



Parkminster United Church

Council Meeting, September 15, 2020

**SPECIAL COVID-19 COUNCIL MEETING AGENDA**  
**PARKMINSTER UNITED CHURCH COUNCIL**  
**TUESDAY, SEPTEMBER 15, 2020**  
**6:30 PM, VIA ZOOM REMOTE TELECONFERENCE**

*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: Kathy Shortt

Present: Present via Zoom remote conferencing: Rev. Joe Gaspar, Rev. Heather Power, Maureen Crawford, Sue MacQueen, Sheila Rule, Doris Jakobsh, Barb Leask-Wynne, Karen Schertzberg, Richard Jackson (Secretary), Guest: Melanie Chisholm (Administrator), Regrets: Jennifer Allan

1. Opening Prayer & Lighting of Candle - Heather Power
2. Reflection - Sheila Rule read *A Prayer for Masking*, written by our Moderator Richard Bott
3. Approval of Agenda
  - **Motion** proposed by Gregg King, Seconded by Karen Schertzberg. **Carried**
4. Approval of the Minutes
  - a. for June 16 Council Meeting
    - **Motion** proposed by Sheila Rule, Seconded by Maureen Crawford. **Carried**
  - b. for September 1 Council Meeting
    - **Motion** proposed by Barb Leask-Wynne, Seconded by Gregg King. **Carried**
5. Liaison Reports
  - a. Community - Doris Jakobsh
    - Statement of Solidarity -
      - Inclusive is asking that Council adopt the following statement and support its posting to our website and Facebook. It speaks to our mission: "*God is calling us to be an evolving community of faith inspired to embrace our future as we deepen our commitment to each other*" This statement is a declaration of that commitment and that work. It is our intention to share it in an email with the congregation prior to posting, to give people the opportunity to reflect on what this means for them "living a life of loving influence in the world."



## Parkminster United Church

Council Meeting, September 15, 2020

Inclusive would like to share this Statement (Appendix 3) on What'sUp first to allow reflection by the congregation.

- **Motion:** Doris moves that Council adopt the Solidarity Statement and support the sharing of that statement in the What'sUp and then support its posting to our website and Facebook. **Seconded** by Sue MacQueen. **Carried.**

### b. Development - Maureen Crawford

- nothing to report

### c. Connections - Sheila Rule

- Pastoral Care will be meeting on the church lawn on Thursday of this week to discuss how best to keep in touch with the congregation.
- In light of our current worship restrictions and with no visiting possible, no after church coffee hour and no Welcome Back BBQ, our committee is making connections with members by telephone. We are asking friends to make frequent calls to check in and connect with friends. We continue to send cards and deliver flowers to members who celebrate significant birthdays (90+).
- **Motion:** Doris Jakobsh proposed that Council accept the Liaison Reports, **Seconded** by Maureen Crawford. **Carried**

## 6. Business ARISING FROM THE MINUTES

### a. Final Copy of Edge Document - Kathy Shortt

- Jennifer wanted Council to know that she just made just a few minor edits. Council still has the visioning work to do in the future. But we wanted the Capital Projects Committee to review what we have completed to date. If it looks okay to everyone, I will send this document to Clare Klingenberg, the Chair of the Capital Projects Steering Committee. Does anyone have corrections or additions for this document? The v.8 draft document is attached as Appendix 4.

. **Action:** Kathy Shortt will forward the document to Clare Klingenberg.

### b. Insurance Update - Sue MacQueen

- The premium did not increase as much as feared. Last year, including taxes, it was \$5380. This year it will be about \$6800, which is an estimate since we



are awaiting an adjustment number in order to learn the final amount, i.e., about a 26% increase.

c. Update on Rental Groups and Safety Protocols - Kathy Shortt

- Melanie Chisholm and Kathy Shortt have been quite busy contacting the rental groups and informing them of the additional changes that Council wanted made to their safety plans. All the emails have been sent out and we are continuing to work with these groups.
- We ended up creating a Parkminster Group COVID Safety Plan (with Sue's MacQueen's help) to give rental groups some guidance in creating their own safety plans which outline how they are implementing Parkminster's protocols. We also provided rental groups with a contact tracing sheet and COVID screening questions.
- There is one group that is having difficulty following the safety protocols and Kathy Shortt is in the process of setting up a face-to-face meeting with them to reiterate what is expected of them. Property has suggested that if they cannot follow the safety protocols, we may have to terminate their rental agreement. Kathy Shortt is still optimistic that this group will be able to meet our proposed protocol.
- Elections Canada has contacted the Church to see about renting our facilities. If we have a snap election in the fall we will be voting on a Monday. At this time Elections Canada doesn't know which Monday but it is likely to be in the month of November. Parkminster has been a polling station for some time. Property is okay with Parkminster continuing to be a polling station as no one else is using the gym on Mondays and we get a good rental fee from them. Allen Switzer is in on Tuesdays so the cleaning would align with our schedule. I wanted to inform Council before we confirmed this usage in case anyone was opposed to Parkminster being a polling station. Is there anyone opposed to Parkminster being a polling station?
  - . The question was raised whether it would be appropriate to open for polling when services are not being held? It was felt that there was a significant difference in polling vs. services that would not appear contradictory; Barb Leask Wynne agreed but pointed out that it may require Sunday night cleaning.



**Action:** Kathy Shortt to inform Bert Blackburn that we approve use as Polling Station

d. Request to Resume Activities in Church: The Band

- In keeping with Council's motion to incorporate elements of the Sanctuary into our online services, Neil is requesting permission for the Band to use the sanctuary for rehearsals and recording their songs on occasional Saturday mornings from 9-10:30am. The pattern of rehearsal in years past has been to meet 2 or three consecutive Saturdays leading up to participating in worship and then taking the next few Saturdays off.
- The band would like to use the chancel. Their safety plan looks quite comprehensive and the only addition would be the disinfecting of all high-touch surfaces with a brand name disinfecting wipe before leaving the building.
- Of course vocal singing is a concern and here is what they have stated in their plan. There are usually 6 members of the band and as the chancel has a capacity of 8, we would be able to stay the required 2 metres apart. Vocalists would be at the front of the chancel, with the remaining musicians positioned more than 2 metres behind them wearing masks. After measuring across the front of the chancel, there is more than 2 metres of space between vocalists. In fact, there is enough room across the front for three singers. We will limit the number of singers to three. The rest of the band has enough room for more than 2 metres behind the front row of vocalists.
- Personally, I like the safety protocol that there will be nobody in front of the vocalists. As far as other renters, the Stagecoach is the only group wanting to rent on Saturdays and they do not require the Sanctuary before 10:30. What do you think of the Band's safety plan and how do you feel about letting the Band resume practice in the Sanctuary?
- Discussion: Barb Leask-Wynne pointed out that 2 m during singing was likely insufficient distancing and may be 3-4 m; Barb will read further. Sue asked about plexiglass screens between participants and dispersing the participants throughout the sanctuary. Joe added that distancing for singers is, according to the Ontario Provincial Government, to be "*to the furthest extent possible*", with 2 m the absolute minimum.



