

## **MINUTES – Woodlawn United Church Council November 18<sup>th</sup>, 2020**

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**CALL TO ORDER:** Acting Chair Cathy Kay called the meeting to order at 7:00 p.m.

In light of the COVID-19 pandemic and ensuring WUC follows the recommendations of our federal, provincial and municipal leadership to refrain from public gatherings and meetings, Peter Woods coordinated a video conference so we may continue the work of Woodlawn United Church.

**IN ATTENDANCE VIA VIDEO:** Barry Zwicker, Bob Watt, Brian Moors, Cathy Kay, Helen Dixon, Jim Allen, Keith Musselman, Kelly MacNeil, Kerri Graham, Rev Mary Lynne Whyte, Paul Whyte.

**Guests:** Katie Logan, Jennifer Evans

**OPENING PRAYER –** Kerri Graham led the meeting in an opening prayer.

**WELCOME:** Cathy welcomed all to the meeting.

**AGENDA –** The agenda was modified as per attached.

**TIME OF ADJOURNMENT –** It was agreed to a 9:00 p.m. adjournment.

**CORRESPONDENCE –** All correspondence received for information. (Copies attached)

**APPROVAL OF MINUTES –** It was agreed that the minutes of the Special Meeting of Council, October 20<sup>th</sup> and the Regular Meeting of Council, October 21<sup>st</sup> accepted as circulated.

### **NEW BUSINESS:**

- 1) **Sunday School/Youth & Covid** – Kerri and Katie spoke to the fact that Covid has been identified in two local schools. Katie indicated there were approximately 3 children in Sunday School and 4 in the Youth Group. Council agreed to the recommendation that the parents of the Sunday School children be contacted for their input i.e., continual virtually or discontinue for two weeks.

### **OLD BUSINESS:**

- 1) **Katie Logan's Position** – Helen reported that M&P was waiting clarification from Katie Logan regarding her education requirements leading to ordained ministry that might affect her employment with Woodlawn. It was agreed by consensus that M&P, at the end of Katie's current contract and pending confirmation that continued employment with Woodlawn would not affect Katie's education program, extend Katie's contract through to June/2021.
- 2) **WUC Policy Update** – M&P indicated they would make editorial corrections as required and bring back to Council at a later date.
- 3) **Governance Document** – Deferred.

### **NEW BUSINESS:**

- 2) **Search Committee Recommendation & Approval** – Brian thanked Helen and Cathy for getting the job description on Church Hub and the search committee for their time interviewing and bringing forth their recommendation. The Council meeting, by agreement, went in-camera. Brian indicated that there were two candidates, both of who were interviewed. Brian reported the search committee were recommending that Rev. Dr. Dale Skinner be offered the 3month/20 hour per week position at Woodlawn United. Brian provided Dale's employment compensation, background and ministerial experience. Brian moved that Rev. Dr. Dale Skinner be offered employment, beginning February 1<sup>st</sup>, 2021 for, initially, a three month/20 hour per week contract. Motion seconded by Jim Allen. The motion was approved by Council and will require acceptance by Rev. Dr. Skinner, then, approval by Region 15 before being announced to the congregation. Keith requested that Brian forward to Adm & Mgt, for budgeting purposes, all the compensation package numbers.

- 3) **Christmas & New Year's Eve Closing Hours** – M&P requested and received approval for office closure on Christmas Eve to begin at noon hour. M&P agree to incorporate Christmas Closing Hours into an existing policy.
- 6) **Entry Protocol for December** – Brian expressed concerns about people arriving for worship without the required. 'declaration' and asked for consideration of a protocol where individuals would be required to provide answers to published questions regarding their health etc. It was agreed that both options be available; i.e., a) reservations with the declaration, b) posted questions and recording of name and phone number for those arriving without a printed declaration.
- 4) **Update to Congregation; December Newsletter** – There was agreement that after the CoFP Team Reports and Recommendations are presented and receive approval, that a congregational email be sent informing the congregation of the CoFP Report and that Rev Skinner will begin a three-month contract in February.
- 7) **Set Date for Special Meeting of CoFP Report** – It was agreed that a special meeting of Council be called, November 25<sup>th</sup>, 2020 to receive the CoFP Report and Recommendations AND the Transition Minister Job Description and Goals.
- 8) **Confirm January Acting Chair** - Brian agreed to chair the December Council meeting, December 16<sup>th</sup>. which will be a budget meeting. Keith agreed to chair the January 20<sup>th</sup>, 2021 Council meeting.
- 5) **Admin & Management – Report** - Keith asked Council to reference his report and reminded all teams/committees to present to Carol MacKnight, Ivan Richardson and/or himself, within the next two weeks, their forecast of expenses for the year 2021. Keith also indicated that this year the church received \$27,000 in wage subsidies but at this point there was no clear indication of government assistance continuing

**Round Table** – There was discussion and suggestions regarding fund raising: chowder, ham & salad dinner, Light up the night, etc.

