



**Minutes
Parkminster United Church
Church Council**

**Tuesday, October 19, 2021 - 6:30 pm
via Zoom Video Conferencing**

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

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

| Council Members | | |
|---------------------------------------|---|---------------------------|
| Rev. Heather Power | Richard Jackson – Secretary & C-19 WG | Doris Jakobsh – Community |
| Rev. Joe Gaspar | Kathy Shortt – Past Chair & C-19 WG | Sheila Rule – Connections |
| Jennifer Allan – Chair & C-19 WG | Karen Schertzberg – M&P Chair & C-19 WG | Gregg King – Treasurer |
| Deb Siertsema – Vice-Chair | Sue MacQueen – Trustees | |
| Regrets: Sandi McMullen – Development | | |

1. **Welcome** - Jennifer
2. **Opening Prayer & Lighting of Candle** - Reverend Heather
3. **Reflection** – Kathy on the various meanings of silence
4. **Approval of Agenda** - Jennifer
Motion: THAT the Agenda be approved as amended.
Moved by Deb Siertsema; seconded by Sheila Rule; passed.
5. **Approval of Minutes** - Jennifer
Motion: THAT the Minutes be approved.
Moved by Sue MacQueen; seconded by Doris Jakobsh; passed.
6. **Business Arising from the Minutes**
COVID-19 Working Group report - Jennifer
Referring to the **COVID-19 Working Group Update Report for Council** [Appendix 1], Council reviewed all the updates and further documents and motions. N.B. Provincial Government announcements this week may affect these attachments.

BUILDING PREPARATION

- A seating plan has been prepared and will be tried and then adjusted as needed. The number of people who can attend with physical distancing will vary depending on whether there are household groups or individuals.
- The **Usher Procedure** developed in 2020 has been revised and will be used to train ushers [see Appendix 2]. The matter of the virtual coffee time was then considered.



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Motion: THAT Council allow congregants to remain silently in their pews during the virtual coffee/social time and then exit safely while maintaining as much distance as possible. Moved by Kathy Shortt and seconded by Karen Schertzberg. **Passed.**

Motion – THAT Council approve the draft Usher Procedure and allows the COVID-19 Working Group to amend as needed and bring forth to next Council meeting for review. Moved by Sheila Rule; seconded by Doris Jakobsh. **Passed.**

PROOF OF VACCINATION, REGISTRATION, PRE-SCREENING

- Proof of vaccination, registration and pre-screening verbiage has been incorporated into the ***Return to In-Person Worship Safety Plan*** [see Appendix 3].
- A ***Worship Registration Checklist*** will be created from the responses to the updated Google Form [see Appendix 4]:
<https://docs.google.com/forms/d/1n2RHhIB5OFJCbpoCLKHuE6NNnly3EKo6fO6StivyHyM/edit>
- Confirmation message received once registration submitted: *"We have received your registration. You will receive a message from our Office Administrator (no later than Friday at 3 pm) if we are UNABLE to accommodate you this Sunday due to capacity limits. If you do not receive a message, you are welcome to attend worship. Please do not contact the office to confirm your registration status. Thank you."*
- Worship Registration Checklist revised for Council's final review

Motion – THAT Council approve the revised ***Return to In-Person Worship Safety Plan*** and allows the COVID-19 Working Group to amend as needed and bring forth to next Council meeting for review.

Moved by Deb Siertsema; seconded by Richard Jackson; **passed.**

Motion – THAT Council approve the ***Worship Registration Checklist*** (i.e., based on responses to the Google Form) and allows the COVID-19 Working Group to amend as needed and bring forth to next Council meeting for review.

Moved by Kathy Shortt; seconded by Sheila Rule; **passed.**

Motion – THAT Council approve the ***Worship Registration Confirmation Message*** and allows the COVID-19 Working Group to amend as needed and bring forth to next Council meeting for review.

Moved by Karen Schertzberg; seconded by Doris Jakobsh; **passed.**

WELCOMING, SIGNING-IN, USHERING

- Mary Reynolds (Membership Chair) suggested Isobel Field (Welcome Table) be asked to be at the table each Sunday to handle Check-in. Back-ups for Isobel include Mary Reynolds, Mary Willsie and Ginny McQuay. They will be trained to do the screening.
- A ***Welcome Table Procedure*** has been drafted [see Appendix 5].
- Jennifer Allan, Kathy Shortt and Deb Siertsema will build a schedule as Greeters.
- House Groups will provide the Ushers.
- Ushers will give to activity packages from Christian Education to the children so they will be occupied with in the pews.
- COVID-19 WG will work with Membership to develop schedule of Ushers and Welcome Table.



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Motion – THAT Council approve the Welcome Table procedure and allows the COVID-19 Working Group to amend as needed and bring forth to next Council meeting for review.

Moved by Deb Siertsema; seconded by Karen Schertzberg; **passed**.

Motion – THAT Council approve the plans for the Welcome Table and Greeters and allows the COVID-19 Working Group to amend as needed and bring forth to next Council meeting for review.

Moved by Richard Jackson; seconded by Doris Jakobsh; **passed**.

AUDIO-VISUAL OPERATIONS FOR INTEGRATED WORSHIP SERVICES:

- Two people are needed to operate the AV system and Rob Vanderlinden and Terry Ridgway are doing so.
- Property has approved the installation of an additional camera that will face the congregation and be able to film both choir and Neil Murray.

RENTERS AND CHURCH GROUP SAFETY PLANS

- 9th Waterloo Pathfinders safety plan was approved by the COVID-19 WG.

SAFETY PLAN AND COMMUNICATION:

- **A Communication Plan** has been developed and is in review with the COVID-19 Working Group [see Appendix 6].
- An instructional video with volunteers may be developed, depending on timing of reopening.
- We will create a space on the web site for the retention of in-person worship documents, such as the Worship Safety Plan, registration process, and link to the Google registration form.
Kathy Shortt is able to do this work.

Motion: THAT Council approve the Communication Plan and allows the COVID-19 Working Group to amend as needed and bring forth to next Council meeting for review. Moved by Gregg King; seconded by Kathy Shortt; **passed**.

Action: Jennifer Allan to share the Communication Plan with Council prior to its release to allow for comments.

Motion: THAT Council approve addition of a tab/drop down menu for IN-PERSON WORSHIP to our website. Moved by Sue MacQueen; seconded by Doris Jakobsh; **passed**.

HYBRID SERVICE GO-LIVE DATE

Motion: THAT Council approve a return to hybrid worship on November 14, 2021. Moved by Doris Jakobsh; seconded by Sue MacQueen; **passed**.

7. Liaison Reports

- 1 Community – Doris reported (from Inclusive Ministries) that the LGBTQ+ picnic was very successful with 13 in attendance and PUC's outreach was greatly appreciated. On October 26, PUC will join other churches to hear about the research done by scholars from the United Church's Black Scholarship Program. Celebration of the first Truth and Reconciliation Day is a reminder that we at PUC need to reflect on how to ensure that in the future we recognize it in a meaningful way.
- 2 Development - Sandi unable to attend the Council meeting.



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- 3 Connections – Sheila reported that the Nominating Committee will meet for its first meeting tomorrow (October 20).

Motion: THAT the Liaison Reports be approved.

