



**Minutes
Parkminster United Church
Church Council**

**Tuesday, April 20, 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*

Council Members		
Rev. Heather Power	Kathy Shortt – Past Chair	Sue MacQueen – Trustees
Rev. Joe Gaspar	Richard Jackson – Secretary	Doris Jakobsh – Community
Jennifer Allan – Chair	Gregg King – Treasurer	Sheila Rule – Connections
Deb Siertsema – Vice-Chair	Karen Schertzberg – M&P Chair	Sandi McMullen – Development

1. Opening Prayer & Lighting of Candle – Reverend Joe Gaspar

2. Reflection – Sue MacQueen on hope

3. Approval of Agenda

Motion THAT the agenda be approved. Moved by Karen Schertzberg; seconded by Sandi McMullen.
Passed.

4. Approval of Minutes

Motion THAT the minutes of March 16th be approved. Moved by Gregg King; seconded by Doris Jakobsh. **Passed.**

5. Reflect Discuss Learn

Becoming an Anti-Racist Church Discussion – Jennifer Allan

Intention

Parkminster’s Inclusive Ministries Committee and Church Council are partnering to make space for reflection, discussion and learning about anti-racism in Council meetings. Recently, Inclusive Ministries shared a link to an article from CTV news about Waterloo’s Indigenous vaccine clinic.

PREPARE - In a nutshell, the article explains about the vaccine hesitancy for Indigenous peoples based on past trauma with Canada’s medical history. Many Indigenous people were used as test subjects for different drugs in the residential school systems. These people are wary of the medical and government systems. The Indigenous community is at risk because they are 3.5 to 5% more likely to get severely ill from COVID-19 and then, add to that, many live in multi-generational households with a lot of people living together. At the vaccination centres there is a place to smudge and there is at least one elder there to help people feel safe. They also do not need to explain that they are eligible once they show their status cards.



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Community Reaction - On March 24th the Record reported about the number of messages complaining about the unfairness of the Indigenous clinics as well as many messages of hate. It is clear we have injustice and racism in our community.

Council watched a portion of the Ibram X. Kendi video about the history of colonialism and had a chance to **REFLECT** on the following questions which it discussed:

- Do you think there's a link between Canada's history of colonialism (e.g., taking Indigenous land, attempting to erase culture and language, residential schools) and these attitudes of racism?
- Is there something PUC could do to prevent responses such as these to future community initiatives?

The Inclusive Ministries Committee hope that this conversation helps Council LEARN about becoming an anti-racist, both individual and collectively.

Council discussed this issue at length and concluded it will write a letter to the editor of the Waterloo Region Record on behalf of Council to express alliance with our Indigenous siblings, dismay at the hate expressed about the Indigenous community's vaccine clinics and support for such sensible public health measures.

Motion: THAT Council submit a letter to the Waterloo Region Record in support of the Indigenous vaccine clinics. Moved by Sue MacQueen; Seconded by Doris Jakobsh. **Passed.**

Action: Jennifer Allan will draft the letter.

6. Liaison Reports

- (a) Community – Doris Jakobsh reported from Property Committee that cleanup of the church property is progressing; volunteers will be needed for collecting up debris for pickup on April 27. Jim Bowman reported that the Federal Government has a travel ban for refugees who did not have their permanent resident visa issued as of March 18, 2020. Siham and family had this permanent resident status and so were able to come to Canada. Fadi did not have this status as of last March, so he will not be able to come to Canada until this ban (done by an order in Council) is lifted.
- (b) Development – Sandi McMullen reported from Worship & Music that a sermon on Asian heritage is planned for later this Spring. Christian Education did not report on account of their Easter Pageant. The sermon-by-phone subscription has been used for 47 of its 500 minutes, although mostly associated with the same phone number.
- (c) Connections – Sheila Rule reported that Jayden Jones will be joining by Profession of Faith on April 25. Mary Sander will have her commitment to Parkminster recognized on April 25. Funding has been received from a grant to purchase iPads. The Membership & Pastoral Care Committee is brainstorming to identify those who might use them. The committee is growing the Pastoral Care list of the people we care for.