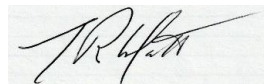
**Next Meeting** – December 16<sup>th</sup>, 2020. Brian Moors will be acting chair.

**Closing Prayer** – Kerri offered a closing prayer.

**Adjournment** – Cathy adjourned the meeting at 9:00 p.m.

**Catherine Kay**

Catherine Kay – Acting Chair



Submitted by: J Robert Watt – Secretary, WUC Council

# **Woodlawn United Church Council - AGENDA**

**November 18<sup>th</sup>, 2020**

**7 PM – ZOOM Video Call**

**Call to Order – Acting Chair Cathy Kay**

**Opening Prayer – Kerri Graham**

**Welcome and Introductions**

**Approval of Agenda -**

**Time of Adjournment –**

**Correspondence –** 1) Region 15 – Covid 19 Update October 27, 2020 (For Info)  
2) Region 15 – Covid 19 Update November 6, 2020 (For Info)  
3) Region 15 – Right's of the Child – Resource (For Info)  
4) Region 15 – Sample letter – Re: Palestinian children (For Info)

**Approval of Minutes of:** 1) Special Meeting – October 20<sup>th</sup>, 2020  
2) Regular Meeting – October 21<sup>st</sup>, 2020

**New Business:**

1) Sunday School/Youth Covid – Katie Logan & Kerri Graham

**Old Business & Business Arising:**

1) Katie Logan's Position – Chairs of M&P and Youth Committee  
2) WUC Policy Update – a) Personnel Policy, b) Sabbatical Leave Policy, c) Conflict Resolution  
3) Governance Document - Deferred

**New Business:**

2) Search Committee Recommendation & Approval – Search Committee  
3) Christmas & New Years Eve Closing Hours – M&P  
4) Update to Congregation; December Newsletter – Brian Moors  
5) Admin & Management – Report – Keith Mussleman  
6) Entry Protocol for December – Brian Moors  
7) Set Date for Special Meeting of CoFP Report –  
8) Confirm January Acting Chair -

**Round Table**

**Next Meeting – December 16<sup>th</sup>, 2021**

**Closing Prayer – Kerri Graham**

**Adjourn**

**Reports:            Membership Clerk    Policies            Admin & Mgt**

**REPORTS****MEMBERSHIP CLERK REPORT – OCTOBER 2020**

Congregational Roll – Deleted	Nancy Wynach – Requested
Historical Roll - Added	Scott Avery – Profession of Faith
	Lillian Curlett – Profession of Faith
	Charlotte Egan - Profession of Faith
	Ethan Mason - Profession of Faith
	Owen Mason - Profession of Faith
	Annika Taylor - Profession of Faith
	Kevin Demers - Profession of Faith

**Policy Review Update**

During the September 2019 Council Meeting the secretary circulated a schedule of the Woodlawn United Church Policies. It was agreed that the Teams responsible for initiating a specific policy would review the policy and report back to council if the policy was still relevant, recommended change etc.

Currently the following policies have not yet been brought back to Council.

<b>Policy Name</b>	<b>Responsible Team</b>	<b>Pages</b>	<b>Date Approved</b>	<b>Date Revised</b>
Animal	Stewardship / Trustees	1	Sept 15 2015	
Communication	Communication	2	May 20 2015	
Facility License & Space	Admin & Management	5	June, 2017	
Screening of Volunteers	Community Care & Youth	2	Apr 21 2010	Feb 21 2018
Blessings Policy	Worship	1	May 20 2015	July 15 2020
Conflict Resolution	Ministry & Personnel	1	Not Approved	
Personnel Policy	Ministry & Personnel	10	Jan 20 2016	
Sabbatical Leave	Ministry & Personnel	3	2013	