- This matter was deferred to allow Barb Leask-Wynne to evaluate what is known about the risks of singing; she reported back on 2020-09-16 with the following proposed email motion and summary of the relevant scientific research:
- **MOTION:** Maureen Crawford moved that Council approve The Band COVID Safety Plan with the following additions and that The Band resume practising in the Sanctuary. **Seconded** by Sue MacQueen. **Carried**

**Summary of the relevant scientific research:** Barb Leask-Wynne found that scientific research has not examined safe singing practices in relation to the risk of COVID-19 transmission. The evidence that exists is based on prior viral outbreaks and situations that may or may not translate to various singing environments. It is likely the risk can be mitigated with certain practices, but risks cannot yet be eliminated.

Because of these risks, Council would like the Band to include the following points in their safety plan in order to mitigate risk as much as possible:

- All singers must face forward so that they are not facing each other
- Because practice sessions are of a longer duration, there must be a minimum distance of 12 feet between the singers (perhaps one singer at the door to the basement, another at the middle aisle and the third at the door to the sacristy).
- If it is not possible to record with the minimum distance of 12 feet between singers, we would ask that you keep a minimum distance of 8 feet between singers and that the time spent recording **must be of a very short duration.**
- Open windows at the front of the church to obtain greater air circulation.
- Inform vocalists that they may use PPE (masks and/or shields) while practising to reduce risk.
- Keep rehearsal times as short as possible. There is no absolutely "safe" duration for rehearsal, and so The Band should do everything they can to limit singing rehearsals to the shortest possible time period.



- The Band will be provided with disinfecting wipes in order for them to clean all high touch surfaces before leaving the building: door handles, light switches, stair railings, counters, chairs, tables etc. including the high touch surfaces in their designated washroom
  - The Band Safety Plan is attached as Appendix 5.
- e. Stagecoach Rental - Kathy Shortt
  - Stagecoach would like to return to Parkminster on October 3. They had wanted to return in September, but Council said no as we needed more time to consider their request as they are a larger group and use more of the church. Since that time we have been able to calculate the 30% room capacity for each of the rooms they will be using. Melanie Chisholm and Kathy Shortt have spent quite a bit of time helping Stagecoach create their safety plan. The only problem is that the Washroom beside the double classroom is a staff washroom so they would not be able to use that washroom. What do you think of Stagecoach's Safety Plan and how do you feel about Stagecoach returning to practise and record in the Sanctuary?
  - **Action:** Kathy Shortt to ask Stagecoach re cleaning in the nursery if they are different groups of children.
  - **Motion:** Barb Leask-Wynne moves that Stagecoach be allowed to resume their rental on Saturdays starting Saturday, October 3 in accordance with the Parkminster Group COVID Safety Plan and the Stagecoach Safety Plan. **Seconded** by Doris Jakobsh. **Carried**
  - The Stagecoach Safety Plan is attached as Appendix 6.

## 7. NEW BUSINESS

- a. Financial Report - Gregg King
  - Healthy balance in Checking Acct and in GICs. Profit this FY \$4,753. We are \$4,645 ahead of budget in Net Operating Income. We expect further Government funds to be received. Generally a very positive position for Parkminster. See Appendices 1 and 2 following these minutes.
  - **Motion** to accept Financial reports by Gregg King, **Seconded** by Maureen Crawford. **Carried**
- b. Bell Choir Request for Funding led by Kathy Shortt



## Parkminster United Church

Council Meeting, September 15, 2020

- The Bell Choir has submitted an application for funding from the Parkminster Memorial Endowment Fund (see Appendix 7). The trustees manage this fund and Council must approve any requests made for funding from this fund. The Bell Choir is applying for \$604.77 including taxes to purchase 3 additional foam pads with cotton zippered covers which will allow each bell ringer to have their own equipment for practising, eliminating the need for sharing materials (COVID safety protocol).
  - Jim Bowman, Chair of the Trustees, had suggested in an email to the Bell Choir that the trustees generally prefer to share the cost of any endeavor so perhaps half of the funding could come from Council or from donated funds. Jim didn't see any problem with putting out a request for funding. He suggested that a good wordsmith could put together an appealing (pun intended) message to the congregation. The Bell Choir request said that the only other option for funding is to ask Bell choir members to contribute toward the cost as no other funds are available.
  - Kathy Shortt also had an email from Jack Reynolds, who wondered why the bell choir just doesn't just buy what they need and charge it to the music budget, to which it would normally be charged. Music expenses (ytd) are well under budget (\$3926.70 in Music Budget); and given the effect of the pandemic on the stock market, Jack doubts the trustees are anxious to draw down the endowment fund.
  - Discussion: Sue MacQueen believes that this is a reasonable request. Trustees will likely fund half from the Parkminster Memorial Endowment Fund, with the other half coming from the Music budget. Gregg King differed because the music budget doesn't get transferred from year to year. Karen Schertzenberg agrees with Gregg King in that the Music budget should be used. Joe Gaspar wants to know about Neil's plans for the Music budget, e.g., copyright costs for licenses. Joe enquires if Council will add \$604.77 to the Music budget.
  - **Motion:** At this moment there are sufficient funds in the Music budget to fund the Bell Choir's request but if the Music budget is depleted for whatever reason, Council would revisit this request.



Parkminster United Church

Council Meeting, September 15, 2020

Proposed by Barb Leask-Wynne, **Seconded** by Maureen Crawford.

**Carried**

■ A.O.B.

- Newsletter Timeline: Jennifer wanted you to know that the content deadline for the newsletter is September 28th for a publication date of October 9th
- Rescheduled date for next COVID-19 WG meeting: Tuesday, October 20, which would bring forward recommendations to Council the following week regarding a decision to re-open for in-person worship services after November 22.

Closing Prayer by Joe Gaspar

NEXT MEETING: OCTOBER 27, 2020 at 6:30 p.m.

APPENDICES:

1. Financials: Balance Sheet
2. Financials: Budgeted Items vs. Actual Items
3. Statement of Solidarity with the Black Lives Matter Movement
4. Version 8 of the EDGE document
5. The Band Safety Plan
6. The Stagecoach Safety Plan
7. The Bell Choir Request for Funding





Parkminster United Church

Council Meeting, September 15, 2020

## APPENDIX 1: BALANCE SHEET THROUGH 31 AUGUST 2020

### TOTALS

#### ASSETS

##### CURRENT ASSETS

##### CASH AND CASH EQUIVALENT

CHEQUING 81,091.51

SAVINGS 301,220.89

TOTAL CASH AND CASH EQUIVALENT \$ 382,312.40

TOTAL CURRENT ASSETS \$ 382,312.40

TOTAL ASSETS \$ 382,312.40

#### LIABILITIES AND EQUITY

##### LIABILITIES

##### CURRENT LIABILITIES

ACCRUED EXPENSES 328.00

DUE TO BENEVOLENT FUND 8,851.40

DUE TO BOCCIE LEAGUE 23,308.00

DUE TO CAPITAL FUND 58,936.86

DUE TO CE FUND 6,377.00

DUE TO ENDOWMENT FUND 0.00

DUE TO FADI REFUGEE FUND 2,895.00

DUE TO G5 MISC REFUGEE SUPPORT 5,898.75



## Parkminster United Church

Council Meeting, September 15, 2020

DUE TO OUTREACH FUND	0.00
BROADVIEW	1,063.00
FOODBANK	200.00
GENERAL OUTREACH	14,005.30
NICARAGUA	986.00
PLETT	-29.48
TOTAL DUE TO OUTREACH FUND	\$ 16,224.82
DUE TO PARKMINSTER REFUGEE FUND	30,436.00
DUE TO SAH DABAB	36,659.78
DUE TO SAH MHD TALAL ARAB	34,376.19
DUE TO SAH MOHAMED ALSHAAR	35,532.51
DUE TO SAH MOHAMMED AL ADAWI	32,930.28
DUE TO THE LOCAL FUND	11,855.50
GST/HST PAYABLE	-771.37
HST PAYABLE	4,794.04
TOTAL CURRENT LIABILITIES	\$ 308,632.76
TOTAL LIABILITIES	\$ 308,632.76
EQUITY	
OPENING BALANCE EQUITY	68,927.00
RETAINED EARNINGS	-0.13
PROFIT FOR THE YEAR	4,752.77