Moved by Deb Siertsema; seconded by Karen Schertzberg; **passed.**

8. New Business

- 1 Financial Reports (see Appendix 7) - Gregg King reported that PUC is in a satisfactory position financially, although our donations are down 1.5% this year-to-date and our income reduced by ~\$20,000. We have an accumulated surplus, and anticipate further government funding this year but not next.

Motion: THAT the Financial Reports are approved.

Moved by Gregg King; seconded by Karen Schertzberg; **passed.**

Action: Jennifer Allan is to check with Melanie Chisholm to determine whether the solicitation to *The Observer* notice was sent to the congregation.

- 2 Trustees – Insurance for church use - Sue MacQueen reported that Trustees are trying to determine which groups that use our facility are affiliated with Outreach and which are others. For those who are Outreach groups, because they may not be able to afford their own liability insurance, we may be able to have them covered under our policy. It was concluded that no action had to be taken at present.
- 3 Stewardship – Year end phone calls - Joe Gaspar requested Council support in the phoning campaign.
- 4 Committee meetings in-person - Jennifer
Various committees are wondering if they can return to the Church for their meetings. They would need to abide by a Safety Plan, wear masks, be physically distanced from each other, and ensure that members who are not comfortable meeting in person are not excluded.
Action: Kathy Shortt will prepare a Safety Plan for committees, which will then be submitted to the Covid-19 Working Group for approval and then to Council.

9. Next meetings: Nov 16 at 6:30pm; Dec 15 at 6:30 pm

10. Closing Prayer - Reverend Joe

11. APPENDICES

- 1 Covid-19 Working Group Update Report for Council
- 2 Usher Procedure
- 3 Return to in-person Worship Safety Plan
- 4 The Worship Registration Checklist
- 5 Welcome Table Procedure
- 6 Reopening Communication Plan
- 7 Financial Statements

Appendix 1: COVID-19 Working Group Update Report for Council – October 14, 2021

BUILDING PREPARATION

- Seating plan has been prepared and will be tried and then adjusted as needed. The number of people who can attend with physical distancing will vary depending on whether there are household groups or individuals.
- ***Usher Procedure*** developed in 2020 has been revised and will be used to train ushers.

Questions – Safety Plan indicates we will not have coffee time for in-person attendees. We have been having virtual coffee/social time. Should we allow in-person attendees to stay for the social time? If so, do we need to adjust our ushering out procedures?

Motion – THAT Council approve the draft Usher Procedure and allows the COVID-19 Working Group to amend as needed and bring forth to next Council meeting for review.

PROOF OF VACCINATION, REGISTRATION, PRE-SCREENING

- Proof of vaccination, registration and pre-screening verbiage has been incorporated into the ***Return to Worship Safety Plan***.
- Registration Google Form updated:
<https://docs.google.com/forms/d/1n2RHhIB5OFJCbpoCIKHuE6NNnly3EKo6fO6StivyHyM/edit>
- Confirmation message received once registration submitted: *"We have received your registration. You will receive a message from our Office Administrator (no later than Friday at 3 pm) if we are UNABLE to accommodate you this Sunday due to capacity limits. If you do not receive a message, you are welcome to attend worship. Please do not contact the office to confirm your registration status. Thank you."*
- ***Worship Registration Checklist*** revised for Council's final review

Motion – THAT Council approve the revised Return to Worship Safety Plan and allows the COVID-19 Working Group to amend as needed and bring forth to next Council meeting for review.

Motion – THAT Council approve the Worship Registration Checklist and allows the COVID-19 Working Group to amend as needed and bring forth to next Council meeting for review.

Motion – THAT Council approve the Worship Registration Confirmation Message and allows the COVID-19 Working Group to amend as needed and bring forth to next Council meeting for review.

WELCOMING, SIGNING-IN, USHERING

- Mary Reynolds (Membership Chair) suggested Isobel Field (Welcome Table) be asked to be at the table each Sunday to handle Check-in. Back-ups for Isobel include Mary Reynolds, Mary Willsie and Ginny McQuay. They will be trained to do the screening.
- ***Welcome Table Procedure*** has been drafted.
- Jennifer Allan, Kathy Shortt and Deb Siertsema will build a schedule as Greeters.
- House Groups will provide the Ushers.
- Ushers will give to activity packages from Christian Education to the children so they will be occupied with in the pews.
- COVID-19 WG will work with Membership to develop schedule of Ushers and Welcome Table.

COVID-19 Working Group Update Report for Council – October 14, 2021

Motion – THAT Council approve the Welcome Table procedure and allows the COVID-19 Working Group to amend as needed and bring forth to next Council meeting for review.

Motion – THAT Council approve the plans for the Welcome Table and Greeters and allows the COVID-19 Working Group to amend as needed and bring forth to next Council meeting for review.

AUDIO-VISUAL OPERATIONS FOR INTEGRATED WORSHIP SERVICES

- Two people are needed to operate the AV system and Rob Vanderlinden and Terry Ridgway are doing so.
- Property has approved the installation of an additional camera that will face the congregation and be able to film both choir and Neil Murray.

RENTERS AND CHURCH GROUP SAFETY PLANS

- 9th Waterloo Pathfinders safety plan was approved by the COVID-19 WG.

SAFETY PLAN AND COMMUNICATION

- A **Communication Plan** has been developed and is in review with the COVID-19 Working Group.
- The development of an instructional video with volunteers is underway.
- We wish to create a space on the web site for the retention of in-person worship documents, such as the Worship Safety Plan, Instructional Video, registration process, and link to the Google registration form. Kathy Shortt is able to do this work and will aim for a completion by November 7.

Motion: THAT Council approve the Communication Plan and allows the COVID-19 Working Group to amend as needed and bring forth to next Council meeting for review.

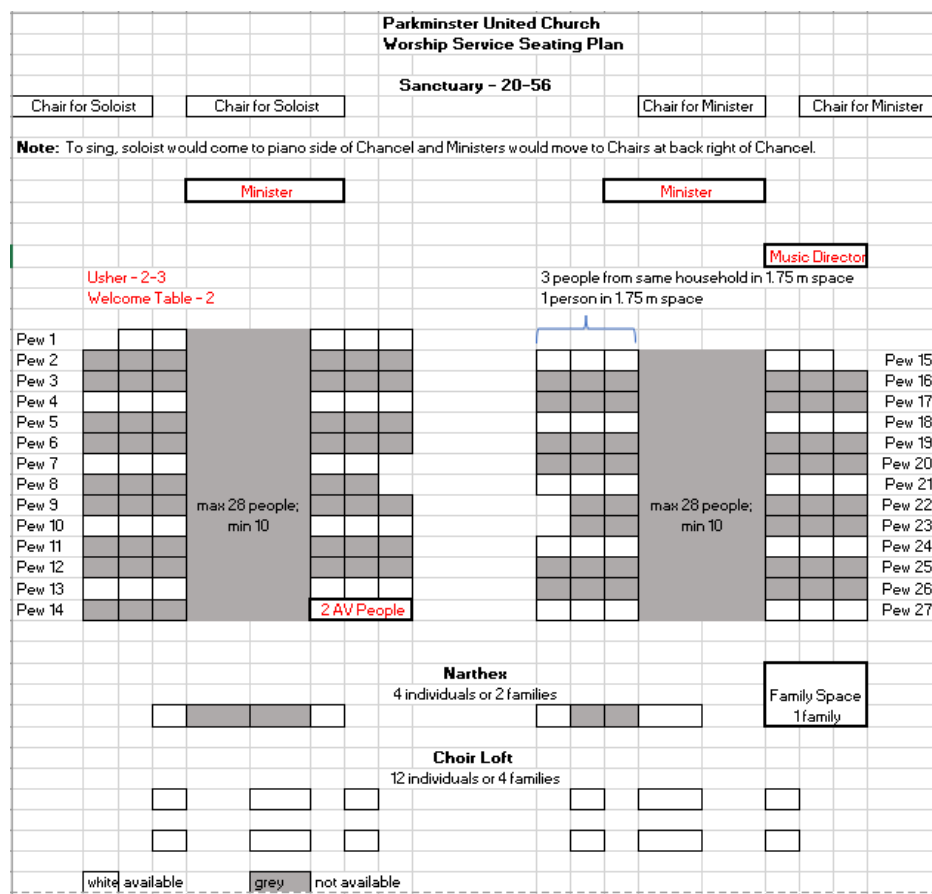
Motion: THAT Council approve addition of a tab/drop down menu for IN-PERSON WORSHIP to our website.

