AGENDA PARKMINSTER UNITED CHURCH COUNCIL

TUESDAY, NOVEMBER 17, 2020 - 6:30 PM VIA ZOOM VIDEO CONFERENCING

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

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

Chair: Kathy Shortt

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

- 1. Opening Prayer & Lighting of Candle Heather Power
- 2. Reflection Gregg King read a reflection from Winfield BC United Church (Appendix 6)
- 3. Approval of Agenda
 - a. The approval of the agenda was moved by Jennifer Allan and seconded by Maureen Crawford. Carried

4. Approval of Minutes

- a. There is an amendment to the October Minutes that was sent in by Jack Reyolds. The statement, "the Revenue statement indicates we ended Sept with a balance of \$15,000, which is similar to previous years." is incorrect. Instead of reading "which is similar to previous years" it should read "a year ago we had a \$51,000 deficit".
- b. Barb Leask-Wynne moved that the minutes be amended to indicate these changes. The motion was seconded by Gregg King. Carried.

5. Liaison Reports

- a. Community Doris Jakobsh reported by email:
 - a. Jim Bowman reported on the ReSettlement Committee that "RSC is just over 80% of our fund-raising goal of \$15000. We are getting closer to the expected arrival date of November 27 for Siham and family. It is looking fairly certain that we now have long-term housing for them."

- b. Liz Forde, as Chair of Inclusive Ministries, reported that the Committee are attempting to put information on the Website so that it is accessible to those who would like to attend different events. At present, we have Nancy Dykstra's monthly Living Into Right Relationship events and a link to the Kitchen Sink Series organized by Affirm United. On the 25th there will be a pop up discussion talking about an article in the Observer led by Adrienne. The article is called What I Need From White People.
- b. Development Maureen Crawford reported
 - a. Christian Education will host its Christmas party on December 5th.
 - b. Stewardship had its first meeting on Thursday.
- c. Connections Sheila Rule reported by email
 - a. Membership and Pastoral Care have indicated that there will be a Longest Night Service on Monday December 21st via Zoom.
- d. Barb Leask-Wynne moved that the liaison reports be accepted. The motion was seconded by Sue MacQueen. Carried.
- 6. Business arising from the Minutes
 - a. Communications Committee Kathy Shortt on What's Up

The Communications Committee met to address the requests that What's Up be shortened. We are trying to balance giving enough information to maintain excellent communication with shortening the What's Up email so it is easier to read. Last week we shortened the What's Up email considerably by adding links to the website. We will continue to work on shortening the email by adding links to the web site and we are also looking at ways to format the email so that it will be consistent on mobile phones as well as computers and laptops.

7. New Business

- a. Financial Report Gregg King
- Gregg pointed out that the Federal Government's subsidy -- approximately \$74,000 received and banked -- is not included in the Financials that appear as Appendix 1. Our deficit is \$61,132, while the budgeted deficit was \$53,726, indicating that we are \$7406 in deficit in total. Total offerings



are \$10,334 below budget. The reported profit of \$12,806 does include the subsidies, although Gregg noted that we may not qualify for a Federal Government subsidy for the months of November and December because of our healthy financials.

- A motion to accept the Financial Reports was moved by Maureen Crawford and seconded by Barb Leask-Wynne. Carried
- According to Jennifer, assuming that the AGM is February 21st, the Annual Report deadline is January 22nd, so we will need the financials by then.
- b. Rental Safety Plans and Provincial Coloured Levels of Restriction Framework:Kathy Shortt

Kathy sent the link to Ontario's Coloured Levels of Restriction Framework to the Council. Karate and Stagecoach (which has dance) both fall under Sports and Recreational Fitness and need extra rooms, which are being arranged. As far as I can tell the changes for us are:

- YELLOW: 10 people per room and 3 meters social distancing between patrons.
- ORANGE: Yellow Restriction plus 50 people total per facility,
 limit of 90 minutes except if engaging in sport.
- RED: Yellow and Orange Restrictions plus All sports and recreational programs in other facilities (arenas and multiplexes) limited to 10 people per room indoors and 25 outdoors. • Team sports must not be practiced or played except for training (no games or scrimmage) • No contact permitted for team or individual sports
- Action: Barb Leask-Wynne will investigate how we are defined with respect to 'arena' or 'multiplex'
- Action: Kathy Shortt will determine if Karate and dancing are to meet this limit.
- For all public events in the Parkminster Building we are adopting RED:
 Gathering limit for all organized public events and social gatherings:
 10 people indoors 25 people outdoors