**ADMIN & MGT REPORT****Admin & Management Report – November Council**

A&M will have to present a budget for next year. Not sure how we are going to have an AGM but that's another discussion. There are some decisions we would like Council to make so we can try to plan for next year. As I see it, here are our major factors;

- Long range plans. If any Committees have long range plans, be they building improvements, programs etc, we need to know now.
- Staffing. This is by far our largest expense in our budget. We need to know the intent of and any decisions of Council and Region 15 for future staffing. I know this is a fluid situation and still in progress. Supply, interim, etc wages identified as much as possible. We may have to make some tough decisions, but I feel we must try to determine, best we can, what the next year will look like, so a realistic estimate on wages needs be forecasted.
- Committees input. Next year will continue to be very different until a vaccine is developed and distributed. We will be following UCC guidelines for a long time so many conferences, meetings, retreats ect will be cancelled or virtual events. Committees please advise if they know already. We should be smart, acknowledge that and budget accordingly. Every little bit of a reduction helps.
- Certain general expenses are for all intents fixed and remain with us. The photocopier lease, telephone system costs, giving envelope purchase, licenses, general office supplies and fees for payroll production, PAR service costs and bank service fees, insurance and the UCC denominational assessment etc. will be with us in 2021

I have sent Ivan's most recent Comparative Income statement and a Forecast Statement. We have to acknowledge that the Federal Programs have been a stopgap measure for us but won't carry on forever into next year. I'd like to stress that crystal ball gazing about future Federal assistance is a dangerous and slippery slope. We have to look at what we have received and use that. Rentals and fundraising events quickly became greatly reduced and are still much lower than other years. We have been fortunate this year that as our revenue has gone down, some of our expenses (mostly wages) have as well, but without the Federal assistance we would be in a deficit position at the end of year. Fortunately we seem to have avoided this through events i.e. two ministers planned leaving and the resulting reduction. We understand however, from a personnel position, this is not sustainable, but as stated above, realistic plans or best estimates need to be provided.

We are living in interesting times but I feel we can adapt. The 2021 budget will probably be somewhat different from 2020 or 2019. Times and events have changed and so must we.

Keith Musselman

## ADMIN &amp; MANAGEMENT REPORTS

<b>WOODLAWN UNITED CHURCH</b> <b>Comparative INCOME STATEMENT</b> <b>as of Oct. 31, 2020</b>
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07-Nov-20

	BUDGET		ACTUALS		COMMENTS or EXPLANATIONS
	12 months	Expected by	To Oct.	LAST YEAR	
	2020	31-Oct-20	31,2020	Oct. 31, 2019	
<b>REVENUE</b>					
General	335,000	283,259	231,648.95	271,257.77	Down \$39,600 fr. 2019; \$52,600 below Budget
Easter	5,000	5,000	1,720.00	4,822.00	No physical Easter service in 2020.
Anniversary	1,000	997	697.00	1,480.00	
Thanksgiving	3,000	2,903	3,085.00	2,555.00	
Christmas	10,000	94	110.00	70.69	
Initial	1,000	905	760.00	957.00	
<b>Offering Envelopes</b>	355,000	293,158	238,020.95	281,142.46	
Loose	7,000	3,932	1,214.65	3,974.62	Down - no Sun. services in late March to Sep 2020
U.C.W.	4,400	2,257	3,700.00	4,300.00	UCW not active.
Invest. Int. -General	700	571	670.93	619.25	
Invest. Int. -Trust Port.	2,700	0	0.00	0.00	December entry.
Miscellaneous:					
Rentals	32,000	25,401	10,780.00	23,630.00	No rentals March to Sept., some have returned
Wedding Fees	0	0	525.00	550.00	
Funeral Recoveries	7,500	6,021	2,200.00	11,602.50	Funerals not occurring due to COVID19 restrictions.
Blessing Service Fees	0	0	0.00	0.00	
Time Out for Crafts	1,100	1,100	975.00	1,100.00	
Fundscrip Recoveries			1,835.45	1,849.93	
Memorials - Bulletins	500	192	0.00	50.00	
Misc. Non-Recurring Rev.	6,900	334	-1,788.62	99.60	
Music Program Funds	800	800	0.00	0.00	
Total Misc.	48,800	33,848	14,526.83	38,882.03	
<b>Canada Emergency Wage Subsidy</b>			<b>22,731.84</b>		<b>Federal Government payments received</b>
<b>Total General Revenue</b>	<b>418,600</b>	<b>333,766</b>	<b>280,865.20</b>	<b>328,918.36</b>	\$48,100 below 2019; \$52,900 below Budget
<b>EXPENDITURES</b>					
<b>Salaries &amp; Benefits:</b>	265,400	223,542	212,114.37	248,308.43	
Property Expenses:					
Solar Panel Loan	10,000	9,500	0.00		
Utilities	3,000	2,138	2,051.16	2,404.49	
Water	3,000	2,428	1,932.69	2,265.92	
Natural gas	27,000	21,047	11,882.04	17,706.68	Facilities not experiencing usual usage.
Utilities & Heating Fuel	43,000	35,113	15,865.89	22,377.09	
Property Insurance	7,000	8,286	8,787.00	6,928.80	Major increase of approx. 30% in premiums.