HYBRID SERVICE GO-LIVE DATE

Motion: THAT Council approve a return to hybrid worship on November 21, 2021.

Appendix 2: Usher Procedure

1. Ushers will be required to wear masks as per the Waterloo Regional Public Health bylaw.
2. Arrive by 9:15 a.m. to prepare for Ushering.
3. Signs will be placed at the elevator indicating that only one family group at a time is allowed in the elevator. Hand sanitizer will be placed outside the elevator doors.
4. Please bow or nod instead of using the traditional hand shake.
5. There will be no bulletins or handouts to distribute.
6. The Ushers will maintain a distance of two metres when directing people to their seats.
7. One Usher will bring people from the entrance to the sanctuary entrance. The other Usher will remain in the sanctuary to seat people. A third Usher will be used at the first few services but may not be required after that.
8. To enable physical distancing of two metres, people will be seated in every third pew starting at the first pew closest to the front of the sanctuary. The middle two metres of each pew will not be used. This will allow for family groups of three people or single individuals to be seated on the left or right side of pew. In addition, there is room for four individuals or two families in the Narthex, one family in the Family Space and 12 individuals or four families in the Choir Loft.



9. People will be seated from the front to the back to reduce walking past other people and people will likely be seated somewhere other than their regular spot (If they have one).

Usher Procedure

10. Children will sit with their family social circle.
11. There will be no in-person Christian Education at this time.
12. The family worship space will open to one family/household group.
13. Ushers are to offer families with children “activity packages” for children to use while in the pews. They will be labelled with the child’s name and gathered at the end of the service so they can be reused by that child next time.
14. There will be no communion unless it is organized in such a way where there is no distribution of elements.
15. There will be no passing of the offering plate. The offering plate will be placed at the back of the sanctuary. The offering will remain at the back of the sanctuary for the blessing before it goes to the counters.
16. Ushers will direct the exit protocol starting from the back in order to ensure social distancing.
17. If a person does not remain in their seat or removes their mask, Ushers will politely approach the individual and request that they return to their seat and replace their mask. Ushers will monitor this and report it to the Welcome Table volunteer if it becomes a problem.

Appendix 3: Parkminster's Return to In-Person Worship Safety Plan

1. Your Parkminster United Church faith community leaders have created a return to in-person worship safety plan that takes seriously our responsibility for preventing the risk of COVID-19 infection as we look forward to being in community together and returning to in-person worship on Sunday mornings.

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2. As we look forward to this return with excitement it's important to understand that the experience of Sunday morning worship will be quite different from what we've previously known. It's important that we let go of any expectation that we'll be going back to the way things were pre-COVID. This will help us appreciate the new experience of Sunday morning for what it is and also keep us from slipping into routine church behaviours that could put you or someone else at risk. With that said, we look forward to being in community together.

3. This Safety Plan will be updated as COVID-19 circumstances evolve.

4. Please arrive at least 15-20 minutes early and be prepared to wait in line to go through the registration and screening procedures as you enter the building.

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5. Here is a summary list of what is **new for now**:

- Double-vaccination needed to enter
- Pre-registration, pre-screening and checking-in
- Mask wearing and physical distancing from those not in your household
- Sitting where the usher seats you
- No hugging, hand-shaking, gathering in groups to chat, coffee-hour in the church
- No congregational singing, paper bulletins, hymnals, pew Bibles, passed offering plate
- Our ministry team will be leading worship for both in-sanctuary and at home participants
- Soloists will be behind screens
- You may be filmed as our service will be broadcast on Zoom, Facebook and videotaped for our website.

Deleted: <#>Pre-registration, pre-screening and checking-in¶

6. Here is a summary list of what is **the same**:

- Your ministry team
- The sanctuary with its beautiful stained-glass window
- The opportunity to worship in community

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7. Registration Process

8. Because capacity is limited to allow for physical distancing, you must register for in-person church attendance. Registration will be available on a first come, first served basis by:

Moved down [2]: <#>We strongly encourage all persons who are eligible to get vaccinated. If you are not fully vaccinated for at least a 2-week period, we strongly encourage you to do so or remain at home and enjoy the service virtually. Many of our members are highly vulnerable and we need to protect them.¶

Parkminster's Return to In-Person Worship Safety Plan

- Telephone: 519-885-0935 extension 20, or
- Online: via a Google form.
- Email registrations will not be accepted.

9. Online Registration: This manner of registration is for people who have online access. A congregational email will be sent out every Monday morning providing the link to the Google Form which you use to register for Sunday worship. Registrations will close on Wednesdays at 4:00 p.m. (for example, to register for Sunday, November 21, 2021, registration opens on Monday, November 15 and you must register by November 17). After 4:00 p.m. no further registrations will be accepted. If you know of anyone who would like to receive the Google Form link, please email the church office at parkuc@golden.net

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Deleted: will be sent every Monday morning providing the phone number for telephone registration and

Deleted: for people to register online.

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10. Telephone Registration: This manner of registration is for people who do not have online access. Households that fall under this category will receive a letter from the church office advising of the registration open and closing process. They will be provided with the dedicated phone line to be used. If you know of anyone who would like information on how to register by phone, please call the church office at 519-885-0935 ext. 21.

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11. Confirmation of acceptance to registrants (telephone or online) will not be provided. Call backs will only be provided to you if we are not able to accommodate you because capacity limit has been reached.

12. *No Registration*: Should you show up Sunday morning without being registered you will be asked to wait until all registered people have been checked-in. Only if capacity limits allow, then sign-in, proof of vaccination and COVID screening will take place and you will be welcomed to worship. If not, you will be invited to register for the following Sunday.

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13. Pre-Screening at Home

14. All those who register must conduct COVID-19 pre-screening at home using the Ontario government COVID-19 self-assessment: <https://covid-19.ontario.ca/self-assessment/>. When you check-in please let our greeter know that you have completed this assessment and have been cleared.

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15. Proof of Vaccination

16. Because many of our members are highly vulnerable and we need to protect them, we are requiring individuals who enter our church to be fully vaccinated. If you are not fully vaccinated for at least a 2-week period prior to the service, we strongly encourage you to do so or remain at home and enjoy the service virtually.

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17. You must bring evidence of your vaccination status (a paper or online copy of your Ministry of Health receipt). We will accept double vaccinations of Pfizer, Moderna, AstraZeneca or combinations thereof or a single vaccination of Johnson and Johnson vaccine.