Parkminster United Church

Council Meeting, September 15, 2020

TOTAL EQUITY	\$ 73,679.64
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TOTAL LIABILITIES AND EQUITY	\$ 382,312.40
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MONDAY, SEP 14, 2020 04:16:24 PM GMT-7 - ACCRUAL BASIS



Parkminster United Church  
Council Meeting, September 15, 2020

## APPENDIX 2: January - July, 2020

	Total			
	Actual	Budget	over Budget	% of Budget
Income				
Endowment Fund Transfer	2,900.00	2,900.00	0.00	100.00%
Offerings	0.00	0.00	0.00	
Members	123,127.80	116,966.00	6,161.80	105.27%
Assessment fees	3,130.00	3,010.00	120.00	103.99%
Choral Scholar	3,080.00	3,480.00	-400.00	88.51%
Non-tax-receipt donations	24,947.83	23,519.00	1,428.83	106.08%
Total Members	\$ 154,285.63	\$ 146,975.00	\$ 7,310.63	104.97%
Non-members	998.35	7,000.00	-6,001.65	14.26%
Total Offerings	\$ 155,283.98	\$ 153,975.00	\$ 1,308.98	100.85%
Other income	0.00	0.00	0.00	
Funerals	0.00	2,800.00	-2,800.00	0.00%
Interest	797.26	700.00	97.26	113.89%
Miscellaneous income	392.60	0.00	392.60	
Total Other income	\$ 1,189.86	\$ 3,500.00	-\$ 2,310.14	34.00%
Rental Income	8,770.00	16,335.00	-7,565.00	53.69%
Special Events	0.00	0.00	0.00	



Parkminster United Church  
Council Meeting, September 15, 2020

Concerts	430.00	580.00	-150.00	74.14%
Fellowship Gatherings	0.00	120.00	-120.00	0.00%
Food Truck	0.00	1,400.00	-1,400.00	0.00%
Speaker Series	519.50	0.00	519.50	
Special Events - other	0.00	700.00	-700.00	0.00%
Total Special Events	\$ 949.50	\$ 2,800.00	-\$ 1,850.50	33.91%
Total Income	\$ 169,093.34	\$ 179,510.00	\$10,416.66	94.20%
Cost of Goods Sold				
Cost of Goods Sold	0.00	0.00	0.00	
Event Expenses	0.00	0.00	0.00	
Community Outreach	100.00	140.00	-40.00	71.43%
Concert Expenses	0.00	35.00	-35.00	0.00%
Funeral expense	0.00	2,740.00	-2,740.00	0.00%
Total Event Expenses	\$ 100.00	\$ 2,915.00	-\$ 2,815.00	3.43%
Total Cost of Goods Sold	\$ 100.00	\$ 2,915.00	-\$ 2,815.00	3.43%
Total Cost of Goods Sold	\$ 100.00	\$ 2,915.00	-\$ 2,815.00	3.43%
Gross Profit	\$ 168,993.34	\$ 176,595.00	-\$ 7,601.66	95.70%
Expenses				
Facilities	0.00	0.00	0.00	
Building & Property	938.80	410.00	528.80	228.98%
Security				
Computer/Internet/Phone	905.55	1,165.00	-259.45	77.73%
Elevator	368.50	120.00	248.50	307.08%



Parkminster United Church  
Council Meeting, September 15, 2020

Gas	2,183.40	3,500.00	-1,316.60	62.38%
Hydro	1,931.51	2,800.00	-868.49	68.98%
Janitorial Supplies	49.85	815.00	-765.15	6.12%
Repairs and Maintenance	4,289.10	3,965.00	324.10	108.17%
Water	1,722.80	1,810.00	-87.20	95.18%
Total Facilities	\$ 12,389.51	\$ 14,585.00	-\$ 2,195.49	84.95%
Ministry Expenses	0.00	0.00	0.00	
Christian Education	9.21	210.00	-200.79	4.39%
Church Council	0.00	210.00	-210.00	0.00%
Communications	2,533.29	170.00	2,363.29	1490.17%
Inclusive Committee	367.95	295.00	72.95	124.73%
Membership	0.00	175.00	-175.00	0.00%
Minister Travel	91.86	875.00	-783.14	10.50%
Ministry Expenses - Other	240.00	200.00	40.00	120.00%
Music	1,873.30	5,075.00	-3,201.70	36.91%
Pastoral Care	0.00	500.00	-500.00	0.00%
Worship	800.76	1,110.00	-309.24	72.14%
Total Ministry Expenses	\$ 5,916.37	\$ 8,820.00	-\$ 2,903.63	67.08%
Office & Administration	0.00	0.00	0.00	
Charges				
Bank & Payroll Service	800.57	945.00	-144.43	84.72%
Business licences & Permits	241.39	210.00	31.39	114.95%



Parkminster United Church  
Council Meeting, September 15, 2020

Dues & Subscriptions	126.37	70.00	56.37	180.53%
Insurance	2,677.50	3,205.00	-527.50	83.54%
Interest	0.00	700.00	-700.00	0.00%
Non-recoverable HST	0.00	585.00	-585.00	0.00%
Office & Administration - other	1,811.18	0.00	1,811.18	
Office Supplies, Postage etc.	613.25	1,960.00	-1,346.75	31.29%
Printing & Reproduction	2,765.92	2,830.00	-64.08	97.74%
Total Office & Administration	\$ 9,036.18	\$ 10,505.00	-\$ 1,468.82	86.02%
Salaries & Benefits	0.00	0.00	0.00	
Continuing Education	0.00	700.00	-700.00	0.00%
Employer paid benefits	30,512.01	29,515.00	997.01	103.38%
Outside Services	0.00	700.00	-700.00	0.00%
Staff Allowances	3,069.82	1,400.00	1,669.82	219.27%
Staff Salaries	133,371.27	135,685.00	-2,313.73	98.29%
Total Salaries & Benefits	\$ 166,953.10	\$ 168,000.00	-\$ 1,046.90	99.38%
UCC Assessment Fee	3,156.25	7,350.00	-4,193.75	42.94%
Total Expenses	\$ 197,451.41	\$ 209,260.00	\$11,808.59	94.36%
Net Operating Income	-\$ 28,458.07	-\$ 32,665.00	\$ 4,206.93	87.12%
Other Expenses				
Government incentives	-41,507.77	0.00	-41,507.77	
Total Other Expenses	-\$ 41,507.77	\$ 0.00	-\$ 41,507.77	



Parkminster United Church  
Council Meeting, September 15, 2020

Net Other Income	\$ 41,507.77	\$ 0.00	\$ 41,507.77	
Net Income	\$ 13,049.70	-\$ 32,665.00	\$ 45,714.70	-39.95%

Monday, Aug 24, 2020 06:50:15 AM GMT-7 - Accrual Basis





Parkminster United Church

Council Meeting, September 15, 2020

## APPENDIX 3:

### Statement of Solidarity with the Black Lives Matter Movement

We, the congregation at Parkminster United Church, express our love and support for the Black Lives Matter movement. While we as individuals are at different places on our racial justice journeys, together we commit to deepening our understanding of systemic racism and the roles we play within these systems. Together we commit to learning to work against racist oppression in its many forms.