Parkminster United Church Council Meeting, November 17, 2020

- c. Advent Recording-Use-of-Sanctuary Safety Plan (Appendix 3)

 Case numbers in the region are rising quickly and yesterday the Acting Medical

 Officer of Health for the Region (Dr. Wang) stated she thought the Region

 would be going into the red level by the end of the week, consistent with Halton
 and Hamilton. Then yesterday Region of Waterloo Public Health posted this on

 Facebook:
 - "The spread of COVID-19 has escalated rapidly in Waterloo Region.
 Residents should consider COVID-19 to be widely circulating in our
 community right now. All residents are advised to stay home and only
 go out for essential purposes including going to work, school, getting
 groceries, keeping medical appointments or exercising outdoors. Stay
 home and protect each other."
 - Given this new information Joe Gaspar and Heather Power have reevaluated their request for use of the sanctuary for recording
 Advent liturgy and would like to withdraw it from the agenda. They
 are currently planning how they might engage congregation members
 to do the Advent candle lighting from their homes.
 - Kathy stated that Joe, Heather and Melanie Chisholm have been doing an excellent job of incorporating elements of the Sanctuary into the Sunday services so while it would have been nice to have recorded the lighting of the Advent candles in the Sanctuary, it will be fun to see families lighting these candles in their homes. This situation reminded Kathy of something she read on Facebook that made her smile. The devil was talking to God and the devil said, "It is so great that I was able to stop Church." God replied, "It is so great that I could make a Church in every home." Throughout COVID it has felt like Parkminster has been making a church in every home.
- d. Outreach Advent-Reflection-Time Safety Plans

- Kathy reported that Waterloo Region moved into the ORANGE restrict category on Monday. Our medical officer of Health stated that, "Waterloo Region is in a serious situation as COVID-19 spreads exponentially in the community, outpacing the province as a whole. Waterloo Region is speeding fully into the red zone if residents don't make major changes immediately." She said, "Residents need to dramatically reduce social interactions and stay home as much as possible, only going out for essential services." 182 Cases were reported over the weekend. Locally hospitalizations have tripled over the past three days. It is with these statistics that we look at the Outreach request to have Advent Reflection Services. Kathy stated that she had done much thinking about our renters vs. our congregation. Our congregation is a vulnerable population because of their age whereas our renters are not a vulnerable population. Given that fact, it is reasonable that we could have different policies for our renters and our congregants. Kathy narrowed down the options for this Outreach request. Council could:
 - Number One: Say yes to the Outreach request and make sure
 that we are happy with their safety plan (Appendix 4)
 - Number Two: Refuse the Outreach request based on rising numbers in Waterloo Region.
 - O As a third option, we could tie the Outreach request to the Coloured Framework provided by the Ontario Government. If Waterloo Region was in Green or Yellow, we could go ahead with the request as there would be limited community spread of COVID but if Waterloo Region was in Orange or Red, we would say no to the request as the community spread would be high. If we were to go with this choice we would need to make sure that we are happy with the Safety Plan.

- Much discussion followed that was unanimous in urging caution in any loosening of restrictions for Church and renters' activities.
- Sheila Rule's comments on this subject are attached as
 Appendix 2 to these minutes together with Karen
 Schertzberg's comments, both received by email.
- Moved by Sue MacQueen: Given the worsening Covid-19 outlook and the vulnerability of the Parkminster congregation, the Council regretfully denies the outreach request for Advent reflection services. This was seconded by Barb Leask-Wynne. Carried
 - Discussion followed regarding visitors to the Bell Choir practice, Bell Choir practice, Band practice, other musical practices and recording in the Sanctuary. It was unanimously felt by the Council members that we use caution concerning the meeting of congregants. Sue MacQueen noted that the situation of one or two months ago has much changed and practices in the Church must change. It was noted that Stagecoach and the Karate Club were composed of young adults and, in that sense, they were much less vulnerable to covid-19. Consequently, it was reasonable to have different policies for these renters vs. our congregation.
- Barb Leask-Wynne moved that, given the worsening Covid-19 outlook and the vulnerability of the Parkminster congregation, effective immediately the practices by soloists, the Bell Choir, the Band and all recording events, as well as visitors to these practices, will be cancelled and that this determination will be revisited in January. Seconded by Maureen Crawford, Carried.