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Parkminster's Return to In-Person Worship Safety Plan

18. If you are new to Parkminster, in addition to proof of vaccination, you must also submit photo identification (e.g., drivers' license, OHIP Card, or other photo ID).

19. If you have not been vaccinated for medical reasons, you must submit a note from your MD or Nurse Practitioner which must include:

- Name and contact information of the physician or registered nurse
- Logo or letterhead identifying the physician or registered nurse
- Statement that there is a medical reason for the individual's exemption from being fully vaccinated against COVID-19; and
- Any effective time-period for the medical reason which includes the date you are seeking access.

20. Children under the age of 12 are not required to have medical documentation but their parent/guardian will be asked if the COVID-19 screening is negative.

21. We will not keep copies of any of the above documentation for reasons of privacy. Everyone must bring their documentation to every occasion that they are attending.

22. General Information

23. Masks must be worn while in the building. Exemptions will not be accepted. Masks are mandatory with the exception of children under the age of three.

24. Physical distancing of two metres between individuals or household groups is required. Pews will be marked off to allow for this.

25. Bow or nod instead of using the traditional hand shake or hugs.

26. Cough or sneeze into your elbow or use a tissue when necessary to limit possible contamination of surfaces.

27. Some areas of the church will be out of bounds. These areas will be clearly marked.

28. Use the designated washrooms and sanitize your hands before entering and upon exiting the washroom.

29. Parkminster has a cleaning plan in place for reducing contamination of the building and after each use, high-touch surfaces will be cleaned with a disinfectant.

30. Worship services will continue to be offered over the internet via ZOOM and Facebook.

31. If you have any of these symptoms; new or worsening cough, shortness of breath or difficulty breathing, temperature equal to or over 38°C, feeling feverish, chills, fatigue or weakness, muscle or body aches, new loss of smell or taste, headache, gastrointestinal symptoms (abdominal pain,

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Moved up [1]: <#>Please bow or nod instead of using the traditional hand shake or hugs.¶

Deleted: <#>Before Arriving¶

Register for worship. To ensure we're able to honour public health guidelines in regards to physical distancing we're asking people to register for worship. This will prevent us from having to turn people away at the door. We have a limit of approximately 75 people plus the ministers and music director that can be accommodated for a service in order to follow the Public Health guidelines. Details on the registration process will be communicated. ¶

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Parkminster's Return to In-Person Worship Safety Plan

diarrhea, vomiting), feeling very unwell, please stay at home, self-isolate, and get tested for COVID-19:

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32. Arrive early enough (~15-20 minutes) to allow yourself to go through the registration and screening procedures as you enter the building.

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33. Upon Arrival and Before Worship

34. Use the designated entrance doors and maintain physical distancing as you proceed through check-in. The doors will be propped open to reduce contact.

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35. Hand sanitizer will be available at the entrance so you can sanitize as you enter the building.

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36. Under the Ontario face covering regulation, everyone must wear a face covering at all times. A small supply of disposable masks will be available at the entrance (if you've forgotten).

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37. Be aware of physically distancing from people outside your family/household group. Two meters is the required space between individuals. This physical distancing space must be adhered to in the parking lot and in all areas of the building.

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When entering the church, you will be required to answer screening questions.¶

38. Bow or nod instead of using the traditional hand shake or hugs.

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39. Take all coats etc. with you to the sanctuary as the coat racks will be out of bounds.

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40. The water fountains are out of bounds.

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41. Only one household/family group at a time will be allowed in the elevator.

42. Ushers will direct people to their seats. People will be seated from the front of the sanctuary to the back to reduce walking past other people. It is likely you will be seated somewhere other than your regular spot (if you have one).

43. Children will sit with their family/household. There will be no in-person Christian Education at this time.

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44. The family worship space will be available for one family.

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45. For those with children, activity packages will be provided to help keep children occupied during the service.

46. During Worship

47. There will be no communion unless it is organized in such a way where there is no distribution of elements.

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48. There will be no congregational singing, group responses, passing of the peace, offering plate or microphone at this time as they are high-risk activities.

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49. All items will be removed from the pews (hymn books, pew bibles etc.) as these items are difficult to disinfect.

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50. There will be no bulletins or handouts to distribute. Information will be projected on the screen.

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Parkminster's Return to In-Person Worship Safety Plan

51. Send email or voicemail of any joys and concerns to either Minister prior to the service.
52. There will be no candlelighter and lay reader contributions will be pretaped.
53. The ministers will be on the chancel using their headset microphones. The ministers will be unmasked while on the chancel and while using their headsets.
54. Soloists will be on the chancel, and while not singing, will be masked and seated physically distanced from the ministers. When singing they will move to the front of the chancel and the ministers will move to the back of the chancel.
55. Microphones will not be shared and will be cleaned and disinfected after each use.
56. Each minister will have their own place from which to speak set two metres apart.
57. Musical solos may be offered from behind a moveable plexiglass screen.
58. There will be no live choral singing at this time.
59. An offering plate will be placed at the back of the sanctuary. You are asked to put your donation in the basket as you enter or exit the sanctuary.
60. The overhead fans will not be turned on and windows will be open during good weather.
- 61. After Worship**
62. Ushers will direct the exit protocol starting from the back of the sanctuary in order to ensure physical distancing.
63. Only one family/household group at a time will be allowed in the elevator.
64. You are asked to exit the building after the service concludes. Our ministers will not be shaking hands. Neither will there be a coffee hour. These are both high risk activities.
65. If you wish to visit with other congregation members after the service, please do so in the parking lot following Public Health Guidelines regarding masks and two metre physical distancing.
66. Please use the designated exit doors. The doors will be propped open to reduce contact.
67. Appropriate cleaning and disinfecting will be performed.

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Deleted: The exception to this might be a soloist who will have exclusive microphones. In this case the ministers would step down from the chancel. The Ministers will be unmasked while in the chancel but will replace their masks when they leave that area.

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Deleted: <#>The playing of wind or brass instruments may be allowed if two metres from anyone else and separated by an impermeable barrier. If an impermeable barrier is not used, anyone playing a wind or brass instrument should be separated from any other person (outside of the same household) to the greatest extent possible (minimum two metres, preferably four metres). Individuals playing a wind or brass instrument can temporarily remove their face covering and be at least two metres and preferably four metres apart from others and behind an impermeable barrier. ¶
If multiple non-wind instruments are being played, ensure physical distancing between musicians unless from the same household. ¶

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(please return this document to the church office after worship)

Completed by: Melanie Chisholm, Office Administrator on Friday, XXX XX, 2021

Worship Date: Sunday, xxxx xx 2021

Welcome Table Greeter: _____ *(please print your first & last name)*

| ACCEPTED REGISTRATIONS (online & phone) | | | | | | | | GREETER USE | | |
|---|------------|-------|-------|-------|----------------|-----------------|------------------------------|-------------------|--------------------------|---|
| Last Name | First Name | Phone | Email | Adult | Child | 12 or under (v) | Online or Phone Registration | Attended (v or X) | Proof of Double Vacc (v) | Screened/ Completed self-assessment (v) |
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| | | | | | | | | | | |
| | | | | | TOTAL ATTENDED | | | 0 | | |