We believe that all of us are beloved children of God. We also believe that the history of, and present-day reality for, Black people in Canada and the US has made the Black Lives Matter movement a vital tool for realizing Dr. King's vision of a Beloved Community - one in which poverty, racism and militarism are replaced with justice, compassion and radical hospitality.

We honour the connections between Black, Indigenous, and Black Indigenous peoples, who share centuries of being deliberately and disproportionately hurt by white systems of oppression, and who also share centuries of courageous resistance. We honour the struggles of all people of colour in Canada as they engage with systems—and people within those systems—who see whiteness as the default. We honour BLM for its stance that "We work vigorously for freedom and justice for Black people and, by extension, all people," (1) because we believe, along with Dr. King and Maya Angelou, that none of us are free until all of us are free. (2,3)

(1) What We Believe, Black Lives Matter

(2) Martin Luther King, Jr., The Negro and The American Dream (January 2, 1961, speech delivered at Municipal Auditorium, Savannah, Georgia.)

(3) Maya Angelou, CNN Interview, Aug 28, 2013 (2:22)



Parkminster United Church

Council Meeting, September 15, 2020

## APPENDIX 4:

Version 8 of the EDGE document



# EDGE: A Network for Ministry Development

## The United Church of Canada

3250 Bloor St W, Suite 200, Toronto, ON M8X 2Y4  
1-800-268-3781 [edge@united-church.ca](mailto:edge@united-church.ca)

Name of Community of Faith: Parkminster United Church

Contact Name: Clare Ford

Contact Email Address: [clare.e.forde@gmail.com](mailto:clare.e.forde@gmail.com)

### Congregational Life and Leadership

*This form was adapted from the Viability Assessment created by Lesley Harrison for EDGE: A Network for Ministry Development*

This is Form 1 of 3 to be completed for your Viability Assessment. This form asks about the following information:

- a) Staff Review
- b) Governance Leadership
- c) Congregational Trends
- d) Congregational Life and Identity
- e) Current Situation
- f) Hopes and Dreams
- g) Preparedness

This document should be completed by a **team** who has responsibility for future directions of your community of faith, i.e. your board, visioning committee, etc.

If you have any questions about this form, or when you are ready to submit it, please reach out to Alexandra Belaskie at [abelaskie@united-church.ca](mailto:abelaskie@united-church.ca) or 1-800-268-3781 x4157



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## Staff Review

Please record information for each employed staff member, e.g. minister, choral director, office staff, and caretaker. If you need more space, copy and paste the table again below.

Position Title		Minister (JG)	Minister (HP)	Music Director	Office Admin	Custodian
Hours Employed per Week		40 hours	40 hours	20 hours	25 hours	14 hours
Percentage of Time Spent per Week	Worship	10%	10%	20%		
	Worship Preparation	30%	25%	50%		
	Pastoral Care	15%	20%			
	Family		5%			
	Child/Youth	5%	10%			
	Community Engagement	5%	5%	10%		
	Outreach	10%	5%			
	Stewardship	10%	5%	10%		
	Administration	10%	10%	3%	100%	
	Facility Care and Maintenance			2%		100%
	Professional Development	5%	5%	5%		

*Please provide the following information regarding the current and past ministerial staff that have served your congregation.*

<b>Lay or Ordered Ministry Staff</b>	Current - Ordered Ministry Joe Gaspar	Current - Ordered Ministry Heather Power	Former - Ordered Ministry Meg Grieve	Former - Ordered Ministry Fred Monteith
<b>Years Served (i.e. 2018 to present)</b>	2017 to present	2017 to present	2014 to 2017	April-Sept 2017 and Sept-Dec 2018
<b>Employment Status (i.e full time, <math>\frac{1}{2}</math> time)</b>	Full time	Full time	Full time	Part time
<b>Type of Employment (i.e. Interim Ministry)</b>	Ministry of Word and Sacrament	Ministry of Word and Sacrament	Interim Ministry	Interim Ministry

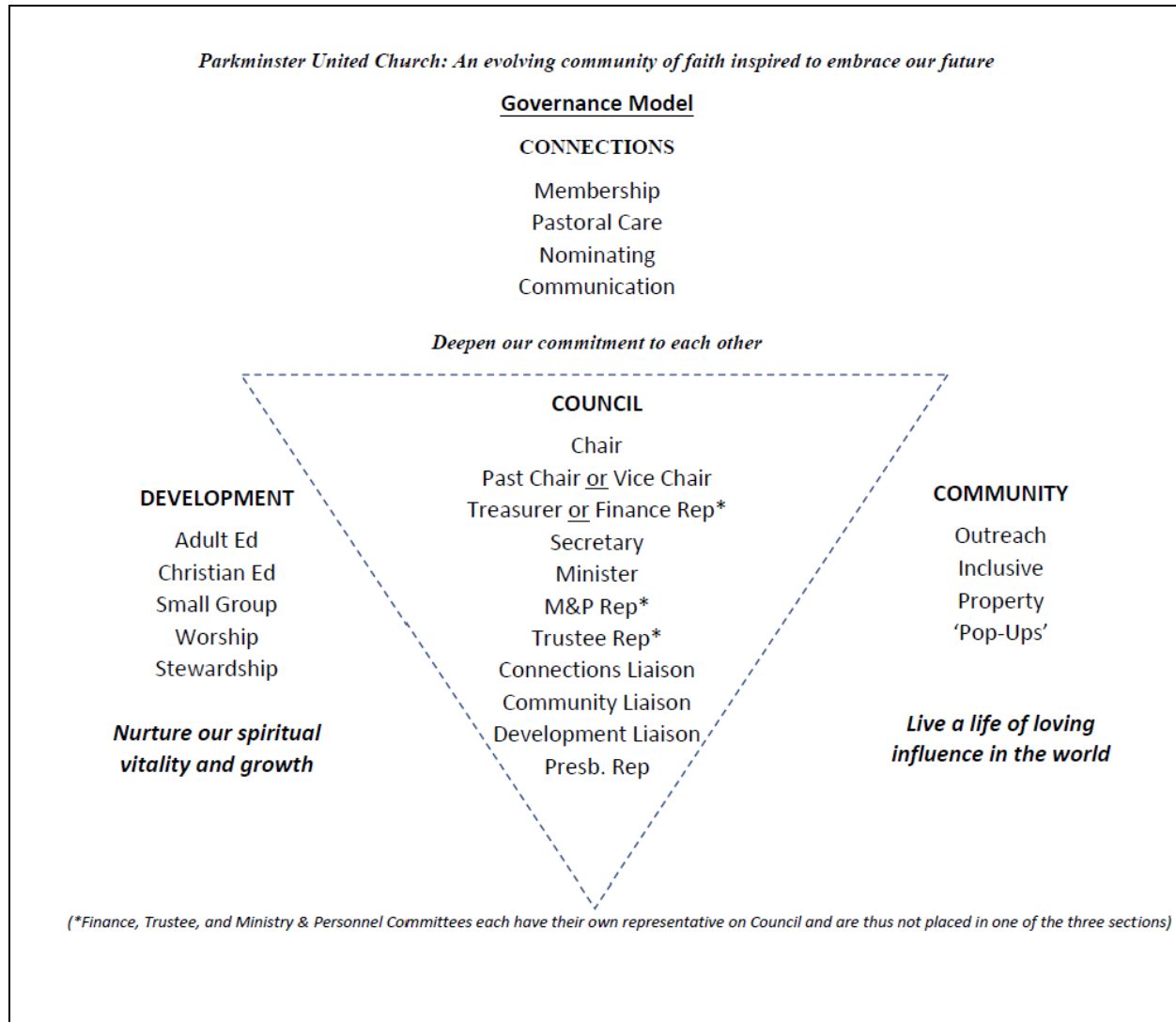
<b>Lay or Ordered Ministry Staff</b>	Former - Ordered Ministry Elaine Beatty	Former - Lay Ministry Kelly Moores	Former - Ordered Ministry Louise Rutledge	Former - Ordered Ministry Mary Jo Patterson
<b>Years Served (i.e. 2018 to present)</b>	2016 to 2017 and 2011 to 2013	2013 to 2017	2015 to 2016	2013 to 2015
<b>Employment Status (i.e full time, <math>\frac{1}{2}</math> time)</b>	Part time	Full time	Part time	Part time
<b>Type of Employment (i.e. Interim Ministry)</b>	Interim Ministry	Christian Education Coordinator	Interim Ministry	Ministry of Pastoral Care