Motion that the Liaison Reports be approved. Moved by Karen Schertzberg; seconded by Kathy Shortt. **Passed.**



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7. Business Arising from the Minutes

(a) COVID-19 Working Group Report – Jennifer Allan

- The COVID-19 Working Group elected not to meet on their scheduled date of Thursday, April 15 and instead communicated via email.
- They again discussed the approach to allowing readers and soloists to record in the church and a healthy debate was had that didn't actually arrive at a conclusion.
- Council discussed this and concluded that to adhere to the spirit of the present Government guidelines and restrictions we should adhere to the principal that such visits to the church were non-essential and thus would not be permitted.
- **Motion:** THAT neither readers nor soloists be permitted to record in the Sanctuary until a date dictated by easing of the government's health regulations. Moved by Karen Schertzberg; seconded by Sue MacQueen. **Passed.**
- **Action:** Jennifer Allan will advise Neil Murray of this change.

(b) Funeral Service Safety Plan – Kathy Shortt

Many thanks to Kathy Shortt, Barb Leask-Wynne and Karen Schertzberg for drafting the Funeral Service Safety Plan. Kathy provided the following amendments to that plan (see Appendix 2):

1. Effective April 19, attendance at all funerals services will be restricted to a maximum of 10 attendees indoors or outdoors. The indoor and outdoor limits cannot be combined to allow more than 10. The maximum of 10 attendees does not include funeral staff.
2. Musical solos may be offered from behind a moveable plexiglass screen.
3. Only the Ministers will be on the chancel at a lectern, using their headset microphones. The exception to this might be a soloist or someone who is giving the eulogy. These people would stand at the lectern with the stationary microphone. If not using the lectern microphone, the soloist would use a microphone with a disposable cover.

Motion: Kathy Shortt moved the acceptance of the recommendation of the COVID-19 WG that the Parkminster Funeral Service Safety Plan included as Appendix 2 be approved with these three amendments. Seconded by Karen Schertzberg. **Passed.**

Note 1 – The official Funeral Safety Plan indicates in the footer that it is now passed by Council with these amendments.

Note 2 – An additional change, that overhead fans would not be turned on, was made and accepted after the Council meeting.

Action: Jennifer Allan will discuss the moveable plexiglass screen and disposable microphone covers with Bert Blackburn of the Property Committee.

8. New Business

- (a) Financial Reports (see Appendix 1) – Gregg King reported that we are in a good cash position but our offerings are substantially reduced compared with the first quarter of 2020, when, of course, we met in person. Government incentives remain important in our Profit & Loss statement. Our Budget spreadsheet indicates our gross profit is well behind our budgeted estimate, however our budget assumed that 2021 would not be marked by the continuing pandemic.



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Motion: that Council approve the Financial Reports. Moved by Sandi McMullen; seconded by Sheila Rule. **Passed.**

- (b) Invitation to the Moderator's Town Halls on Strategic Planning – Jennifer Allan
The United Church of Canada (UCC) has invited church leaders to give input into the development of a 2022-2024 Strategic Plan for the UCC. Jennifer has already shared this invitation with all Committee Chairs and Council to ask for people to let her know who wishes to attend. She encourages anyone who wishes to attend to register. Click here for the link: [Invite to Moderator's Town Halls on Strategic Plan \(mailchi.mp\)](#)

9. Any Other Business

Kathy Shortt will update the web site for the leadership team with photos and bios for Gregg King and Richard Jackson

10. Closing Prayer – Reverend Heather Power

11. Next meeting – May 18, 2021 at 6:30 p.m.

Appendices

- 1. Financials**
- 2. Funeral Service Safety Plan**

Appendix 1a
Parkminster United Church
Balance Sheet
As of March 31, 2021

	Total	
	As of Mar 31, 2021	As of Mar 31, 2020 (PY)
Assets		
Current Assets		
Cash and Cash Equivalent		
Chequing	52,798.02	70,157.58
Savings	351,360.70	300,973.27
Total Cash and Cash Equivalent	\$ 404,158.72	\$ 371,130.85
Accounts Receivable (A/R)		
Accounts Receivable (A/R)	370.02	
Total Accounts Receivable (A/R)	\$ 370.02	\$ 0.00
Total Current Assets	\$ 404,528.74	\$ 371,130.85
Total Assets	\$ 404,528.74	\$ 371,130.85
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable (A/P)		
Accounts Payable (A/P)	0.00	
Total Accounts Payable (A/P)	\$ 0.00	\$ 0.00
Accrued expenses	0.00	328.00
Due to Benevolent Fund	5,968.37	9,619.20
Due to Bocce League	23,308.00	23,900.00
Due to Capital Fund	57,077.72	52,851.86
Due to CE Fund	6,671.00	6,167.00
Due to Endowment Fund	2,200.00	0.00
Due to Inclusive Fund	275.00	
Due to Outreach Fund	0.00	3,304.76
Broadview	-1,287.00	860.00
Emmanuel Wayside Cafe	-1,000.00	
Foodbank	50.00	
General Outreach	26,577.94	18,094.54
Mary's Place	-1,800.00	
Nicaragua	69.75	40.00
Outreach - other	425.00	
Plett	-2,034.48	750.00
Total Due to Outreach Fund	\$ 21,001.21	\$ 23,049.30
Due to Refugee Funds		
Due to refugee fund - Fadi	9,950.00	
Due to Refugee Fund - Siham	18,765.21	31,496.00
Due to Refugee Support G5	4,942.50	0.00