- Action: Kathy Shortt is to inform Neil Murray, Melanie Chisholm,
 Allen Switzer of this motion.
- e. Decorating-of-Sanctuary Safety Plan
 - details were not submitted and and no decorating of the Sanctuary will be necessary now as the Advent Reflection Services will not be going ahead
- f. Kitchener Klassics Softball Safety Plan
 - Kitchener Klassics Softball did not submit their plan by the requested date. Due to rising COVID-19 numbers in Waterloo Region, Jennifer Allan recommended revisiting this request in the new year. Council agreed. A proposal for their use of Church facilities is included as Appendix 5.
- g. Closing Prayer by Joe Gaspar

NEXT MEETING: DECEMBER 15, 2020 at 6:30 p.m.

APPENDICES

- 1. Financials.
- 2. Comments by Sheila Rule and Karen Schertzberg on safety measures
- 3. Safety Plan for Church visitors during Advent
- 4. Safety Plan for video recording during Advent
- 5. Kitchener Klassics proposal for use of Parkminster facilities
- 6. Gregg King's reflection

Parkminster United Church Balance Sheet

Appendix 1

As of October 31, 2020

	Total						
Assets							
Current Assets							
Cash and Cash Equivalent							
Chequing		41,777.84					
Savings		351,212.23					
Total Cash and Cash Equivalent	\$	392,990.07					
Total Current Assets	\$	392,990.07					
Total Assets	\$	392,990.07					
Liabilities and Equity							
Liabilities							
Current Liabilities							
Accrued expenses		328.00					
Due to Benevolent Fund		6,830.21					
Due to Bocce League		23,308.00					
Due to Capital Fund		61,124.86					
Due to CE Fund		6,461.00					
Due to Endowment Fund		0.00					
Due to Fadi Refugee Fund		2,895.00					
Due to G5 Misc Refugee Support		7,298.75					
Due to Outreach Fund		0.00					
Broadview		-1,362.00					
Foodbank		100.00					
General Outreach		12,665.80					
Nicaragua		1,186.00					
Plett		-29.48					
Total Due to Outreach Fund	\$	12,560.32					
Due to Parkminster Refugee Fund		35,636.00					
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		-1,010.22					
HST Payable		4,471.15					
Total Current Liabilities	\$	311,257.33					
Total Liabilities	\$	311,257.33					
Equity							
Opening Balance Equity		68,927.00					
Retained Earnings		-0.13					
Profit for the year		12,805.87					
Total Equity	\$	81,732.74					
Total Liabilities and Equity	\$	392,990.07					

Appendix 1:

Part 2a Parkminster United Church Budget vs. Actuals: FY2020 - FY20 P&L

January - October, 2020

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			Oct 2							Tota			
			0/ -6										
		Actual	Budget		over udget	% of Budget	,	Actual	В	udget	ove	r Budget	% of Budget
Income								İ					
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		18,295.72	23,165.00		4,869.28	78.98%		170,467.52	1	73,461.00		-2,993.48	98.27%
Assessment fees		60.00	120.00		-60.00	50.00%		3,220.00		3,370.00		-150.00	95.55%
Choral Scholar			100.00		-100.00	0.00%		3,080.00		3,780.00		-700.00	81.48%
Non-tax-receipt donations		216.95	0.00		216.95			25,680.28		23,519.00		2,161.28	109.19%
Total Members	\$	18,572.67	\$ 23,385.00	-\$	4,812.33	79.42%	\$ 2	202,447.80	\$ 2	04,130.00	-\$	1,682.20	99.18%
Non-members		200.00	1,000.00		-800.00	20.00%		1,348.35		10,000.00		-8,651.65	13.48%
Total Offerings	\$	18,772.67	\$ 24,385.00	-\$	5,612.33	76.98%	\$ 2	203,796.15	\$ 2	14,130.00	-\$	10,333.85	95.17%
Other income					0.00			0.00		0.00		0.00	
Funerals			400.00		-400.00	0.00%		0.00		4,000.00		-4,000.00	0.00%
Interest		30.43	100.00		-69.57	30.43%		827.84		1,000.00		-172.16	82.78%
Miscellaneous income					0.00			392.60		0.00		392.60	
Total Other income	\$	30.43	\$ 500.00	-\$	469.57	6.09%	\$	1,220.44	\$	5,000.00	-\$	3,779.56	24.41%
Rental Income		2,380.00	2,333.00		47.00	102.01%		12,410.00		23,334.00		-10,924.00	53.18%
Special Events					0.00			0.00		0.00		0.00	
Concerts			84.00		-84.00	0.00%		430.00		832.00		-402.00	51.68%
Fellowship Gatherings			16.00		-16.00	0.00%		0.00		168.00		-168.00	0.00%
Food Truck			200.00		-200.00	0.00%		160.00		2,000.00		-1,840.00	8.00%
Speaker Series					0.00			519.50		0.00		519.50	
Special Events - other			100.00		-100.00	0.00%		0.00		1,000.00		-1,000.00	0.00%
Total Special Events	\$	0.00	\$ 400.00	-\$	400.00	0.00%	\$	1,109.50	\$	4,000.00	-\$	2,890.50	27.74%
Total Income	\$	21,183.10	\$ 27,618.00	-\$	6,434.90	76.70%	\$ 2	221,436.09	\$ 2	49,364.00	-\$	27,927.91	88.80%
Cost of Goods Sold													
Cost of Goods Sold					0.00			0.00		0.00		0.00	
Event Expenses					0.00			0.00		0.00		0.00	
Community Outreach			20.00		-20.00	0.00%		100.00		200.00		-100.00	50.00%
Concert Expenses			5.00		-5.00	0.00%		0.00		50.00		-50.00	0.00%
Funeral expense			392.00		-392.00	0.00%		0.00		3,916.00		-3,916.00	0.00%
Total Event Expenses	\$	0.00	\$ 417.00	-\$	417.00	0.00%	\$	100.00	\$	4,166.00	-\$	4,066.00	2.40%
Total Cost of Goods Sold	\$	0.00	\$ 417.00	-\$	417.00	0.00%	\$	100.00	\$	4,166.00	-\$	4,066.00	2.40%
Total Cost of Goods Sold	\$	0.00	\$ 417.00	-\$	417.00	0.00%	\$	100.00	\$	4,166.00	-\$	4,066.00	2.40%
Gross Profit	\$	21,183.10	\$ 27,201.00	-\$	6,017.90	77.88%	\$:	221,336.09	\$ 2	45,198.00	-\$	23,861.91	90.27%