<b>Lay or Ordered Ministry Staff</b>	Former - Ordered Ministry Keith Hagerman	Former - Elaine Graham	Former - Cindo Peterson	
<b>Years Served (i.e. 2018 to present)</b>	2007 to 2014			
<b>Employment Status (i.e full time, <math>\frac{1}{2}</math> time)</b>	Full time			

<b>Type of Employment (i.e. Interim Ministry)</b>	Ministry of Word and Sacrament			
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## Governance Leadership

Please indicate what your current governance structure is, including the names of the Board/Council and Committees. Feel free to list the information, or put it in a diagram, indicating the relationships between each group.



For the following two tables, please indicate either the position or the name of the committee, followed by historical data on how many people are required for that position/committee, and how many positions were filled on an annual basis. Please also include in the last column, information about the duration of the term of office for each position.

#### Board/Council Executive Positions

	2015		2016		2017		2018		2019		
Position	Required #	Actual #	Required #	Actual #	Required #	Actual #	Required #	Actual #	Required #	Actual #	Term
Chair of Council	1	1	1	1	1	1	1	1	1	1	2 yrs
Past Chair or Vice Chair	1	1	1	1	1	1	1	1	1	2	2 yrs
Treasurer/Finance Rep	1	1	1	1	1	1	1	1	1	1	2+yrs
Secretary	1	1	1	1	1	1	1	1	1	1	2 yrs
Minister	1.5	1.5	1.5	1.5	2	2	2	2	2	2	N/A
M&P Rep	1	1	1	1	1	1	1	1	1	1	2+yrs
Trustee Rep	1	1	1	1	1	1	1	1	1	1	2+yrs
Connections Liaison					1	1	1	1	1	1	2+yrs
Community Liaison					1	1	1	1	1	1	2+yrs
Development Liaison					1	1	1	1	1	1	2+yrs
Presbytery Rep	2	2	2	2	2	2	2	1	2	1	2+yrs
CE Coordinator	1	1	1	1							N/A
Total	10.5	10.5	10.5	10.5	13	13	13	12	13	13	

**Note:**

- For the years prior to 2017, the Council structure was much different and larger. We did not have the Liaison positions but included Committee Chairs plus other representatives.



### Committee Positions

	2015		2016		2017		2018		2019		
Name of Committee	Required #	Actual #	Required #	Actual #	Required #	Actual #	Required #	Actual #	Required #	Actual #	Term
Finance	8	8	4	3	4	4	5	5	5	5	N/A
Ministry and Personnel	4	4	4	4	4	4	3	3	3	3	N/A
Communications	6	6	4	4	4	4	6	6	6	6	N/A
Nominating	4	4	4	4	5	5	5	5	6	6	N/A
Pastoral Care and Membership	13	13	11	11	12	12	10	10	12	12	N/A
Adult Education	5	5	4	4	4	4	4	4			N/A
Christian Education	6	6	6	4	8	8	9	9	8	7	N/A
Stewardship	4	4	4	4	4	4	5	5	6	6	N/A
Worship and Music	6	6	8	8	6	6	8	8	8	8	N/A
Inclusive Ministries	7	7	8	8	9	9	8	8	7	7	N/A
Outreach	6	6	7	7	7	7	9	9	8	8	N/A
Property	6	6	7	7	7	7	7	7	7	7	N/A
Pop-up – Capital Projects							10	10	10	10	N/A
Pop-up – Food Trucks*				2		9		13		8	N/A
Pop-up – Re-Settlement	12	12	12	12	12	12	12	12	12	12	N/A
Transition team	7	7	7	7							N/A
Governance			5	5	5	5					N/A
Total	94	94	95	94	91	100	101	114	96	103	

<b>Has your constitution been reviewed in the past 3 years?</b>
Constitution was officially voted into practice in May 2017. In that document it was suggested that it be reviewed again in 5 years time which would be 2022.
<b>Consider the total number of positions that are required for the board/council, is this manageable and sustainable over the next 3 to 5 year period?</b>
The governance structure is manageable and sustainable over the next 3 to 5 years.
<b>Approximate the percentage of board or council members that sit on multiple committees.</b>
<p>58% of our Council sits on Council and on Committees:</p> <ul style="list-style-type: none"> <li>• Barb Leask-Wynne – Finance, Nominating, Pastoral Care/Membership</li> <li>• Karen Schertzberg – Ministry &amp; Personnel</li> <li>• Sheila Rule – Pastoral Care/Membership, Resettlement</li> <li>• Jennifer Allan - Communications</li> <li>• Greg King – Finance, Church Extension Council</li> <li>• Sue MacQueen – Trustees (not a committee)</li> <li>• Kathy Shortt – Nominating, Communications, Capital Projects, Resettlement</li> </ul>
<b>What barriers do you perceive to be present to leadership development?</b>
None.

## Congregational Trends

The following two tables have been pre-populated using information from the Book of Statistics for your community of faith.

### Total members and Adherents

	2016	2017	2018	2019
New members	6	4	14	10
Removed by Death	5	8	15	6
Removed by Transfer	0	4	4	0
Removed by Other Means*	5	1	5	22
Change in Number of Adherents		+3	-3	+5
Total Members and Adherents	436	427	417	399

\* Generally, those who haven't attended or contributed financially for the past four or more years, who are moved to the inactive roll "For Cause", and are no longer included in the active membership total.