Due to refugees - RSC contingency	4,869.85	
Due to SAH Dabab	36,922.28	36,637.20
Due to SAH Mhd Talal Arab	34,616.03	34,355.01
Due to SAH Mohamed Alshaar	35,783.83	35,510.62
Due to SAH Mohammed Al Adawi	33,163.95	32,909.99
Total Due to Refugee Funds	\$ 179,013.65	\$ 170,908.82
Due to the Local Fund	6,965.50	11,855.50
GST/HST Payable	0.00	-89.23
HST Payable	-4,933.28	5,051.98
Total Current Liabilities	\$ 297,547.17	\$ 303,642.43
Total Liabilities	\$ 297,547.17	\$ 303,642.43
Equity		
Opening Balance Equity	68,927.00	68,927.00
Retained Earnings	47,388.59	-0.13
Profit for the year	-9,334.02	-1,438.45
Total Equity	\$ 106,981.57	\$ 67,488.42
Total Liabilities and Equity	\$ 404,528.74	\$ 371,130.85

Monday, Apr 19, 2021 10:20:17 AM GMT-7 - Accrual Basis

Appendix 1b
Parkminster United Church
Budget vs. Actuals: Budget 2021 - FY21 P&L
January - March, 2021

	Mar 2021				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Endowment Fund Transfer		0.00	0.00		2,900.00	2,900.00	0.00	100.00%
Offerings			0.00		0.00	0.00	0.00	
Members	17,507.00	20,400.00	-2,893.00	85.82%	47,806.00	66,200.00	-18,394.00	72.21%
Assessment fees	60.00	220.00	-160.00	27.27%	150.00	2,530.00	-2,380.00	5.93%
Choral Scholar		100.00	-100.00	0.00%	0.00	300.00	-300.00	0.00%
Non-tax-receipt donations	268.95	5,218.61	-4,949.66	5.15%	14,146.40	23,519.07	-9,372.67	60.15%
Total Members	\$ 17,835.95	\$ 25,938.61	-\$ 8,102.66	68.76%	\$ 62,102.40	\$ 92,549.07	-\$ 30,446.67	67.10%
Non-members		200.00	-200.00	0.00%	0.00	200.00	-200.00	0.00%
Total Offerings	\$ 17,835.95	\$ 26,138.61	-\$ 8,302.66	68.24%	\$ 62,102.40	\$ 92,749.07	-\$ 30,646.67	66.96%
Other income			0.00		0.00	0.00	0.00	
Interest	30.52	100.00	-69.48	30.52%	88.55	300.00	-211.45	29.52%
Miscellaneous income		0.00	0.00		0.00	0.00	0.00	
Total Other income	\$ 30.52	\$ 100.00	-\$ 69.48	30.52%	\$ 88.55	\$ 300.00	-\$ 211.45	29.52%
Rental Income	1,305.00	1,200.00	105.00	108.75%	2,335.00	3,200.00	-865.00	72.97%
Special Events			0.00		0.00	0.00	0.00	
Food Truck		0.00	0.00		0.00	0.00	0.00	
Special Events - other		0.00	0.00		0.00	0.00	0.00	
Total Special Events	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00	
Total Income	\$ 19,171.47	\$ 27,438.61	-\$ 8,267.14	69.87%	\$ 67,425.95	\$ 99,149.07	-\$ 31,723.12	68.00%
Gross Profit	\$ 19,171.47	\$ 27,438.61	-\$ 8,267.14	69.87%	\$ 67,425.95	\$ 99,149.07	-\$ 31,723.12	68.00%
Expenses								
Facilities			0.00		0.00	0.00	0.00	
Building & Property Security	20.00	22.60	-2.60	88.50%	39.88	22.60	17.28	176.46%
Computer/Internet/Phone	123.48	125.00	-1.52	98.78%	274.02	375.00	-100.98	73.07%
Elevator		0.00	0.00		216.25	0.00	216.25	
Gas	932.94	425.00	507.94	219.52%	1,395.94	1,275.00	120.94	109.49%
Hydro	200.34	350.00	-149.66	57.24%	653.07	1,050.00	-396.93	62.20%
Janitorial Supplies		75.00	-75.00	0.00%	32.23	225.00	-192.77	14.32%