Repairs & Maintenance	10,000	8,719	2,471.35	4,369.66	
Maintenance of HVAC units	700	454	172.00	573.83	
Elevator Service Contract	3,200	2,636	3,274.29	2,580.00	
Security Alarm Monitoring	600	435	558.61	623.40	
Fire Alarm Monit'g & Inspec.	1,100	851	937.71	618.30	
Cleaning Supplies	2,000	1,521	219.25	1,708.34	
Kitchen Cleaning	1,000	1,000	0.00		
Exterior Window Cleaning	400	400	0.00		
Janitorial Services	20,300	16,810	12,920.44	17,447.24	
Outdoor Maintenance	9,700	9,700	6,673.48	7,021.46	
Property Taxes	300	300	279.08	259.14	
<b>Total Property Expenses</b>	<b>99,300</b>	<b>86,225</b>	<b>52,159.10</b>	<b>64,507.26</b>	
<b>Committee Expenses:</b>					
Executive Council	1,000	1,000	0.00	122.27	
Trustees				148.35	
Community of Care	500	-458	-225.00	-27.93	
Stewardship	700	718	40.79	1,190.20	Postage for Easter letter in 2019.
Communications	2,000	569	1,081.50	607.94	
Program:					
Christian Development	2,250	2,127	257.77	1,200.63	No TGIT and Sunday school - March to September.
Music:	2,000	2,064	965.34	1,100.50	
Organ Supply & Accomp.	1,350	1,293	0.00	3,400.00	
Chancel Working Group	600	600	60.46	58.16	
Outreach	300	300	29.11	300.00	Postage for Congregational letter in 2019.
Worship	600	352	606.66	369.82	
Pulpit Supply	500	500	-200.00	1,350.00	
Program Total	7,600	7,236	1,719.34	7,779.11	
Admin. & Mgmt.	850	850	948.14	773.01	
Ministry & Personnel	200	200	30.48	0.00	
Youth Committee	1,200	161	735.60	77.82	
Community of Faith	1,000	1,000	-309.33		Funds remaining from Visioning grant.
Miscellaneous			0.00	0.00	
<b>Total Committee Expenses</b>	<b>15,050</b>	<b>11,276</b>	<b>4,021.52</b>	<b>10,670.77</b>	
<b>Denominational Assessment</b>	<b>17,350</b>	<b>15,615</b>	<b>12,147.00</b>	<b>13,880.00</b>	Only 7 installments paid to date, 9 in Budget.
<b>General Operating Expenses</b>					
Accounting Services	0	0	0.00	25.00	
Photocopier	7,000	4,890	4,154.01	4,251.43	Lease payments continue; usage down.
Stationary & Supplies	1,500	1,452	587.88	1,110.25	
Office Expenses- Misc.	1,500	969	554.82	890.13	
Office Expenses	3,000	2,421	1,142.70	2,000.38	
Offering Envelopes	1,500	1,500	1,374.79	1,447.42	2020-21 envelopes already purchased.
Telephone Services	7,000	5,513	5,909.04	6,391.87	
Postage	500	-174	1,040.87	-95.68	2mailings paid out of Comm. Budgets Last Yr

