



Parkminster United Church  
275 Erb Street East, Waterloo, ON N2J 1N6  
COVID-19 Working Group  
March 25, 2020

*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*

## COVID 19 Working Group

March 25, 2020 18:30 hrs by Zoom Video Conferencing

Chair: Kathy Shortt

Present: Joe Gaspar, Heather Power, Karen Schertzberg, Barb Leask Wynne, Jennifer Allen and Richard Jackson (secretary)

### Worship Service

- Kathy Shortt noted that the congregation was grateful for the ease of use of the technology during the Sunday service;
- Joe Gaspar remarked that music will be added with Neil Murray this week in the form of three hymns with words shown as a PowerPoint presentation on the screen;
- Joe Gaspar mentioned that there were a few issues that some people had with their internet connections and that Chris Alexander will assist with their trouble shooting;
- The virtual coffee time worked well and will continue this Sunday after the service when either Joe or Heather will be on-line; there will also be a pre-service time from 9:30-10:00 when people can visit and either Joe Gaspar or Heather Power will be available.
- Heather Power indicated that Connect for Kids (on Wednesday at 13:30-14:00) and the Youth Group will meet separately via Zoom;
- Parkminster Connects will be offered on Zoom on Wednesdays at 11:00. This will be a chance for Parkminster folks to gather, strengthen the bonds of community, and be spiritually nurtured. Details will be provided in What's Up.
- The Church service will be livestreamed to the Church Facebook page. Kathy is to contact 10AM Media about uploading the ZOOM worship service to the website
- Kathy Shortt and Mary Reynolds are making phone connections;

Action items: Kathy Shortt
-------------------------------



Parkminster United Church  
275 Erb Street East, Waterloo, ON N2J 1N6  
COVID-19 Working Group  
March 25, 2020

- Wendy and John Watson have a list of people who will help with grocery deliveries; however, no requests have yet been received by them. The Benevolent Fund will be used to reimburse if need be.
- The Sustainable Market, working from a trailer, will deliver groceries to your car. The public will not be entering the church building.

### Property:

- Temporary repair done on flag and they will install a new flag perhaps tomorrow
- Stairlift failed the TSSA inspection as there was not seatbelt. Bert Blackburn will install one in time to meet the self-reporting date
- Fire alarm and lift maintenance appointment has been postponed from April 1.

### Melanie's Report

- She is working from home although has had occasional visits to the office;
- Monitor stopped working but Mel has what she needs to work from home. Terry Ridgeway fixed monitor today;
- Melanie requested the following from the custodian:
  - Hand sanitizer – a bottle to be placed on her desk, as well as on the table where the Market's sign-in sheet is. She noticed there is only one bottle on the desk at the main doors.
  - My office –wipe down all door knobs in/out of office, to copier room & the copier room -- 6 knobs total
  - All washrooms – how often are they cleaned and when? What exactly gets cleaned? (i.e., taps/sinks/toilet/door knobs, etc)? She didn't use them while there because she didn't know what had been cleaned and how recently it had been done. Maybe a cleaning log in each bathroom would be helpful now and even moving forward considering all of the traffic that will be returning to the building once it is reopened.
  - Main entrance – how often are the front door entrance handles wiped down (in and out?) She requested that it be done consistently.

Kathy Shortt to receive answers
------------------------------------



Parkminster United Church  
275 Erb Street East, Waterloo, ON N2J 1N6  
COVID-19 Working Group  
March 25, 2020