Repairs and Maintenance	657.17	500.00	157.17	131.43%	2,947.90	1,500.00	1,447.90	196.53%
Water	262.36	200.00	62.36	131.18%	721.24	600.00	121.24	120.21%
Total Facilities	\$ 2,196.29	\$ 1,697.60	\$ 498.69	129.38%	\$ 6,280.53	\$ 5,047.60	\$ 1,232.93	124.43%
Ministry Expenses			0.00		0.00	0.00	0.00	
Christian Education		100.00	-100.00	0.00%	0.00	300.00	-300.00	0.00%
Communications		100.00	-100.00	0.00%	367.43	300.00	67.43	122.48%
Inclusive Committee		50.00	-50.00	0.00%	101.21	150.00	-48.79	67.47%
Membership		10.00	-10.00	0.00%	0.00	30.00	-30.00	0.00%
Minister Travel		40.00	-40.00	0.00%	31.08	120.00	-88.92	25.90%
Music	893.75	700.00	193.75	127.68%	1,900.17	2,100.00	-199.83	90.48%
Pastoral Care		75.00	-75.00	0.00%	205.22	225.00	-19.78	91.21%
Worship	425.34	150.00	275.34	283.56%	500.34	450.00	50.34	111.19%
Total Ministry Expenses	\$ 1,319.09	\$ 1,225.00	\$ 94.09	107.68%	\$ 3,105.45	\$ 3,675.00	-\$ 569.55	84.50%
Office & Administration			0.00		0.00	0.00	0.00	
Bank & Payroll Service Charges	72.37	100.00	-27.63	72.37%	286.58	300.00	-13.42	95.53%
Business licences & Permits	56.50	75.00	-18.50	75.33%	253.50	225.00	28.50	112.67%
Dues & Subscriptions		15.00	-15.00	0.00%	0.00	45.00	-45.00	0.00%
Insurance	497.06	500.00	-2.94	99.41%	1,491.18	1,500.00	-8.82	99.41%
Non-recoverable HST		0.00	0.00		0.00	1,000.00	-1,000.00	0.00%
Office Supplies, Postage etc.	220.98	190.00	30.98	116.31%	690.37	570.00	120.37	121.12%
Printing & Reproduction	356.57	300.00	56.57	118.86%	1,234.23	900.00	334.23	137.14%

Total Office & Administration	\$ 1,203.48	\$ 1,180.00	\$ 23.48	101.99%	\$ 3,955.86	\$ 4,540.00	-\$ 584.14	87.13%
Salaries & Benefits			0.00		0.00	0.00	0.00	
Continuing Education		287.33	-287.33	0.00%	0.00	861.99	-861.99	0.00%
Employer paid benefits	4,531.04	4,506.00	25.04	100.56%	13,535.09	13,518.00	17.09	100.13%
Staff Allowances	141.24	167.00	-25.76	84.57%	423.82	501.00	-77.18	84.59%
Staff Salaries	20,508.76	19,342.00	1,166.76	106.03%	58,452.28	58,026.00	426.28	100.73%
Total Salaries & Benefits	\$ 25,181.04	\$ 24,302.33	\$ 878.71	103.62%	\$ 72,411.19	\$ 72,906.99	-\$ 495.80	99.32%
UCC Assessment Fee		0.00	0.00		3,156.25	3,156.00	0.25	100.01%
Total Expenses	\$ 29,899.90	\$ 28,404.93	\$ 1,494.97	105.26%	\$ 88,909.28	\$ 89,325.59	-\$ 416.31	99.53%
Net Operating Income	-\$ 10,728.43	-\$ 966.32	-\$ 9,762.11	1110.24%	-\$ 21,483.33	\$ 9,823.48	-\$ 31,306.81	-218.69%
Other Expenses								
Government incentives	-3,943.54		-3,943.54		-12,149.31	0.00	-12,149.31	
Total Other Expenses	-\$ 3,943.54	\$ 0.00	-\$ 3,943.54		-\$ 12,149.31	\$ 0.00	-\$ 12,149.31	
Net Other Income	\$ 3,943.54	\$ 0.00	\$ 3,943.54		\$ 12,149.31	\$ 0.00	\$ 12,149.31	
Net Income	-\$ 6,784.89	-\$ 966.32	-\$ 5,818.57	702.14%	-\$ 9,334.02	\$ 9,823.48	-\$ 19,157.50	-95.02%