Appendix 1: Part 2b

Net Income	-\$	2,313.48		2,687.00		373.52	86.10%	\$	12,805.87		53,726.00		66,531.87	-23.84%
Net Other Income	\$	9,296.38		0.00		9,296.38		\$	73,937.78	\$	0.00		73,937.78	
Total Other Expenses	-\$	9,296.38	\$	0.00	-\$	9,296.38		-\$	73,937.78	\$	0.00	-\$	73,937.78	
Government incentives		-9,296.38				-9,296.38			-73,937.78		0.00		-73,937.78	
Other Expenses	-\$	11,009.00	φ-	2,007.00	-φ	3,322.00	732.00 /6	-φ	31,131.31	-ф	33,7 20.00	-ψ	7,705.51	113.707
Total Expenses Net Operating Income		11,609.86		2,687.00		8,922.86	432.08%		61,131.91		53,726.00	-\$ -\$		113.78%
	\$	32,792.96	¢	29,888.00	\$	2,904.96	109.72%	¢	9,468.75	¢	298,924.00	_¢	16,456.00	90.189
Total Salaries & Benefits UCC Assessment Fee	•	22,638.17 6,312.50	Þ	1,050.00	-2	1,361.83 5,262.50	94.33% 601.19%	φ	236,468.95 9,468.75	Ф	240,000.00 10,500.00	-\$	3,531.05 -1,031.25	90.189
Staff Salaries Total Salaries & Ronofite	•		¢	24,000.00	. ¢					¢		. ¢	-3,672.43	98.119
		18,930.10		19,383.00		-452.90	97.66%		3,712.01 190,161.57		193,834.00		-	185.60% 98.11%
Staff Allowances		216.39		200.00		16.39	108.20%		3,712.01		1,000.00 2,000.00		-1,000.00 1,712.01	
Employer paid benefits Outside Services		3,491.68		4,217.00		-725.32 -100.00	82.80% 0.00%		42,595.37		42,166.00		429.37	101.02%
Continuing Education		3 404 60		100.00		-100.00	0.00%		0.00		1,000.00		-1,000.00	0.00%
Salaries & Benefits				100.00		0.00	0.0004		0.00		0.00		0.00	0.000
Total Office & Administration	\$	1,528.78	\$	1,499.00	\$	29.78	101.99%	\$	13,603.89	\$.,	-\$		90.68%
Printing & Reproduction	-	288.98	_	404.00	_	-115.02	71.53%		3,742.86	_	4,042.00		-299.14	92.60%
Office Supplies, Postage etc.		9.20		280.00		-270.80	3.29%		817.36		2,800.00		-1,982.64	29.19%
Office & Administration - other		100.57				100.57			1,911.75		0.00		1,911.75	
Non-recoverable HST				83.00		-83.00	0.00%		0.00		834.00		-834.00	0.00%
Interest				100.00		-100.00	0.00%		0.00		1,000.00		-1,000.00	0.009
Insurance		497.06		457.00		40.06	108.77%		5,084.12		4,576.00		508.12	111.109
Dues & Subscriptions				10.00		-10.00	0.00%		126.37		100.00		26.37	126.379
Business licences & Permits		485.00		30.00		455.00	1616.67%		760.29		300.00		460.29	253.439
Bank & Payroll Service Charges		147.97		135.00		12.97	109.61%		1,161.14		1,350.00		-188.86	86.01%
Office & Administration						0.00			0.00		0.00		0.00	
Total Ministry Expenses	\$	1,053.08	\$	1,256.00	-\$	202.92	83.84%	\$	7,570.57	\$	12,588.00	-\$	5,017.43	60.14%
Worship		271.09		158.00		113.09	171.58%		1,071.85		1,584.00		-512.15	67.67%
Pastoral Care		283.37		70.00		213.37	404.81%		547.84		710.00		-162.16	77.169
Music		470.90		725.00		-254.10	64.95%		2,669.93		7,250.00		-4,580.07	36.83%
Ministry Expenses - Other				28.00		-28.00	0.00%		240.00		284.00		-44.00	84.51%
Minister Travel		27.72		125.00		-97.28	22.18%		130.50		1,250.00		-1,119.50	10.44%
Membership				25.00		-25.00	0.00%		0.00		250.00		-250.00	0.00%
Inclusive Committee				41.00		-41.00	0.00%		367.95		418.00		-50.05	88.03%
Communications				24.00		-24.00	0.00%		2,533.29		242.00		2,291.29	1046.819
Church Council				30.00		-30.00	0.00%		0.00		300.00		-300.00	0.00%
Christian Education				30.00		-30.00	0.00%		9.21		300.00		-290.79	3.07%
Ministry Expenses						0.00			0.00		0.00		0.00	
Total Facilities	\$	1,260.43	\$	2,083.00	-\$	822.57	60.51%	\$	15,355.84	\$	20,834.00	-\$	5,478.16	73.719
Water				258.00		-258.00	0.00%		1,996.73		2,584.00		-587.27	77.27%
Repairs and Maintenance		435.40		567.00		-131.60	76.79%		4,724.50		5.666.00		-941.50	83.389
Janitorial Supplies		312.10		117.00		-117.00	0.00%		248.18		1,166.00		-917.82	21.289
Gas Hydro		312.16		400.00		-87.84	78.04%		2,724.11		4,000.00		-1,604.43	54.48%
Bevator		298.94		16.00 500.00		-16.00 -201.06	0.00% 59.79%		368.50		168.00 5.000.00		200.50	219.359
Computer/Internet/Phone		108.93		167.00		-58.07	65.23%		1,258.05		1,666.00		-407.95	75.519
Building & Property Security		105.00		58.00		47.00	181.03%		1,640.20		584.00		1,056.20	280.869
Facilities						0.00			0.00		0.00		0.00	