Appendix 5: Welcome Table Procedure

1. Welcome Table Volunteers will be required to wear masks as per the Waterloo Regional Public Health bylaw. Please bow or nod instead of using the traditional hand shake or hug.
2. No name tags will be used at this time.
3. Arrive by 9:15 a.m. to prepare for Welcoming.
4. Folder containing: checklist of registrants, seating chart (to use as a guide only) and signage for posting will be left on the Welcome Table on Friday afternoon.
5. Everyone who arrives to be checked-in should have registered for Sunday Morning Worship and should be on the checklist.
6. Ensure everyone over 3 years of age is wearing a mask and sanitizes their hands.
7. **Check registration:** Find their name on the checklist to ensure they are registered.
 - If they are not registered, ask them to wait aside until all registered people have been checked-in. Only if capacity limits allow, then they may sign-in, provide proof of vaccination and attest to COVID screening. If not, invite them to register for the following Sunday.
8. **Check proof of vaccination:** If registered and over 12 years of age, ask for their proof of vaccination: a paper or online copy of your Ministry of Health receipt. We will accept double vaccinations of Pfizer, Moderna, AstraZeneca or combinations thereof or a single vaccination of Johnson and Johnson vaccine.
 - For privacy, do not keep copies of any medical documentation. Everyone must bring their documentation to every occasion that they are attending.
 - If they are new to Parkminster, in addition to proof of vaccination, they must also submit photo identification (e.g., drivers' license, OHIP Card, or other photo ID).
 - If they have not been vaccinated for medical reasons, they must submit a note from their MD or Nurse Practitioner which must include:
 - i. Name and contact information of the physician or registered nurse
 - ii. Logo or letterhead identifying the physician or registered nurse
 - iii. Statement that there is a medical reason for their exemption from being fully vaccinated against COVID-19; and
 - iv. Any effective time-period for the medical reason which includes the date they are seeking access.
9. **Check COVID-19 self-assessment screening:** Ask if they have conducted COVID-19 pre-screening at home and been cleared to attend service.
 - Ontario government COVID-19 self-assessment: <https://covid-19.ontario.ca/self-assessment/>
 - Children under the age of 12 are not required to have medical documentation but their parent/guardian will be asked if the COVID-19 screening is negative.
10. If these three steps are clear, have the Usher take them to their seats.
11. Note that only one family group at a time is allowed in the elevator.
12. If an Usher reports someone repeatedly not wearing a mask or not physical distancing, raise this to the COVID-19 Working Group.

Appendix 6: Parkminster United Church Reopening Communication Plan

Reopening Parkminster United Church to in-person worship as the COVID-19 pandemic wanes means a new kind of worship, quite unlike worship before the pandemic. The main difference will be the hybrid nature of the worship service, meaning the ministry team and some congregants will be in the sanctuary (double vaccinated, pre-registered, pre-screened, physically distanced and masked); and others will be remote via Zoom or Facebook.

The benefits of the hybrid approach which integrates in-church and remote attendance is that it supports personal choice and widens the reach of Parkminster's Sunday worship. The challenge is that never before have we had this dual audience. This is new territory and it is complex.

The following communication plan outlines the timing, tactics, media, audiences and responsibility of the various messages that need to be delivered prior to and after our initial hybrid worship service. The document will be updated as required. Most content would come from the *Return to In-person Worship Safety Plan*.

| Date | Tactic | Medium | Audience | Responsibility |
|-----------------------------|--|------------------------------|-----------------------------|----------------------------|
| Sept 21 | Send congregational email from Council Chair about progress toward broadcast from sanctuary and hopeful launch of hybrid service this fall. | Email | Congregation | Jennifer A. |
| Oct 15 | Finalize <i>Return to In-person Worship Safety Plan</i> and Communication Plan and have COVID-19 Working Group approve | Meeting | COVID-19 Working Group | Jennifer A. |
| Oct 19 | Receive approval of <i>Return to In-person Worship Safety Plan</i> and Communication plan | Meeting | Council | Jennifer A. COVID-19 WG |
| Oct 20 | Send congregational email from Council Chair to announce target hybrid worship service date and other details (e.g., vaccine policy and pre-registration requirement); also include in Council Bytes | Email / Council Bytes | Congregation | Jennifer A. |
| Oct 20 | Ask Membership to rally ushering and welcome table volunteers starting Nov 21 | Email or phone call | Mary Reynolds, House Groups | Jennifer A. |
| Oct 17, 24, 31 Nov 7, 14 | Make weekly Sunday announcements during worship service outlining what to expect, how to register, etc. | Worship Service Announcement | Congregation | Various |
| Oct 17, 24, 31 Nov 7, 14 | Include section in What's Up about what to expect, how to register, etc. | What's Up | Congregation | Jennifer A. |
| Nov 7 | Develop specific area on PUC web site for reopening information | Web Site | Congregation and public | Comms |

Parkminster United Church Reopening Communication Plan

| Date | Tactic | Medium | Audience | Responsibility |
|--------|---|--------------------------|------------------------------------|---|
| Nov 7 | Create and publish video of how to enter and attend in-person worship; show the video during worship service? | Video | Congregation | Jennifer A., Lee McWebb, Volunteers |
| Nov 7 | Hold welcoming/ushering rehearsal in sanctuary | Rehearsal | Ushers/Welcomers | COVID-19 WG |
| Nov 8 | Send congregational email announcing information on web site and video and attach Safety Plan and link to video | Email | Congregation | Jennifer A. |
| Nov 9 | Mail out letters to off-line members (under 20 pkgs) re: phone-in registration process. Include hardcopy of Worship Safety Plan. ONE TIME MAILER. | Canada Post | Off-line members | Melanie C. |
| Nov 10 | COVID-10 Working Group | Meeting | COVID-19 WG | Jennifer A. |
| Nov 14 | Practice hybrid rehearsal with Council members as worshippers on a Sunday morning | Practice | Council | Ministry Team, Volunteers |
| Nov 14 | Hold second welcoming/ushering rehearsal in sanctuary if required | Rehearsal | Ushers/Welcomers | COVID-19 WG |
| Nov 15 | Send congregational email explaining registration process. Send letter to ~20 households who don't have online access. Open Registration for November 21 in-person worship | Email Letter | Congregation | Melanie C. |
| Nov 15 | 10am – send congregational email (link to google registration form & link to Worship Safety Plan & instructional video); pick up registrations. | Weekly email | Congregation | Melanie C. |
| Nov 16 | Council | Meeting | Council | Jennifer A. |
| Nov 17 | Send congregational email from Council Chair to remind about hybrid service | Email / Council Bytes | Congregation | Jennifer A. |
| Nov 17 | Pick up registrations and apply to seating plan. 4pm - registration closes | Weekly task | n/a | Melanie C. |
| Nov 18 | Pick up registrations and apply to seating plan to obtain capacity cut-off. | Weekly task | n/a | Melanie C. |
| Nov 19 | Call back those folks we can't accommodate (this to be done by 3pm). Provide folder for Sunday Welcome Table person, containing: checklist of registrants, seating chart (to use as a guide only), signage for posting. | Weekly phone calls | Those who can't be accommodated | Melanie C. |