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Appendix 1c
Parkminster United Church
Profit and Loss
January - March, 2021

	Total	
	Jan - Mar, 2021	Jan - Mar, 2020 (PY)
INCOME		
Endowment Fund Transfer	2,900.00	2,900.00
Offerings		
Members	47,806.00	50,418.85
Assessment fees	150.00	2,530.00
Choral Scholar		3,080.00
Non-tax-receipt donations	14,146.40	23,519.07
Total Members	\$ 62,102.40	\$ 79,547.92
Non-members		898.35
Total Offerings	\$ 62,102.40	\$ 80,446.27
Other income		
Interest	88.55	633.58
Miscellaneous income		7.60
Total Other income	\$ 88.55	\$ 641.18
Rental Income	2,335.00	6,610.00
Special Events		
Concerts		430.00
Speaker Series		519.50
Total Special Events	\$ 0.00	\$ 949.50
Total Income	\$ 67,425.95	\$ 91,546.95
COST OF GOODS SOLD		
Cost of Goods Sold		
Event Expenses		
Community Outreach		100.00
Total Event Expenses	\$ 0.00	\$ 100.00
Total Cost of Goods Sold	\$ 0.00	\$ 100.00
Total Cost of Goods Sold	\$ 0.00	\$ 100.00
GROSS PROFIT	\$ 67,425.95	\$ 91,446.95
EXPENSES		
Facilities		
Building & Property Security	39.88	22.60
Computer/Internet/Phone	274.02	217.84
Elevator	216.25	
Gas	1,395.94	1,092.19
Hydro	653.07	1,022.88
Janitorial Supplies	32.23	49.85
Repairs and Maintenance	2,947.90	3,741.76
Water	721.24	765.26

Total Facilities	\$	6,280.53	\$	6,912.38
Ministry Expenses				
Christian Education				9.21
Communications		367.43		2,533.29
Inclusive Committee		101.21		224.95
Minister Travel		31.08		67.08
Ministry Expenses - Other				240.00
Music		1,900.17		1,347.68
Pastoral Care		205.22		
Worship		500.34		539.89
Total Ministry Expenses	\$	3,105.45	\$	4,962.10
Office & Administration				
Bank & Payroll Service Charges		286.58		379.61
Business licences & Permits		253.50		172.83
Dues & Subscriptions				106.59
Insurance		1,491.18		1,147.50
Office & Administration - other				1,779.75
Office Supplies, Postage etc.		690.37		521.76
Printing & Reproduction		1,234.23		1,459.72
Total Office & Administration	\$	3,955.86	\$	5,567.76
Salaries & Benefits				
Employer paid benefits		13,535.09		13,068.25
Staff Allowances		423.82		1,687.79
Staff Salaries		58,452.28		57,530.87
Total Salaries & Benefits	\$	72,411.19	\$	72,286.91
UCC Assessment Fee		3,156.25		3,156.25
Total Expenses	\$	88,909.28	\$	92,885.40
OTHER EXPENSES				
Government incentives		-12,149.31		
Total Other Expenses	-\$	12,149.31	\$	0.00
PROFIT	-\$	9,334.02	-\$	1,438.45

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Appendix 2

Parkminster Funeral Service Safety Plan

- **We encourage families to use funeral home facilities for funeral services during the pandemic.**
- **Parkminster will permit the use of the sanctuary for funerals subsequent to provincial guidelines and the oversight of funeral home staff.**
- **Ontario Funeral Homes have been given tighter restrictions than the Church's 30% or 15% room capacity numbers. For funeral services at Parkminster, we will follow the Bereavement Authority of Ontario Guidelines as indicated under General Information.**