Appendix 2:

Comments by Sheila Rule and Karen Schertzberg on safety measures

Sheila Rule's Comments: I have reviewed John and Wendy's proposal and think they should be allowed to proceed. John and Wendy have done an excellent job taking care of Parkminster people during this pandemic. The thing people miss most, in my opinion, is social contact. This proposal would allow for people, if they are comfortable, to see Parkminster friends even though it will be at a distance. We already allow people to attend Bell Choir rehearsals. It would be difficult for us to say it is okay to have renters in the building but then say we cannot have our own people providing we are meeting the required Covid procedures (masks, limited numbers, sanitizing). This will change of course if we move to red zone.

Karen Schertzberg's Comments: After careful consideration and reflection, I believe we should continue our worship including those during the Christmas season remotely. For me, the benefits do not out way the risk of exposure especially during these times when our numbers are increasing. It has been suggested as recent as last week by our Premier that we should revert back to minimizing our travels outside our home and restricting them to medical appointments, work, school and grocery shopping. While I understand this is a very sacred time in our Christian calendar, the sacrifices we make today will only create a better tomorrow for many. Many people are not understanding the meaning of "bubbles". Covid fatigue has also relaxed some and while they may not think they are exposing themselves and others to this pandemic, it can catch you where you least expect to find it. One day you are fine and the next day you are needing to report all those you have come in contact with and it goes on...... I'm truly sorry for those who are isolated, those who are struggling both physically and mentally and those who has taken a substantial financial hit. You are all in my daily prayers. Blessings, Karen

Appendix 3:

Safety Plan for Visitors to Christmas Services in December 2020

Request For Council

This proposal is submitted by Wendy and John Watson, in part as a reflection on our church life and how COVID 19 has affected Parkminster. It is also a reflection of how Outreach can be extended to the membership of the Parkminster community.

Christmas is coming and is one of the most important times in our church calendar, ie celebrating the birth of Christ.

In brief, the proposal is to have "in person" gatherings at the church for 2 or 3 Sunday afternoons in December, depending on the demand.

Space would be designated in the sanctuary to allow for people to attend and find a short period of time for reflection and refilling part of the void created by COVID.

Visitation time in the sanctuary would be slotted for 20 minute time periods.

While in the sanctuary, we suggest that a message from the ministers be played on the large screen, as well as having pre-taped music prior to the message and at the conclusion of their visit period. Specifics of the content and structure of the gathering would be determined by our Ministerial Team.

In order to comply with COVID guidelines, there would be 8 or possibly 10 people attend at any given time. Families with small children would only count adults in the final total. The parents would be responsible for keeping their children in their designated space, ie no tot room.

General Information

The number of participants would be 8-10 people, plus a team of 3 people to manage the visit times, providing direction for attendees, sanitizing visit areas and maintaining safety guidelines. The team would remain separate from those attending the gathering. See below for clarification.

Screening, proper hand hygiene, use of hand-sanitizer, wearing of face covering/masks and respiratory etiquette will be required.

Participants will use the designated washroom and will sanitize hands before entering and upon exiting the washroom and sanctuary.

Before Arriving

If a congregant wishes to attend, they will send an email to (yet to be determined), who will monitor numbers and arrange the visitation schedule. The total time slot allotted for any one group would be 1 hour, including arrival, waiting room time, exit and sanitizing. This would include a "cushion" time to ensure all visitors and volunteers are not rushed.

