

DRAFT BELLS CORNERS UNITED CHURCH BOARD MEETING MINUTES

MEETING: No. 8 - 2019 – 2020

DATE & LOCATION: April 15th, 2020 7:00 pm held virtually on webex

PURPOSE: To carry out the business of BCUC Church Board

QUORUM: – Met (9, including Chair and Minister, required)

CHAIR: John MacFarlane. **PRESENT:**

Rev. Kim Vidal	Norm Pound
Jordan Berard	Lyn Hall
Ellen Boynton	Desna Sulway
Bill Johnson	Will Wightman
John MacFarlane	

GUESTS:

REGRETS:

NEXT MEETING: Wednesday, May 20th, 2020

1. Opening Remarks

John Welcomed us to the webex.

2. Devotions: Ellen led us with a Devotion on the brighter side of being at home and seeing the best of it all.

3. Approval of Agenda

Motion: Moved by Jordan, seconded by Norm. Approved.

4. Approval of the Minutes

Motion: Moved by Desna, seconded by Ellen. Approved.

5. Standing Reports

5.1. Covid 19 Survival Plan (Included to have a section in minutes for doc). Chair

5.2. Application for subsidy based on revenue/expense data David

5.3. Other programs Chair

One thing I would like to discuss on the 15th related to the government programs is any adapting that would affect our admissibility for programs. We may have to adapt before?

For example, the 75% of salaries would seem to apply and be a great boost; but today it was specified that businesses (including NGOs) would have to show a drop of 30% revenues. We still qualify unless we receive some big cheques. Should Ellen hold off cashing until we know the rules? (Are revenues considered weekly? Monthly?) 1-what programs are available? (Can city, prov. & fed. Politicians help guide)?

2-how and when do we apply (& do you have people assisting or do you need help)?

3- Finally the big program, where we could receive 75% of salaries, relies on our revenue dropping “30%”. Are we able to confirm that amount and if yes are we close to that amount? If so should we be adjusting? Note: this was just changed to a decrease of 15% this week.

5.4. Finance Report Bill

5.4.1. Interac E-transfer Service Bill

5.4.2. Canada Helps Bill

6. New Business Chair

6.1. Signage – Mentioned to update sign. (I add this only to find out if it happened.) Ellen

6.2. Approve Contingency Plan - that we approve the contingency plan prepared by the staff with the understanding that this is an evolving plan and that such plan may be revised anytime depending on the pandemic situation. Moved by John M., seconded by Jordan, carried by all others on board via e-mail.

6.3. Focus on Human Resources - that we approve the focus on Human Resources for our finance committee by appointing David Stafford to establish a complimentary team to explore compensation packages and other benefits, as a priority, as they become available. Moved by John M., seconded by Jordan, carried by all others on board via e-mail.

6.3.1. Better internet connections for staff (specifically Abe due to large music files).

6.4. Extension of cancellation of gatherings - that we approve the extension of cancellation of gatherings including worship service in the building to April 30, 2020. Moved by John M., seconded by Jordan, carried by all others on board via e-mail.

6.4.1. Closure of building

- a-for worship gatherings extended to at least 31 May
- b-for staff and volunteers under Ontario state of emergency law, with exceptions

6.5. Gym Floor remodeling Lyn

7. Standing Reports

7.1. Ministers’ Report - attached Rev. Kim/Lorrie

7.2. M & P Report Lyn Hall

7.2.1. The Provisional Call to Lorrie Lowes has been approved

8. Devotions for April: Jordan

9. Next Meeting: Wednesday, May 20th, 2020

10. ~~Closing Prayer: Rev. Kim led us in a closing prayer from Irene Veela.~~

11. **Adjournment:** 9:00 p.m.

John MacFarlane, Chair

Will Wightman, Secretary

Attachments:

Staff Contingency Plans:



**Bells Corners
United Church**

**Staff Contingency Plans
during
COVID-19 Pandemic**

March 25, 2020

The global COVID-19 pandemic is requiring everyone to re-evaluate priorities and, for churches, to look at new methods to provide services and care for members of their congregations. During this time non-essential services are closed and people are being asked to stay home or stay apart if required to go out.