General Information

- All rooms will have limited capacity as per the Bereavement Authority of Ontario Guidelines.
 - **Green Zone:** 30% capacity with physical distancing to a maximum of 50 people per room
 - **Yellow Zone:** 30% capacity with physical distancing to a maximum of 50 people per room
 - **Orange Zone:** 30% capacity with physical distancing to a maximum of 50 people per room
 - **Red Zone:** 30% capacity with physical distancing to a maximum of 50 people for the the **ENTIRE facility**
 - **Grey Lockdown:** 15% capacity with physical distancing to a maximum of 50 people for the entire facility. Parkminster Sanctuary capacity at 15% is 28 people. No line-ups or 'cycling' of guests 1 entire group at one time
 - **Effective April 19**, attendance at all funerals services will be restricted to a maximum of 10 attendees indoors or outdoors. The indoor and outdoor limits cannot be combined to allow more than 10. The maximum of 10 attendees does not include funeral staff.
- Masks must be worn while in the building. Masks are mandatory as per the Region of Waterloo Public Health bylaw.
- Please cough or sneeze into your elbow or use a tissue when necessary to limit possible contamination of surfaces.
- Some areas of the church will be out of bounds. These areas (basement, gym, kitchen, choir loft, coat areas) will be clearly marked.
- Please use all washrooms on the entry level outside the gym and the washroom on the upper level outside the family room. Please sanitize your hands before entering and upon exiting the washroom.
- The immediate family will use the Family Room for their private space providing they are within the room capacity limits. The 30% room capacity for the Family Room is 10 people.
- There will be no reception with or without refreshments.
- Please bow or nod instead of using the traditional hand shake or hugs.

- The Funeral Home will look after live streaming/recording the service.
- If you wish to show a slideshow or project online choir videos/video messages, please contact the church office parkuc@golden.net
- Parkminster has a cleaning plan in place for reducing contamination of the building and after the funeral service, high-touch surfaces will be cleaned with a disinfectant.

Before Arriving

- Register for worship. To ensure we're able to honour public health guidelines in regards to capacity we're asking people to register. This registration will be done through the funeral home.
- If you have any of these symptoms, please get tested for COVID-19, self isolate and stay at home (fever above 38°C, a new cough or worsening cough, headache, sore throat, runny nose, fatigue, muscle pain, diarrhea, loss of sense of taste, loss of smell, and purple markings on the fingers and toes).
- Arrive early enough to allow yourself to go through a couple of procedures as you enter the building.

Upon Arrival and Before Funeral Service

- Please use the designated entrance doors. The doors will be propped open to reduce contact.
- Hand Sanitizer and masks (if you've forgotten) will be available at the entrance. Please sanitize as you enter the building.
- When entering the church, there will be a system in place for contact tracing. Public Health requires the name, phone number and email of people who were in the building. This information will be kept in a confidential file for 30 days and if not needed, it will be shredded. The funeral home will be responsible for collecting and shredding the contact tracing information.
- When entering the church you will be required to answer screening questions. The funeral home will look after the screening questions.
- Be aware of physically distancing from people outside your social circle. Two meters is the required space between individuals. This social distancing space must be adhered to in the parking lot and in all areas of the building.
- Please bow or nod instead of using the traditional hand shake or hugs.
- Take all coats etc. with you to the Sanctuary as the coat racks will be out of bounds.
- Only one family group at a time in the elevator.
- Ushers will direct people to their seats. People will be seated from the front to the back to reduce walking past other people.

During the Funeral Service

- There will be no communion, congregational singing, group responses, passing of the peace or microphone at this time as they are high-risk activities.
- The overhead fans will not be turned on.

- All items will be removed from the pews (hymn books, pew bibles etc.) as these items are difficult to disinfect.
- There will be no bulletins or handouts to distribute.
- Musical solos may be offered from behind a moveable plexiglass screen.
- No choral pieces will be performed at this time.
- Only the Ministers will be on the chancel at a lectern, using their headset microphones. The exception to this might be a soloist or someone who is giving the eulogy. These people would stand at the lectern with the stationary microphone. If not using the lectern microphone, the soloist would use a microphone with a disposable cover..

After the Funeral Service

- Ushers will direct the exit protocol starting from the back in order to ensure social distancing.
- Only one family group will be allowed at a time in the elevator.
- You are asked to immediately exit the building after the service concludes. Please use the designated exit doors. The doors will be propped open to reduce contact. You are welcome to visit in the parking lot provided public health measures such as social distancing (2 meters) and masks are used.