Time slots of 20 minutes for the "gathering" would be booked in advance by those choosing to attend. <u>Arrival</u> times would be 1:00 PM and 2:30 PM. This would allow for "<u>Gathering</u>" times in the sanctuary of 20 minutes at 1:30 PM and 3:00 PM. There would then be ample time following the "Gathering", for sanitizing and the next group of visitors to arrive. Masks would be mandatory.

The team of volunteers would be trained in sanitizing the waiting space (the gymnasium and family room) and sanctuary prior to and following the designated time, in preparation for the next group.

If use of the lift is required, visitors will need to identify this in advance. The lift will be sanitized prior to each use. Those needing to use the lift will have a priority exit as soon as the "gathering" time has ended.

Upon Arriving

Visitors would arrive a minimum of 20 minutes before their "gathering" time. They would be registered by a greeter and assigned a visitation number from 1-10, and directed to their waiting space in either the gym or family room.

When the sanctuary is cleared for opening, visitors will be directed by order of 1-10, to proceed to the sanctuary and to go to the assigned space that matches their gathering number of 1-10.

Following the time period for the "gathering", those in the sanctuary would leave in order of their gathering number.

Ongoing Process

The next group of visitors would arrive a minimum of 20 minutes prior to their "gathering" time and be directed in accordance with the process noted above.

The sanctuary visitation seats would be sanitized as soon as the previous group exits.

Special Considerations

• If the demand for people wanting to attend is greater than 20 per day, a third visitation could be scheduled for 4:00 PM

• The hope would be to have the sanctuary, and narthex decorated for the season.

This would require assurance that the decorating does not create a major problem for Bell Choir and Band rehearsals that are held during the week. This is not seen as a major hurdle, though would need to be discussed and cleared with Neil.

Decorating the Sanctuary

The Decorating Committee, headed by (to be determined), will need to schedule specific times for individuals, or family teams to put the decorations in place and take them down after Christmas. The extent of decorating will be determined by the committee, the outcome of discussions with Neil, and the availability of volunteers. Needless to say, all COVID 19 restrictions will apply when the decorating team is in the church building.

Details of the extent of decorating would need to be reported to Council, once a decision is made on the who, what and when of decorating.

A donation box would be available for visitors to contribute to Outreach, perhaps to help cover the costs for Mary's Place to provide a Christmas dinner for their residents.

Summary

Wendy and John are willing to coordinate the implementation of this proposal if it is approved by Council. We will establish volunteer teams for the necessary tasks and act as liaisons to Council, volunteers and those wishing to participate as visitors.

Given that this proposal introduces something completely new for Parkminster, we welcome input and suggestions on the proposal as presented.

SAFETY PLAN FOR VIDEO RECORDING ADVENT LITURGY IN THE SANCTUARY

Request for Council

We are requesting that people in household units be allowed in to the sanctuary under the supervision of Rev. Heather Power and Rev. Joe Gaspar in order to video record the Advent and Christmas Eve candle lighting liturgies for inclusion in the Sunday worship ZOOM services..

General Information

The plan at the moment is to optimally do all the recording on one evening. This would involve 5 separate household groups plus Joe and Heather. Recording would happen in the sanctuary on the chancel.

Before Arriving

Once a household agrees to participate they will receive the screening questions (currently at the front door of the church) and the relevant instructions outlined here by email. They will be asked to monitor themselves for any of the COVID symptoms and remain home if they are unwell. They will be reminded that masks are mandatory as per the Region of Waterloo Public Health bylaw and must be worn at all times when in the church building except when recording the video.

Upon Arrival and Before Recording

Heather and Joe will be masked throughout the evening(s).

One of Heather or Joe will meet participants at the front entrance at the designated time(s) to let people in.

When entering the church, participants will sign in for contact tracing and answer the screening questions. Information collected for contact tracing will be maintained for 30days and then destroyed as per the Parkminster Policy.

Participants will sanitize their hands as they enter the building.

Participants will be asked to be aware of physically distancing from Heather and Joe. Two meters is the required space between individuals.

Participants will be informed that the designated washroom is the one by the family room and be asked to sanitize their hands upon entering and exiting the washroom.

Households who are waiting will stay in the Narthex with one of Joe or Heather.

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

If the elevator or designated washroom is used, Joe or Heather will sanitize the high touch surfaces.