Parkminster United Church Reopening Communication Plan

| Date | Tactic | Medium | Audience | Responsibility |
|---------------|--|----------------|----------------------------|---------------------------|
| Nov 21 | First hybrid worship service ¹ | Service | Congregation | Ministry Team, Volunteers |
| Nov 21, 22 | Seek feedback from ushers, staff (Melanie, ministers, Neil), worshippers | Request emails | Ushers, staff, worshippers | COVID-19 WG |
| Nov 23 or 24 | Special COVID-10 Working Group and Council meeting to address issues, refine processes if required | Meeting | COVID-19 WG | Jennifer A. |
| Nov 22 | Registration email goes out on Mondays and registration process is repeated | Email | Congregation | Melanie C. |
| Nov 28, Dec 5 | Worship service | Service | Congregation | Ministry Team, Volunteers |
| Dec 8 | COVID-10 Working Group | Meeting | COVID-19 WG | Jennifer A. |
| Dec 12 | Worship service | Service | Congregation | Ministry Team, Volunteers |
| Dec 15 | Council | Meeting | Council | Jennifer A. |
| Dec 19 | Worship service | Service | Congregation | Ministry Team, Volunteers |
| Dec 21 | Longest Night service | Service | Congregation | Ministry Team, Volunteers |
| Dec 24 | Christmas Eve service | Service | Congregation | Ministry Team, Volunteers |
| Dec 26 | Worship service | Service | Congregation | Ministry Team, Volunteers |

¹ Use Announcements, What's Up, web site, Council Bytes and/or Congregational email to communicate changes after each service and/or meeting

Appendix 7a: Parkminster United Church

Balance Sheet

As of September 30, 2021

| | TOTAL | | |
|--|---------------------|--------------------------|----------------|
| | AS OF SEP. 30, 2021 | AS OF SEP. 30, 2020 (PY) | % CHANGE |
| Assets | | | |
| Current Assets | | | |
| Cash and Cash Equivalent | | | |
| Chequing | 72,687.07 | 102,143.48 | -28.84 % |
| Savings | 300,026.67 | 301,221.04 | -0.40 % |
| Total Cash and Cash Equivalent | \$372,713.74 | \$403,364.52 | -7.60 % |
| Accounts Receivable (A/R) | | | |
| Accounts Receivable (A/R) | 7,968.97 | | |
| Total Accounts Receivable (A/R) | \$7,968.97 | \$0.00 | 0.00% |
| Total Current Assets | \$380,682.71 | \$403,364.52 | -5.62 % |
| Total Assets | \$380,682.71 | \$403,364.52 | -5.62 % |

Parkminster United Church

Balance Sheet

As of September 30, 2021

| | TOTAL | | |
|-------------------------------------|---------------------|--------------------------|-----------------|
| | AS OF SEP. 30, 2021 | AS OF SEP. 30, 2020 (PY) | % CHANGE |
| Liabilities and Equity | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts Payable (A/P) | | | |
| Accounts Payable (A/P) | 0.00 | | |
| Total Accounts Payable (A/P) | \$0.00 | \$0.00 | 0.00% |
| Accrued expenses | 0.00 | 328.00 | -100.00 % |
| Due to Benevolent Fund | 5,200.16 | 8,795.21 | -40.88 % |
| Due to Bocce League | 21,825.63 | 23,308.00 | -6.36 % |
| Due to Capital Fund | 67,826.56 | 59,871.30 | 13.29 % |
| Due to CE Fund | 6,923.00 | 6,419.00 | 7.85 % |
| Due to Endowment Fund | 0.00 | 0.00 | |
| Due to Inclusive Fund | 701.78 | | |
| Due to Outreach Fund | 0.00 | 0.00 | |
| Broadview | -1,287.00 | -1,387.00 | 7.21 % |
| Emmanuel Wayside Cafe | -1,000.00 | | |
| Foodbank | 50.00 | 400.00 | -87.50 % |
| General Outreach | 18,948.01 | 17,984.30 | 5.36 % |
| Mary's Place | -1,800.00 | | |
| Nicaragua | -1.25 | 1,186.00 | -100.11 % |
| Outreach - other | 275.00 | | |
| Plett | -2,034.48 | -29.48 | -6,801.22 % |
| Total Due to Outreach Fund | 13,150.28 | 18,153.82 | -27.56 % |
| Due to Refugee Funds | | | |
| Due to refugee fund - Fadi | 9,950.00 | 2,895.00 | 243.70 % |
| Due to Refugee Fund - Siham | 4,736.53 | 35,436.00 | -86.63 % |
| Due to Refugee Support G5 | 9,456.50 | 8,498.75 | 11.27 % |
| Due to refugees - RSC contingency | 874.95 | | |
| Due to SAH Dabab | 36,911.03 | 36,659.78 | 0.69 % |
| Due to SAH Mhd Talal Arab | 34,616.03 | 34,376.19 | 0.70 % |
| Due to SAH Mohamed Alshaar | 35,783.83 | 35,532.51 | 0.71 % |
| Due to SAH Mohammed Al Adawi | 33,163.95 | 32,930.28 | 0.71 % |
| Total Due to Refugee Funds | 165,492.82 | 186,328.51 | -11.18 % |
| Due to the Local Fund | 13,315.55 | 11,855.50 | 12.32 % |
| GST/HST Payable | 0.00 | -347.08 | 100.00 % |
| HST Payable | -1,232.95 | 3,211.00 | -138.40 % |
| Total Current Liabilities | \$293,202.83 | \$317,923.26 | -7.78 % |
| Total Liabilities | \$293,202.83 | \$317,923.26 | -7.78 % |
| Equity | | | |
| Opening Balance Equity | 68,927.00 | 68,927.00 | 0.00 % |
| Retained Earnings | 47,388.59 | -0.13 | 36,452,861.54 % |

Parkminster United Church

Balance Sheet

As of September 30, 2021

| | TOTAL | | |
|-------------------------------------|---------------------|--------------------------|----------------|
| | AS OF SEP. 30, 2021 | AS OF SEP. 30, 2020 (PY) | % CHANGE |
| Profit for the year | -28,835.71 | 16,514.39 | -274.61 % |
| Total Equity | \$87,479.88 | \$85,441.26 | 2.39 % |
| Total Liabilities and Equity | \$380,682.71 | \$403,364.52 | -5.62 % |