BCUC staff have created contingency plans on how their individual roles can best meet the congregational needs. These will be reviewed and revised regularly during the COVID-19 pandemic.

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Office Contingency Plan

Kim's Contingency Plan

(March 23, 2020 until further notice)

Worship & Sacraments:

- 1- Prepares the order of service including sermon and sends it to members via email. The order of service will be posted on the website and announced on the BCUC facebook page.
- 2- Contacts the activity coordinator of retirement homes where BCUC members and adherents reside and requests order of service to be printed and distributed to BCUC members and adherents.
- 3- Explores the possibility of "live streaming" or recording of the worship service in consultation with Abe (music) and Lorrie (Children's time and Sunday School).
- 4- Cancels the administration of communion on Easter Sunday (April 12) and any baptismal requests.

Pastoral Care:

- 1- Postpones until further notice: in-person visits including hospital drop-ins, retirement homes worship services and officiating Celebration of life or memorial services, weddings and other special occasions.
- 2- Phones or emails members and adherents to "keep in touch" or to offer pastoral and spiritual care.
- 3- Contacts Ronalie Abbey (Card Coordinator) to send care cards when required.
- 4- Informs the office of any pastoral/ spiritual care updates for the weekly BCUC Family News email.
- 5- Encourages congregation members to make friendly phone calls and check-in with each other regularly and to identify vulnerable members of the congregation in need of pastoral care or other services and notify the office, a Minister or any member of the pastoral and Spiritual care Team
- 6- Requests the members of the Pastoral and Spiritual Care Team to offer prayers as part of their personal prayer practice. A designated time for prayer will be put in place.

Christian Education:

- ~~1- Prepares on a weekly basis, a study outline and encourages participants of the Lectionary Group to join an online discussion via Webex or to do a personal reflection of the theme and text being discussed. Lectionary Group meets on Tuesdays at 10:30 am.~~
- 2- Postpone until further notice: Confirmation Class scheduled on April 3-5 and the PLC Conference on May 29-30.
- 3- Communicates with Lorrie with regards to Sunday School materials for use at home.

Leadership and Administration: [L]
[SEP]

- 1- Attends board and other meetings online and continues to communicate with the staff and church leaders via email or telephone.

Contingency Plan for Lorrie Lowes (March 23, 2020 until further notice)

Christian Education:

- Prepare Sunday School and Youth activities for home use in consultation with Erin Berard and other interested Sunday School teachers
- Prepare and record weekly “Time for the Young at Heart” and send to Rev. Kim for inclusion in the weekly worship service upload (and other parts of the service as this evolves)
- Take part in the weekly on-line Lectionary Study

Pastoral Care:

- Contact families with young children to see how they are coping and offer encouragement
- Contact Sunday School and youth group teachers
- Contact members and adherents, particularly but not exclusively those on our pastoral care list
- Encourage members to keep in touch with and support each other in our faith family
- Take part in our Wednesday evening Prayer Circle

Admin:

- Attend weekly online staff meetings
- Stay in contact with staff members and church leaders by phone and/or email
- Prepare article(s) for the Bellringer, particularly about the recent Partnership Visit to Zambia
- Prepare a short message weekly for the BCUC Happenings email

Other:

- Contact members of the committees I am particularly involved with (SOSA, BCUC/Jami Omar Bridge Building, Family Ministry, Worship/CE)

Contingency Plan and ideas for Abe **Bells Corners United Church Music**

Choirs:

- Use choir email distribution lists to keep in touch and send encouraging material
- Record choral tracks for members to listen and practice anthems at home
- Find resources online, such as exercises, practice tracks and performance recordings
- Scan choir music and place in “the cloud” for only our members to access
- Hoping to use creative means to record the entire choir in preparation for Holy Week celebrations
- Find new material to purchase for the choirs through online choir sites
- Prepare a concert program for hopeful future performance
- Stay in touch with Erin for how we can assist the children’s choirs
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Communication:

- Setup Twitter/Facebook/Instagram and/or Podcast/Youtube accounts for BCUC music communication
- Provide links or material direct to office for inclusion in weekly communication or website
- Continued collaboration and support with the ministry staff
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Services:

- Setup equipment and make recordings for livestream or “podcasts”

- ~~- Purchase licensing to allow use of copyright material in our recordings~~
- Make solo recordings (or small ensembles) to post online to share BCUC music
- Look into the possibility of hosting an outdoor/drive-in service if weather permits
- Schedule a weekly online “concert” for folks to tune into and enjoy for morale
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Admin:

- If you seen my office you know I have sorting and clearing that need to get done (the same is happening at home) 😊
- Expense claims for equipment and licences already purchased.
- Spend time keeping up to date and exploring/sharing creative arts being done during this time
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Projects: - Drive-in/thru service or community concert

Office Admin Contingency Plan

Monday – Friday, 9-11 am presence on site with doors locked

Daily:

- Check telephone/e-mail messages and respond as necessary.
- Process cheques once signed and mail as needed.
- Receive telephone calls and redirect as appropriate.
- Receive donations to the church, distribute to Operating Fund or Directed Funds or Memorial Funds as appropriate. Ellen will assist husband, Bob, with making deposits to Operating Fund, as agreed with Bob & Barb Noyes over this time.

Thursday:

- With input from Worship/CE, eg. Lectionary notes (?) send messages to the congregation.
- Prepare 'Happenings' and distribute via congregational e-mail. Review Happenings and announcements with Kim before distribution.

Friday:

- Receive Sunday worship service, Sunday School input, announcements and upload to website as well as send by e-mail to congregation.

Other:

- Ruth will monitor Public Health for updates.
- Ellen will assist David Stafford with finance forms.
- Ellen and Ruth will visit websites of other churches for ideas on maximizing contact with our congregation.
- Contact all those not on e-mail to acquire an e-mail address if they have one and add to church listing if they agree.
- Request input for an Easter *BellRinger*, with aim for March 30 input deadline for April 13 publication.
- Encourage congregation members to send any news of their lives to the office for sharing and helping improve the feeling of 'family' over this time of isolation.
- Encourage Committees to e-mail amongst themselves to keep a sense of community.

COVID-19 Survival Plan – Ministry Personnel & Staff by David Stafford

The maintenance of Ministry Personnel and other staff is explicit in the United Church Manual:

Maintain full salary as per UCC requirements & priorities for compensation of Ministry Personnel & staff in the following order:

1. Maintain full salaries & benefit for Ministry Personnel;
2. Maintain full pension & benefit payment as required;
3. Payment of the required Regional and UCC Assessment;
4. Maintain salaries and benefits for other staff
5. Maintain other programs as able

\$150,000 from PAR givings will help offset these amounts

Request ministry staff to take Annual & Study leaves and other absences at different times so one of them is available for quorum at Board meetings. (Saving of approx. \$200 – \$250 for an appointed minister)

Use job-protected statutory leaves in areas that are under states of emergency. These leaves include

- people required to self-quarantine
- caregivers of people who are ill
- parents who must stay home with their children

If it becomes necessary, staff may be placed on a “job protected leave” for up to three months. Consideration is being given to how and what benefits might be continued. Further details TBA

Government Subsidies

At this time, the Government Economic measures related to a wage subsidy will provide eligible small business employers with a temporary wage subsidy for a three-month period. The subsidy will be equal to 10% of remuneration paid during that period, up to a maximum subsidy of \$1,375 per employee and \$25,000 per employer. (\$6,875 for BCUC)

It seems this will be monitored by the BCUC Payroll company ADP

Since this emergency period may be for three months

Current situation:

~~All staff are working at home (Admin Staff in the office two hours a day — door locked. —————~~

Lorrie Lowes is on two weeks home quarantine after returning from Zimbabwe; Commissioning is postponed.

Still to come: Further information from Canadian Government programs; While not a recommendation, exploration of EI benefits and other government benefit programs.