During Recording Sessions

Once on the chancel, gathered around the wreath and physically distanced from the recorder (Joe or Heather) the speaker(s) in the group will take off their masks. Once recording is completed they will put their masks back on.

After Recording Session

Participants will be escorted out by one of Heather or Joe and exit through the front entrance of the church using the sleeve of their arm to open the door. The door will close automatically.

Between recording sessions any items that are shared between households (microphone, candle lighter) will be sanitized by either Heather or Joe.

Appendix 5:

Kitchener Klassics U14 Team

<u>Proposal for Indoor Training at Park Minister United Church</u>

1. Activities: concerns about bringing outdoor training indoors.

Our indoor training in the winter has always taken place in school gyms. We have specific equipment for indoor use as to not damage the property.

Equipment Used:

Gloves, Pancake Gloves, ladders, cones, Tees and Nets, Soft Indoor Whiffle Balls, Tennis Balls, Lite Flite Foam Balls, Soft Indoor training softballs and small ping pong sized training balls.

Activities:

General Conditioning – exercise, stretching, short game drills that teach aspects of the game

Fielding Drills – catching balls in different scenarios, hand-eye drills, fitness exercises geared to positions

Pitching – using nets behind a live catcher, pitchers work on techniques using indoor training balls or other training aids

Catchers Training – hand eye coordination drills, indoor balls used to simulate situations.

Batting – using tees, whiffle balls or foam ball and training aids – hitting into a net 2 feet in front of the tee. Indoor batting drills are meant to teach muscle memory and technique using balls that do not really go anywhere.

2. Sundays would be best for us; we can nail down exact times once we know this is approved.

3. Safety Protocols:

- All teams must be placed in cohorts. Cohorts will be no larger than 10 people. Cohorts will train together for the duration of the off season.
- Cohorts will arrive and leave at separate times, we can have a 30 minute buffer between sessions to allow the first group to leave before the second group arrives.
- Face masks must be worn by all players and coaches for the entire time while at team activities.
- All equipment must be cleaned after every training session.
- No spectators will be allowed at team indoor training (drop off and pick up only)
- The KMGSA wellness document must be completed by every player and coach before every team activity.
- All players and coaches will have their temperature taken before all activities
- All players and coaches will use hand sanitizer before they start any team activities and use it when needed.

- No sharing of personal equipment (bats, helmets, gloves etc)
- All personal equipment must be kept 6ft apart from others belongings
- Shared equipment is sanitized between users. All equipment is cleaned between cohorts.

Sanitization of the rental space:

We have commercial grade sanitizing cleansers provided by KMGSA. We will clean bathrooms if used during the session. We typically find the girls are only there for one hour and don't need to go but we can mandate that an adult clean the bathrooms if used.

High touch points like door handles can be wiped with sanitizer on exit of the building.

Appendix 6: Gregg King's Reflection

A Future Not Our Own...

It helps now and then to step back and take a long view. The Kin-dom is not only beyond our efforts, it is beyond our vision.

We accomplish in our lifetime only a fraction of the magnificent enterprise that is God's work. Nothing we do is complete, which is another way of saying that the kin-dom always lies beyond us. No statement says all that could be said. No prayer fully expresses our faith. No confession brings perfection, no pastoral visit brings wholeness. No program accomplishes the Church's mission. No set of goals and objectives include everything. This is what we are about. We plant the seeds that one day will grow. We water the seeds already planted knowing that they hold future promise. We lay foundations that will need further development. We provide yeast that produces effects far beyond our capabilities. We cannot do everything, and there is a sense of liberation in realizing this. This enables us to do something, and to do it very well. It may be incomplete, but it is a beginning, a step along the way, an opportunity for the Lord's grace to enter and do the rest. We may never see the end results, but that is the difference between the master builder and the worker.

We are workers, not master builders, ministers, not messiahs. We are prophets of a future not our own. Amen

A prayer reflection written in honor of Oscar Romero, the Archbishop of San Salvador, who was assassinated the 24 March, 1980. These words by Bishop Ken Untener and appeared in the website of the Winfield United Church in the Okanagan Valley, BC.