Appendix 7b: Parkminster United Church

Profit and Loss January - September, 2021

| | TOTAL | | |
|---------------------------------|---------------------|-----------------------|------------------|
| | JAN - SEP., 2021 | JAN - SEP., 2020 (PY) | % CHANGE |
| INCOME | | | |
| Endowment Fund Transfer | 2,900.00 | 2,900.00 | 0.00 % |
| Offerings | | | |
| Members | 149,901.25 | 152,171.80 | -1.49 % |
| Assessment fees | 180.00 | 3,160.00 | -94.30 % |
| Choral Scholar | | 3,080.00 | -100.00 % |
| Non-tax-receipt donations | 19,126.07 | 25,463.33 | -24.89 % |
| Total Members | 169,207.32 | 183,875.13 | -7.98 % |
| Non-members | 200.00 | 1,148.35 | -82.58 % |
| Total Offerings | 169,407.32 | 185,023.48 | -8.44 % |
| Other income | | | |
| Interest | 3,566.10 | 797.41 | 347.21 % |
| Miscellaneous income | | 392.60 | -100.00 % |
| Total Other income | 3,566.10 | 1,190.01 | 199.67 % |
| Rental Income | 4,607.50 | 10,030.00 | -54.06 % |
| Special Events | | | |
| Concerts | | 430.00 | -100.00 % |
| Food Truck | 287.50 | 160.00 | 79.69 % |
| Speaker Series | | 519.50 | -100.00 % |
| Total Special Events | 287.50 | 1,109.50 | -74.09 % |
| Total Income | \$180,768.42 | \$200,252.99 | -9.73 % |
| COST OF GOODS SOLD | | | |
| Cost of Goods Sold | | | |
| Event Expenses | | | |
| Community Outreach | | 100.00 | -100.00 % |
| Total Event Expenses | | 100.00 | -100.00 % |
| Total Cost of Goods Sold | | 100.00 | -100.00 % |
| Total Cost of Goods Sold | \$0.00 | \$100.00 | -100.00 % |
| GROSS PROFIT | \$180,768.42 | \$200,152.99 | -9.68 % |
| EXPENSES | | | |
| Facilities | | | |
| Building & Property Security | 1,652.63 | 1,535.20 | 7.65 % |
| Computer/Internet/Phone | 1,334.46 | 1,149.12 | 16.13 % |
| Elevator | 880.10 | 368.50 | 138.83 % |
| Gas | 3,527.31 | 2,252.60 | 56.59 % |
| Hydro | 1,796.67 | 2,083.41 | -13.76 % |
| Janitorial Supplies | 262.66 | 248.18 | 5.83 % |
| Repairs and Maintenance | 6,424.71 | 4,289.10 | 49.79 % |
| Water | 1,688.32 | 1,996.73 | -15.45 % |
| Total Facilities | 17,566.86 | 13,922.84 | 26.17 % |

Parkminster United Church

Profit and Loss

January - September, 2021

| | TOTAL | | |
|--|----------------------|-----------------------|------------------|
| | JAN - SEP., 2021 | JAN - SEP., 2020 (PY) | % CHANGE |
| Ministry Expenses | | | |
| Christian Education | | 9.21 | -100.00 % |
| Communications | 367.43 | 2,533.29 | -85.50 % |
| Inclusive Committee | 101.21 | 367.95 | -72.49 % |
| Minister Travel | 113.51 | 102.78 | 10.44 % |
| Ministry Expenses - Other | | 0.00 | |
| Music | 3,826.88 | 2,199.03 | 74.03 % |
| Pastoral Care | 298.47 | 264.47 | 12.86 % |
| Worship | 1,856.41 | 800.76 | 131.83 % |
| Total Ministry Expenses | 6,563.91 | 6,277.49 | 4.56 % |
| Office & Administration | | | |
| Bank & Payroll Service Charges | 953.04 | 1,013.17 | -5.93 % |
| Business licences & Permits | 1,300.50 | 275.29 | 372.41 % |
| Dues & Subscriptions | 169.25 | 126.37 | 33.93 % |
| Insurance | 4,303.03 | 4,587.06 | -6.19 % |
| Interest | 0.00 | | |
| Non-recoverable HST | 546.29 | -982.47 | 155.60 % |
| Office & Administration - other | | 1,811.18 | -100.00 % |
| Office Supplies, Postage etc. | 1,069.48 | 808.16 | 32.34 % |
| Printing & Reproduction | 3,111.99 | 3,453.88 | -9.90 % |
| Total Office & Administration | 11,453.58 | 11,092.64 | 3.25 % |
| Salaries & Benefits | | | |
| Employer paid benefits | 41,134.21 | 39,103.69 | 5.19 % |
| Outside Services | 222.25 | | |
| Staff Allowances | 1,643.27 | 3,495.62 | -52.99 % |
| Staff Salaries | 168,251.91 | 171,231.47 | -1.74 % |
| Total Salaries & Benefits | 211,251.64 | 213,830.78 | -1.21 % |
| UCC Assessment Fee | 9,468.75 | 3,156.25 | 200.00 % |
| Total Expenses | \$256,304.74 | \$248,280.00 | 3.23 % |
| OTHER EXPENSES | | | |
| Government incentives | -46,700.61 | -64,641.40 | 27.75 % |
| Total Other Expenses | \$ -46,700.61 | \$ -64,641.40 | 27.75 % |
| PROFIT | \$ -28,835.71 | \$16,514.39 | -274.61 % |

Appendix 7c: Parkminster United Church
Budget vs. Actuals: Budget 2021 - FY21 P&L
January - September, 2021

| | Sep. 2021 | | | | Total | | | |
|------------------------------|---------------------|---------------------|---------------------|---------------|----------------------|----------------------|----------------------|----------------|
| | Actual | Budget | over Budget | % of Budget | Actual | Budget | over Budget | % of Budget |
| Income | | | | | | | | |
| Endowment Fund Transfer | | 0.00 | 0.00 | | 2,900.00 | 2,900.00 | 0.00 | 100.00% |
| Offerings | | | 0.00 | | 0.00 | 0.00 | 0.00 | |
| Members | 16,120.00 | 25,400.00 | -9,280.00 | 63.46% | 149,901.25 | 198,600.00 | -48,698.75 | 75.48% |
| Assessment fees | | 0.00 | 0.00 | | 180.00 | 3,000.00 | -2,820.00 | 6.00% |
| Choral Scholar | | 100.00 | -100.00 | 0.00% | 0.00 | 900.00 | -900.00 | 0.00% |
| Non-tax-receipt donations | 220.95 | 412.95 | -192.00 | 53.51% | 19,126.07 | 25,514.10 | -6,388.03 | 74.96% |
| Total Members | \$ 16,340.95 | \$ 25,912.95 | -\$ 9,572.00 | 63.06% | \$ 169,207.32 | \$ 228,014.10 | -\$ 58,806.78 | 74.21% |
| Non-members | | 200.00 | -200.00 | 0.00% | 200.00 | 1,400.00 | -1,200.00 | 14.29% |
| Total Offerings | \$ 16,340.95 | \$ 26,112.95 | -\$ 9,772.00 | 62.58% | \$ 169,407.32 | \$ 229,414.10 | -\$ 60,006.78 | 73.84% |
| Other income | | | 0.00 | | 0.00 | 0.00 | 0.00 | |
| Interest | 26.67 | 100.00 | -73.33 | 26.67% | 3,566.10 | 900.00 | 2,666.10 | 396.23% |
| Miscellaneous income | | 0.00 | 0.00 | | 0.00 | 200.00 | -200.00 | 0.00% |
| Total Other income | \$ 26.67 | \$ 100.00 | -\$ 73.33 | 26.67% | \$ 3,566.10 | \$ 1,100.00 | \$ 2,466.10 | 324.19% |
| Rental Income | 1,950.00 | 1,450.00 | 500.00 | 134.48% | 4,607.50 | 10,650.00 | -6,042.50 | 43.26% |
| Special Events | | | 0.00 | | 0.00 | 0.00 | 0.00 | |
| Food Truck | | 0.00 | 0.00 | | 287.50 | 200.00 | 87.50 | 143.75% |
| Special Events - other | | 0.00 | 0.00 | | 0.00 | 500.00 | -500.00 | 0.00% |
| Total Special Events | \$ 0.00 | \$ 0.00 | \$ 0.00 | | \$ 287.50 | \$ 700.00 | -\$ 412.50 | 41.07% |
| Total Income | \$ 18,317.62 | \$ 27,662.95 | -\$ 9,345.33 | 66.22% | \$ 180,768.42 | \$ 244,764.10 | -\$ 63,995.68 | 73.85% |
| Gross Profit | \$ 18,317.62 | \$ 27,662.95 | -\$ 9,345.33 | 66.22% | \$ 180,768.42 | \$ 244,764.10 | -\$ 63,995.68 | 73.85% |
| Expenses | | | | | | | | |
| Facilities | | | 0.00 | | 0.00 | 0.00 | 0.00 | |
| Building & Property Security | | 556.20 | -556.20 | 0.00% | 1,652.63 | 1,495.00 | 157.63 | 110.54% |
| Computer/Internet/Phone | 49.39 | 125.00 | -75.61 | 39.51% | 1,334.46 | 1,125.00 | 209.46 | 118.62% |
| Elevator | | 0.00 | 0.00 | | 880.10 | 400.00 | 480.10 | 220.03% |
| Gas | 29.06 | 425.00 | -395.94 | 6.84% | 3,527.31 | 3,825.00 | -297.69 | 92.22% |

