather and Joe believe that there is no going back and there will always be some virtual component to services, even when we are able to attend church in person. Jennifer Allan said that when the Worship and Music Committee wishes to bring forward a request for change of services, they should feel free to do so.

(c) Future meeting dates/times

- i. Another item for discussion is our future meeting date/time. This present time is the Membership and Pastoral Care's meeting time. So, we will need to find an alternate date. Jennifer would like to have our meetings prior to Council so we can discuss here then bring forward items to Council.
- ii. It was concluded that, because we can use Ted Oldfield's Zoom account, that we will meet on the Thursday evening before the Council meeting. Therefore, the next meeting will be April 15th at 6:30 pm if such a meeting is required; the Chair will advise us the week before.

7. Any Other Business

- i. Barb Leask Wynne raised the possibility of the band or the bells choir meeting in the Sanctuary. Bert indicated that this was not possible if we remain in the Red status according to the Ontario Government. Jennifer stated that this could be decided at the next meeting after the announcement of March 12th (see item 6b(i) above).

8. Closing Prayer by Heather Power

Next meeting: April 15th at 6:30 pm if such a meeting is required (see item 6c(ii) above).