### Average Sunday Attendance

	2016	2017	2018	2019
Average Attendance at Worship	98	100	106	101
Average Sunday School Attendance	6	7	9	9
Number of Baptisms	3	2	6	10
Number of Funerals	6	5	9	8

*Please complete the following table as a small group (2 people). If you do not regularly track the ages of your congregation, go through the directory with another person and record your best guess.*

### Ages of the Congregation in 2018

Age	0-18***	19-30**	31-60	61-75	76-85	86+	TOTAL
Number of People	62	78	171	93	43	35	482
% of Congregation	13%	16%	36%	19%	9%	7%	100%

\*\* The number shown in the 19-30 age category is a bit misleading. Many are youth who were confirmed, left for college or university and haven't returned, but they are still included as non-resident members.

\*\*\* The number shown in the 0-18 age category is also inflated somewhat as it includes some who were baptized but the families now don't attend, and other families with Sunday sports activities that greatly limit attendance. Only 27 of the 62 attend Sunday School periodically.

### Ages of the Congregation in 2020

Age	0-18	19-30	31-60	61-75	76-85	86+	TOTAL
Number of People	72	64	177	105	51	22	491
% of Congregation	15%	13%	36%	21%	10%	4%	100%

Changes in numbers from 2018:

1. 0-18 – The 2020 count reflects the addition of a number of babies and toddlers since 2018. Of the 72, we have 17 babies and toddlers, 35 aged 4-13, 20 aged 14-18.
2. 19-30 – In the 2020 count, we've omitted children who were confirmed, left for school and haven't returned.

3. 86+ – The 2020 count reflects five deaths in the last half of 2018, six deaths in 2019 and two deaths to-date in 2020.

**Describe the pattern of your congregation (steady, growing, declining), and the culture of your congregation (thriving, or not thriving)?**

The answer to this depends how one defines thriving at a time when society is increasingly secular and families live hectic lives with both parents working and Sunday a busy day for kids' sports activities. On balance, and certainly compared with other churches, Parkminster is thriving. We:

- have an extremely active, caring congregation; doing extensive outreach—both locally and near the top in Mission and Service givings in the region;
- have maintained attendance over the past five years;
- are adding members regularly;
- are leading edge in our efforts to be inclusive;
- have very extensive involvement of the congregation in leadership/committee work, pastoral care, and with Sunday worship services (via house groups);
- have had reasonable financial stability, even as we've moved to two full-time ministers; and
- have a music director and music program that are so good that they, in themselves, attract new members.

We have work yet to do to build the critical mass needed to attract more children and youth on Sunday. Although our reported number of households has fallen somewhat, that's a bit misleading because it reflects some updating of our rolls that had been delayed in the 2007 to 2017 period.

**How will this affect your congregational life in the next 3-5 years? And what are you doing about it?**

All churches face challenges to survive in today's environment. It is always difficult to replace the history, congregational connections and friendships, and the financial contribution of older members who pass on. So, what are we doing about it? We:

- have invested in an excellent two-person full-time team ministry and they're good at it
- have just completed a very successful stewardship program, and have almost half of our households contributing via PAR
- invest heavily in our music program, e.g., choral scholars
- have increased our rental income and are now exploring, with EDGE, the potential for using our property to full advantage
- increased and improved our communication/marketing efforts (website, Facebook, road sign, entrance video monitor, etc.)
- continue to increase our community outreach initiatives (inclusive potlucks, Monday morning playgroup, community BBQ, food trucks, speaker series, etc.)
- have a process through our membership committee to help identify new people who attend on Sundays and to follow-up with them in a timely manner. A luncheon is held annually to welcome newcomers and introduce them to the ministers, music director and council chair.
- are working to grow programming and the critical mass needed for children and youth; kids are attracted if they have friends at church
- are maintaining very effective efforts to engage members through committee work, worship service support via house groups, etc.
- are continuing with very important and successful inclusive activities and pastoral care work (including a full-time Pastoral Care Minister)

<b>How many worship services do you have each week (please specify the day)?</b>
One per week on Sundays at 10 a.m.

## Congregational Life and Identity

<b>What characteristics or qualities make up the identity of this congregation?</b>
<p>Parkminster is a theologically evolving community of faith that:</p> <ul style="list-style-type: none"> <li>• Celebrates the rich heritage of our Christian faith</li> <li>• Takes seriously the spiritual search as believers, questioners and questioning believers</li> <li>• Celebrates music as a key expression of the Spirit</li> <li>• Nurtures children and youth in their spiritual journey</li> <li>• Is welcoming, open, inclusive</li> <li>• Respects our diversity as we seek unity in the Spirit</li> <li>• Has a wealth of gifts, talents and passions</li> <li>• Practises our spirituality by serving others and reaching out to the community beyond our doors</li> <li>• Demonstrates a strong sense of fellowship and commitment to caring for each other, and for our world</li> <li>• Embraces the sacredness of all life and the living earth.</li> </ul>
<b>If you were to choose a biblical story to describe your congregation, what would it be?</b>
To be determined by Visioning Group.
<b>What is God calling your congregation to do?</b>
<p>God is calling us to be an evolving community of faith inspired to embrace our future as we:</p> <ul style="list-style-type: none"> <li>• Deepen our commitment to each other,</li> <li>• Nurture our spiritual vitality and growth, and</li> <li>• Live a life of loving influence in the world.</li> </ul>
<b>What is life-giving in your community of faith? What is life-draining?</b>
<p>Life-giving:</p> <ul style="list-style-type: none"> <li>• Large roster of those who contribute their time and talents to the congregation</li> <li>• Staff who are committed, caring, inspirational and talented</li> <li>• Spiritual direction that challenges and supports us to stretch our understanding of faith and connect it to the issues of our times</li> <li>• Connections, development and community</li> </ul> <p>Life-draining:</p> <ul style="list-style-type: none"> <li>• Concerns about financial viability and numbers</li> </ul>
<b>With regard to worship and programming, please describe any cross-church or interfaith collaboration you do in your community.</b>
<ul style="list-style-type: none"> <li>• Lenten Holy Week services (i.e., Ash Wednesday, Maundy Thursday, Good Friday) were done with First, Emmanuel and Westminster United Churches in 2019 and 2020</li> <li>• United Church Anniversary services done with First, Emmanuel and Westminster United Churches</li> <li>• Summer church services with other Waterloo United Churches in 2018 and 2019</li> <li>• Growing collaboration with other Waterloo United Churches at PRIDE events through the Inclusive Committee</li> </ul>

- Living into Right Relations core group grew out of the UCC Communities of Faith initiative and includes people from Parkminster, Emmanuel, St Luke's and Trinity United. Events and book studies regularly also draw participants from other denominations.
- LGBTQ+ and Allies community potlucks have highlighted speakers from other churches/organizations, and many attendees are from other faith communities outside of Parkminster

**What other relationships and/or partnerships do you have in your community?**

- Provide oversight and fund management for four externally funded refugee sponsorships
- Successfully sponsored and facilitated resettlement of one Syrian Refugee family
- Sponsored and awaiting second Syrian Refugee family
- Host cooking circle for AIDS Committee of Cambridge, Kitchener, Waterloo and Area (ACCKWA)
- Host regular LGBTQ+ and Allies community potlucks
- Host speaker series for community
- Provide monthly meeting place for Gay Men's (+) Social Network
- Through our Outreach funds we:
  - Provide breakfasts for students at a local school
  - Assist in furnishing apartments for supportive housing
  - Support One Roof Youth shelter as well as assistance from our Youth
  - Support the House of Friendship
  - Support the Food Bank
  - Support Mary's Place (a YWCA hostel)
  - Support Reception House for new refugees
  - Supported Debaj Story telling project (2019)
  - Support Waterloo Wayside program hosted by Emmanuel United Church
  - Prepare and serve Christmas dinner to residents of a women and children's shelter
  - Host weekly Food Trucks from May through September
  - Host a Christmas Concert in December in coordination with music students from local high school
  - Host a neighbourhood care-giver and tots group
  - Assist with the House of Friendship Potato Blitz
  - Provide free space for Scouts (and other such groups)
  - School supply and backpack collection for Healing of the Seven Generations
  - Outreach and social justice events with Divest Waterloo – e.g., financial and physical support for the All Nations Grand River Water Walk 2018, 2019
  - Partners with other churches in Waterloo Region Climate Justice
- Provide Seasonal Baskets for grocery card recipients by children and youth
- Collect pop tabs to the Legion to purchase wheel chairs
- Living Into Right Relations activities
- Raise funds for a community centre in South Africa to feed the local population

## Current Situation

In this section, we ask you to reflect upon the current and overall situation of your Community of Faith. You should complete this section last, after having a chance to look at the Financial Review and Building Condition Assessment.