| | | | | | | | | |
|--|---------------------|---------------------|---------------------|----------------|----------------------|----------------------|----------------------|----------------|
| Hydro | 156.54 | 350.00 | -193.46 | 44.73% | 1,796.67 | 3,150.00 | -1,353.33 | 57.04% |
| Janitorial Supplies | | 100.00 | -100.00 | 0.00% | 262.66 | 700.00 | -437.34 | 37.52% |
| Repairs and Maintenance | 2,701.31 | 600.00 | 2,101.31 | 450.22% | 6,424.71 | 4,600.00 | 1,824.71 | 139.67% |
| Water | 365.86 | 200.00 | 165.86 | 182.93% | 1,688.32 | 1,800.00 | -111.68 | 93.80% |
| Total Facilities | \$ 3,302.16 | \$ 2,356.20 | \$ 945.96 | 140.15% | \$ 17,566.86 | \$ 17,095.00 | \$ 471.86 | 102.76% |
| Ministry Expenses | | | 0.00 | | 0.00 | 0.00 | 0.00 | |
| Christian Education | | 100.00 | -100.00 | 0.00% | 0.00 | 900.00 | -900.00 | 0.00% |
| Communications | | 100.00 | -100.00 | 0.00% | 367.43 | 900.00 | -532.57 | 40.83% |
| Inclusive Committee | | 75.00 | -75.00 | 0.00% | 101.21 | 475.00 | -373.79 | 21.31% |
| Membership | | 10.00 | -10.00 | 0.00% | 0.00 | 90.00 | -90.00 | 0.00% |
| Minister Travel | 27.88 | 40.00 | -12.12 | 69.70% | 113.51 | 360.00 | -246.49 | 31.53% |
| Music | 195.27 | 700.00 | -504.73 | 27.90% | 3,826.88 | 6,300.00 | -2,473.12 | 60.74% |
| Pastoral Care | | 75.00 | -75.00 | 0.00% | 298.47 | 625.00 | -326.53 | 47.76% |
| Worship | 12.65 | 150.00 | -137.35 | 8.43% | 1,856.41 | 1,350.00 | 506.41 | 137.51% |
| Total Ministry Expenses | \$ 235.80 | \$ 1,250.00 | -\$ 1,014.20 | 18.86% | \$ 6,563.91 | \$ 11,000.00 | -\$ 4,436.09 | 59.67% |
| Office & Administration | | | 0.00 | | 0.00 | 0.00 | 0.00 | |
| Bank & Payroll Service Charges | 111.48 | 100.00 | 11.48 | 111.48% | 953.04 | 900.00 | 53.04 | 105.89% |
| Business licences & Permits | 67.80 | 75.00 | -7.20 | 90.40% | 1,300.50 | 675.00 | 625.50 | 192.67% |
| Dues & Subscriptions | | 15.00 | -15.00 | 0.00% | 169.25 | 135.00 | 34.25 | 125.37% |
| Insurance | | 500.00 | -500.00 | 0.00% | 4,303.03 | 4,500.00 | -196.97 | 95.62% |
| Interest | | | 0.00 | | 0.00 | 0.00 | 0.00 | |
| Non-recoverable HST | | 0.00 | 0.00 | | 546.29 | 1,000.00 | -453.71 | 54.63% |
| Office Supplies, Postage etc. | 20.89 | 190.00 | -169.11 | 10.99% | 1,069.48 | 1,710.00 | -640.52 | 62.54% |
| Printing & Reproduction | 351.05 | 300.00 | 51.05 | 117.02% | 3,111.99 | 2,700.00 | 411.99 | 115.26% |
| Total Office & Administration | \$ 551.22 | \$ 1,180.00 | -\$ 628.78 | 46.71% | \$ 11,453.58 | \$ 11,620.00 | -\$ 166.42 | 98.57% |
| Salaries & Benefits | | | 0.00 | | 0.00 | 0.00 | 0.00 | |
| Continuing Education | | 287.33 | -287.33 | 0.00% | 0.00 | 2,585.97 | -2,585.97 | 0.00% |
| Employer paid benefits | 4,481.98 | 4,606.00 | -124.02 | 97.31% | 41,134.21 | 40,654.00 | 480.21 | 101.18% |
| Outside Services | | | 0.00 | | 222.25 | 0.00 | 222.25 | |
| Staff Allowances | 174.16 | 167.00 | 7.16 | 104.29% | 1,643.27 | 1,503.00 | 140.27 | 109.33% |
| Staff Salaries | 19,389.16 | 19,342.00 | 47.16 | 100.24% | 168,251.91 | 174,078.00 | -5,826.09 | 96.65% |
| Total Salaries & Benefits | \$ 24,045.30 | \$ 24,402.33 | -\$ 357.03 | 98.54% | \$ 211,251.64 | \$ 218,820.97 | -\$ 7,569.33 | 96.54% |
| UCC Assessment Fee | | 0.00 | 0.00 | | 9,468.75 | 9,468.00 | 0.75 | 100.01% |
| Total Expenses | \$ 28,134.48 | \$ 29,188.53 | -\$ 1,054.05 | 96.39% | \$ 256,304.74 | \$ 268,003.97 | -\$ 11,699.23 | 95.63% |

| | | | | | | | | |
|------------------------------|---------------------|---------------------|---------------------|----------------|----------------------|----------------------|----------------------|----------------|
| Net Operating Income | -\$ 9,816.86 | -\$ 1,525.58 | -\$ 8,291.28 | 643.48% | -\$ 75,536.32 | -\$ 23,239.87 | -\$ 52,296.45 | 325.03% |
| Other Expenses | | | | | | | | |
| Government incentives | -5,890.15 | | -5,890.15 | | -46,700.61 | 0.00 | -46,700.61 | |
| Total Other Expenses | -\$ 5,890.15 | \$ 0.00 | -\$ 5,890.15 | | -\$ 46,700.61 | \$ 0.00 | -\$ 46,700.61 | |
| Net Other Income | \$ 5,890.15 | \$ 0.00 | \$ 5,890.15 | | \$ 46,700.61 | \$ 0.00 | \$ 46,700.61 | |
| Net Income | -\$ 3,926.71 | -\$ 1,525.58 | -\$ 2,401.13 | 257.39% | -\$ 28,835.71 | -\$ 23,239.87 | -\$ 5,595.84 | 124.08% |

Tuesday, Oct. 12, 2021 10:59:08 a.m. GMT-7 - Accrual Basis