## Finances (Report from Gregg King and Jack Reynolds)

- Jack Reynolds deposited \$9,700, of which only \$1,000 of it was to the local fund. A few other donations came in by mail today, but haven't been deposited yet.
- Although we don't have the details yet of the government's wage subsidy, it looks like we might qualify for a total of about \$5,700 for the three-month period.
- Jack Reynolds expects that most giving weekly will 'make up' for the weeks when we've had no service at the church...but that remains to be seen.
- Until then, he expects our monthly expenses will exceed revenue by \$10,000-\$15,000. With our \$69,000 reserve, we should get by until August or so, but if this closure doesn't end soon, we will face some difficult decisions as the year progresses. And if the stock markets continue to sink, we can't look for much help from the Endowment Fund.
- We've had one PAR cancellation so far of \$125/month.
- If this situation continues longer term, and if weekly offerings and PAR givings don't meet expenses, and with the office not open and no services at the church, we'll have a few options to consider. For example:
  - ask the congregation for permission to direct some of the money otherwise going to the UCC M&S fund to keep us afloat (currently \$56,000/yr is directed to M&S from our \$80,000 of outreach offerings)
  - appeal to UCC to reduce or waive the annual assessment fee of \$13,000
  - we may need to look at layoffs or a drastic reduction in hours for Melanie, Neil and Allen.
  - pursue loans from the congregation via Faith Bonds as was done in 2013
  - keep in touch with other churches to know what strategies they are adopting.



Parkminster United Church  
275 Erb Street East, Waterloo, ON N2J 1N6  
COVID-19 Working Group  
March 25, 2020

## Western Ontario Waterways Regional Meeting

- Diane Blanchard: Human Resources and Pastoral Relations:
  - Staffing issues need to be led by the Ministry and Personnel Committee in consultation with the Treasurer not lead by the Treasurer.
  - Diane implored Ministry and Personnel Committees to become aware of all the supports made available by all levels of government for staff in case of the need for layoffs.
- John Neff: Congregational Support and Mission
  - If necessary, funds that have restricted use designations by the old Presbyteries or the new Regions can be used for payroll in April and May. For example, manse funds. This does not apply for other designated funds, e.g., funds in our church designated for the card ministry or Christian education.
  - If restricted funds are to be used, Council is to direct Trustees and a form needs to be filled out that is available through John Neff at the Region office.
- Cheryl-Ann Stadelbauer-Sampa: Executive Minister
  - Message for Clergy and lay leaders: We might be in this for a while, the worst may be ahead of us. Leaders have been sprinting, which has been needed, but it might be time to consider taking a marathon approach now and putting more of a priority on self care.
  - As important as it is to anticipate and plan it is also important to live in the present moment. We are not yet in the reality of a financial crisis. Use planning to alleviate anxiety not produce it. Now is the time for savings to be used – now is the rainy day.
  - The General Council of the Church is meeting this weekend to talk about financial support for congregations. We were urged to keep expectations low; the Church is already operating in a very streamlined fashion. Any assistance that does come will be contingent on congregations using up reserves first and accessing any government assistance that might be available.
  - Congregations may delay the payment of assessment fees if they find themselves in a cash flow crisis.
  - Since churches have not been deemed essential services our building needs to be closed to renters and staff. The region sought legal advice on this and were told there could be insurance implications if the building is used and there is an issue of some kind.



Parkminster United Church  
275 Erb Street East, Waterloo, ON N2J 1N6  
COVID-19 Working Group  
March 25, 2020

- o Joe Gaspar followed up about our situation where we rent to an “essential service” (Sustainable Market) and was informed that arrangement could continue.
- o In a response to a question about the letter from the Moderator in regards to funerals, it was suggested that clergy have a conversation with M&P Committees whether clergy should participate in funerals. The Moderator encouraged congregations and/or clergy to delay funerals until restrictions are lifted ([https://www.united-church.ca/news/moderator-asks-funerals-be-delayed?mc\\_cid=58f9c289b6&mc\\_eid=b2715df6b4](https://www.united-church.ca/news/moderator-asks-funerals-be-delayed?mc_cid=58f9c289b6&mc_eid=b2715df6b4))

**ACTION:** Karen Schertzberg to contact Melanie on behalf of M&P Committee and the Funeral Committee and to include information on our What’s App

**Next Meeting:** Wednesday, April 1, 2020

---

Kathy Shortt, Chair

Richard Jackson, Secretary