Using a style comfortable to you (e.g. narrative or bullet points), please include points that would be relevant to understanding the viability of the congregation in terms of both volunteer and financial resources. Some examples include: changing volunteer base, staff positions and hours employed, financial stewardship, heating and insurance cost changes, changes to outreach ministries, etc.

- We are well positioned with two excellent ministers working effectively as a team. We were told that team ministry often doesn't work well, but that is not the case at Parkminster. We have the ability and space to handle a growing congregation if we can attract new members. We can do that by pursuing additional strategies such as making ourselves appealing to: those nearing retirement or newly retired; people who have lost their work group connections and may be looking for a new 'community', and who (we're seeing from experience) have the resources to make a greater financial contribution. The afternoon games day and the speaker series are examples of this strategy. We would be happy to welcome the congregations of other churches if they are contemplating closing their doors.
- We are a church with a liberal theology, which is well suited to today's society.
- We are having quite reasonable success in adding new members in our congregation, 14 new members in 2018 and 10 in 2019.
- We've likely maxed out on offerings from our existing congregation. We need more rental income; more fundraisers; and continued control of costs.
- Our Nominating Committee process works well by engaging a large number of members of the congregation: ensuring that people new to Parkminster are considered; avoiding multiple asks of the same person and asking Committees to seek their own new members. The process takes into account Membership Committee connections with, and information about the interests and skills of, new people.
- House Groups have addressed the Sunday worship volunteer problems we had--same few always being asked; no follow-up with those who, on Rally Sunday, signed up to volunteer; and facilitating the involvement of people willing and wanting to help, but on a limited basis only. More than 130 were involved in Sunday worship duties in 2019.
- Although there is always concern about 'burn out' of those volunteering very large amounts of time over an extended period, we believe we are very unique among churches in having close to 150 involved in leadership roles (i.e., council and committee roles, with Sunday School and youth group activities; Monday morning play group; with our social groups; and with special projects such as capital projects). Volunteers are asked annually if they are still able to continue their commitment.
- We have a good process for welcoming those new to Parkminster. Membership makes contact in person or by phone (as a result of pew card messages or otherwise), providing name tags, discussing their interests in terms of involvement, providing an annual lunch for new people, etc.



## Hopes and Dreams

What are your current hopes, dreams, and priorities? *Please describe, and choose up to 3 top priorities from the list below.*

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- |  |  |
|--|--|
| <input type="checkbox"/> Congregational growth<br><input type="checkbox"/> Financial sustainability<br><input type="checkbox"/> Increase community involvement<br><input type="checkbox"/> Experimentation and new ministry development<br><input type="checkbox"/> Community engagement<br><input type="checkbox"/> Amalgamation<br><input type="checkbox"/> Church closure<br><input type="checkbox"/> Increase property usage and rentals | <input type="checkbox"/> Develop community partners<br><input type="checkbox"/> Develop ecumenical partners<br><input type="checkbox"/> Vision and mission development<br><input type="checkbox"/> Leadership development<br><input type="checkbox"/> Spiritual practice<br><input type="checkbox"/> Shifting from a denominational church to a missional church<br><input type="checkbox"/> Modifying governance structures to allow for change<br><input type="checkbox"/> Property planning and development |
|--|--|

## Preparedness

<b>Do you have a designated team or committee who has been, or is prepared to, work with the congregation on visioning and renewal?</b>
<b>Over the past five years, has the congregation done any vision, mission and/or renewal work? If so, what did you do?</b>
JNAC 2016 Congregational Development Report 2013 We had multiple congregation wide discussion and visioning forums as we worked our way through our constitution changes as well as the CDT and JNAC processes.
<b>Do you have a current mission and/or values statement that guides the identity and work of the congregation? If yes, please include it here.</b>
<b>What conversations about change, renewal, and development have occurred within the congregation?</b>



Parkminster United Church

Council Meeting, September 15, 2020

## APPENDIX 5:

### The Band Safety Plan



# Safety Plan for Band Rehearsals

September 2020

## **REQUEST FOR COUNCIL**

The band is requesting to use the sanctuary for rehearsals on occasional Saturday mornings from 9-10:30am. The pattern of rehearsal in years past has been to meet 2 or three consecutive Saturdays leading up to participating in worship and then taking the next few Saturdays off.

## **GENERAL INFORMATION**

All participants, including guest musicians, will be expected to follow the safety plan and be familiar with any updates.

Screening, proper hand hygiene, use of hand-sanitizer, wearing of face coverings/masks, and respiratory etiquette will be required. This will include the covering of coughs and sneezes (cough into sleeves and not hands, using a tissue followed by hand hygiene)

Band members will use the designated washroom and will sanitize hands before entering and upon exiting the washroom.

## **Before Arriving**

Band members will monitor themselves for any of the COVID symptoms and remain home if they are unwell.

Symptoms of COVID – 19 may include:

- 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.

If you have any of these symptoms, please get tested for COVID-19, and/or consult with the local Public Health, self-isolate and stay at home.

If you are concerned you may have COVID you can take a self-assessment  
<https://covid-19.ontario.ca/self-assessment/>

### **Upon Arrival and Before Rehearsal**

Neil will open the entrance door fifteen minutes ahead of rehearsal and will lock it again fifteen minutes into the rehearsal. Anyone who arrives after this time can phone his cell. Please use the front entrance to the church. Hand Sanitizer 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. Each band member's name, phone number and email will be listed on an attendance sheet along with the dates of each practice. Each musician will check off their name as they arrive and respond to the screening questions. Guest musicians will follow the same protocol. Information collected for contact tracing will be kept for 30 days and then destroyed.

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.

All personal items, including coats will be taken to the sanctuary as the coat racks will be out of bounds.

### **During Rehearsals**

The band would like to use the chancel for rehearsals and recording video. There are usually 6 members of the band and as the chancel has a capacity of 8, we would be able to stay the required 2 metres apart. Vocalists would be at the front of the chancel, with the remaining musicians positioned more than 2 metres behind them wearing masks. After measuring across the front of the chancel, there is more than 2 metres of space between vocalists. In fact, there is enough room across the front for three singers. We will limit the number of singers to three. The rest of the band has enough room for more than 2 metres behind the front row of vocalists.

### **After Rehearsal**

The sanctuary will be cleared of all rehearsal related items, so regular cleaning won't be inhibited. Each musician is responsible for their own equipment and will return their music stand to the sacristy.

Band members will exit through the front entrance of the church using the sleeve of their arm to open the door. The door will close automatically. Neil will lock up the building.

**In Conclusion:**

All precautions will be taken to ensure the health and safety of the members of the band members.

As guidelines are constantly changing, this safety plan may be updated and reviewed with participants as needed.



Parkminster United Church

Council Meeting, September 15, 2020

## APPENDIX 6: The Stagecoach Safety Plan

## **Stagecoach Kitchener COVID safety plan**

### **Access to building:**

Access to the building will be restricted to students and school staff only. Parents of the youngest children will be permitted to drop them off and pick them up at the door by lining up one behind the other, maintaining a 2-meter distance at all times. Parents of older children will be required to drop them off in the parking lot; these students will then line up at the door to be screened, while also maintaining a 2-meter distance.

### **End of program and departure of students:**

At the end of the program, students will be released to their parents outside of the building. Each group will be taken to the outside of the building by their respective teacher, at staggered times, in order to minimise contact between groups.

### **Entry and exit:**

We will use the main entrance only to enter and exit the building. Entry and exit will be strictly controlled, and in one direction only. The doors will remain locked for the duration of the program. I will post a sign on the door with my phone number for any parent who might need to get in touch with me, or for any child who is late.

### **Student items:**

Student items will be kept to a minimum (bottle of water, small snack); their items will be kept on the floor of their respective rooms, and will be kept apart from each other. No toys, books, or other object will be allowed in the building.

### **Lobby:**

Students and parents will not congregate in the lobby as they did in the past; our display will not be set up at the entrance, and we will not be selling shoes and t-shirts, nor will we accept payment in order to minimise the time spent by anyone near or in the entrance.

### **Student groups:**

Students will remain in the same groups for the duration of the program and will not move between rooms. The teachers will rotate through each group.

### **Singing and dancing:**

Singing will be replaced with "musicality". Students will not be singing in the building. Dancing will be very restricted, and limited to basic "on the spot" movements where students will be required to maintain a 2-meter distance between each other.

**Garbage:**

Students will be expected to take any garbage from their snack home with them.

**Number of students:**

We will have a maximum of 15 students in each group. However, in the rooms where the maximum allowed is lower than our 15-student limit, we will abide by the maximums mandated by the church.

Not all of our groups have reached their maximum numbers yet, and registration is still open. As of today, 10 September, we have the following numbers of registered students:

*Gym 15*

*Corner classroom 8*

*Double classroom 11*

*Nursery 9 (twice – at 9:30 and at 11:15)*

**Washrooms:**

Students will need to ask teacher permission to use the bathroom, as always. Only one person will be allowed in the bathroom at a time. The teacher's assistant will supervise the youngest students from the hallway, while they walk to and use the nursery bathroom. If possible, I would like to have use of one of the gym bathrooms, one of the nursery bathrooms, and the bathroom at the end of the hallway, next to the double classroom.

**Disinfection of high touch surfaces:**

We will disinfect all high touch surfaces used by the students. We will also limit the surfaces that they can touch – for instance, no student will be allowed to touch light switches, windows, etc. We will instruct them to use their elbows to push doors, when needed. We will also follow any supplementary disinfection instructions required by the church.

**Wipes:**

We will provide our own Lysol or Clorox wipes.

**Hand sanitizer:**

We will supply our own hand sanitizer, which will be located at the entrance of the church and the entrances of every classroom, as well as in the bathrooms. Students and staff will be expected to use sanitizer every time they enter and leave the building or their classroom, as well as the bathrooms. They will need to sanitize their hands before and after they eat as well. Teachers will enforce this in the classrooms; I will enforce it at the entrance and the exit of the church.



**Masks:**

Masks will be mandatory for everyone at all times. No student or staff will be allowed to enter the building without a properly fitted and worn mask. We will have extras on hand. Anyone without a mask will be asked to leave the premises immediately.

**Screening:**

I will do the screening at the entrance myself. I will screen every child as they come in, using the form and questions provided by the church. Additionally, I will communicate with the parents and will inform them of the requirement to screen their child prior to leaving their houses. I will emphasise the importance of keeping their child home if they show any symptoms at all or if they are known to have been exposed to the virus, have tested positive for it or have been in contact with someone who has tested positive. I will also inform them that I will screen everyone upon arrival; anyone who does not comply with the screening will not be allowed to participate and will be asked to leave immediately. The screening will take place outside of the church, under the portico. Children (with or without their parents, depending on the age of the child) will line up in a single file in one direction and will be screened one at a time.

**Traffic flow in the halls:**

If you have not done so already, I will tape colour-coded arrows to the floor, each colour representing a specific direction to follow. These will be explained to the students and staff. Students will not be allowed to leave their classrooms at all, except to go to the bathroom or at leaving time. The classroom doors will remain open as much as possible, so that teachers can directly supervise the movement of students.

**Total number of staff and students:**

As of today, 10 September, we will have a maximum of 43 students and 7 staff members on site at any one time. Should our numbers increase to the maximum allowed by Stagecoach and the church, we will have a maximum of 50 students and 7 staff members on site at any time.



Parkminster United Church

Council Meeting, September 15, 2020

## APPENDIX 7:

The Bell Choir Request for Funding

## Application for Funding from the Parkminster Memorial Endowment Fund

The Board of Trustees at Parkminster United Church manages funds through the Parkminster Memorial Endowment Fund (PMEF). On an annual basis the fund provides approximately 4% of the fund value to support a wide variety of projects with approx. \$3,000 to \$4,000 earmarked for Christian Education projects. It is not necessary to spend all of the money on an annual basis as the money can be saved for larger projects.

Normally funding from the PMEF is provided on a shared basis with the project or activity having another source of funding. Examples of projects or activities are retreats, summer camps, conferences, third world initiatives, Parkminster local initiatives, equipment purchases, ministerial scholarship and congregational development.

This form should be completed, signed and given to Church Council to approve and they will in turn make the recommendation to the Trustees for funding approval.

### Application:

Name of group or individual applying for funding: **Bell Choir**

Total funding required: **\$604.77** includes taxes

Amount of funding being requested from PMEF **\$604.77**

What other sources of funding are there for this proposal The only other option is to ask Bell choir members to contribute toward the cost as no other funds are available.

When is the funding from PMEF required: asap if possible. The choir members will need to consider other options if funding is not available. The materials will need to be ordered and supplied before practices can resume.

Describe the project or activity that the funding is being requested for: The bell choir is interested in resuming weekly practice at the church beginning in September. Agreement to the bell choir practicing in the church is pending the approval of Church Council.

Materials used by the bell choir include a foam cushion on the tables. This 4 -inch thick foam material not only helps to protect the bell but is needed for producing special sound techniques. To keep the foam material clean, a cotton zippered cover will be purchased. This added equipment will supplement similar foam padding used by the bell choir.

Membership in the choir is 15 bell ringers. The purchasing of 3 additional foam pads will permit each bell ringer to have their own equipment for practice and will eliminate the need to share materials thus meeting the physical distancing requirements of 2 meters between participants.

Signed: Linda Bird

Print Name: Linda Bird

Date: August 28, 2020

### Approved and Recommended by Church Council:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



Parkminster United Church

Council Meeting, September 15, 2020