Par Service Fees	540	450	450.00	450.00	
ADP fees	850	722	636.11	632.78	
Bank Service Fees	1,110	768	263.07	580.26	Rec'd \$65/mo. fee waiver for part of 2020
Finance Charges & Int.	2,500	1,940	1,349.18	1,663.04	
<b>Total General &amp; Operating Exp.</b>	21,500	16,090	14,970.59	15,683.46	
<b>TOTAL EXPENSE</b>	418,600	352,748	295,412.58	353,049.92	Under Budget by \$57,300; 2019 - \$57,600
<b>SURPLUS / (DEFICIT)</b>	0				
<b>EXCESS OF EXPENDITURES OVER REVENUE</b>		-18,982	-14,547	-24,132	<b>Under Bud. by \$4,435; W/Out Subsidy over 18,296</b>

**WOODLAWN UNITED CHURCH**  
**Comparative INCOME STATEMENT**  
as of Sept. 30, 2020

13-Oct-20

	BUDGET		FORECAST	ACTUALS	
	12 months 2020	Expected by 30-Sep-20	Sept. plus Bud. Oct- Dec	To Sept. 30,2020	LAST YEAR Sept. 30, 2019
<b>REVENUE</b>					
General	335,000	257,682	282,324	205,005.94	237,926.76
Easter	5,000	5,000	1,720	1,720.00	4,822.00
Anniversary	1,000	17	572	80.00	25.00
Thanksgiving	3,000	0	1,500	0.00	0.00
Christmas	10,000	94	5,063	110.00	70.69
Initial	1,000	905	855	760.00	957.00
<b>Offering Envelopes</b>	355,000	263,698	292,033	207,675.94	243,801.45
Loose	7,000	3,446	4,704	1,149.30	3,483.47
U.C.W.	4,400	1,128	4,472	3,700.00	2,150.00
Invest. Int. -General	700	509	862	670.93	552.29
Invest. Int. -Trust Port.	2,700	0	2,700	0.00	0.00
Miscellaneous:					
Rentals	32,000	21,558	19,687	9,245.00	20,055.00
Wedding Fees	0	0	425	425.00	550.00
Funeral Recoveries	7,500	4,801	4,449	1,750.00	9,252.50
Blessing Service Fees	0	0	0	0.00	0.00
Time Out for Crafts	1,100	1,100	975	975.00	1,100.00
Fundscrip Recoveries			1,835	1,835.45	1,849.93
Memorials - Bulletins	500	0	705	205.00	0.00



Misc. Non-Recurring Rev.	6,900	334	4,777	-1,788.62	99.60
Music Program Funds	800	800	0	0.00	0.00
Total Misc.	48,800	28,593	32,854	12,646.83	32,907.03
<b>Canada Emergency Wage Subsidy</b>			<b>22,732</b>	<b>22,731.84</b>	
<b>Total General Revenue</b>	<b>418,600</b>	<b>297,374</b>	<b>360,357.34</b>	<b>248,574.84</b>	<b>282,894.24</b>
	<b>BUDGET</b>		<b>FORECAST</b>		
	12 months	Expected by	Sept. plus	To	LAST YEAR
	2020	30-Sep-20	Bud. Sep-Dec	Sept. 30, 2020	Sept. 30, 2019
<b>EXPENDITURES</b>					
<b>Salaries &amp; Benefits:</b>	265,400	192,671	266,555 246,325.98	193,825.98	214,152.40
Property Expenses:					
Solar Panel Loan	10,000	8,750	0	0.00	
Utilities	3,000	1,886	3,190	2,076.07	2,404.49
Water	3,000	2,428	2,505	1,932.69	2,265.92
Natural gas	27,000	21,047	17,785	11,832.30	17,706.68
Utilities & Heating Fuel	43,000	34,111	23,480	15,841.06	22,377.09
Property Insurance	7,000	8,286	7,501	8,787.00	6,928.80
Repairs & Maintenance	10,000	6,009	5,932	2,441.25	3,011.40
Maintenance of HVAC units	700	454	418	172.00	573.83
Elevator Service Contract	3,200	1,977	3,830	2,606.71	1,935.00
Security Alarm Monitoring	600	435	724	558.61	623.40
Fire Alarm Monit'g & Inspec.	1,100	740	1,298	937.71	537.68
Cleaning Supplies	2,000	1,521	698	219.25	1,708.34
Kitchen Cleaning	1,000	1,000	0	0.00	
Exterior Window Cleaning	400	400	0	0.00	
Janitorial Services	20,300	15,065	16,344	11,109.06	15,635.86
Outdoor Maintenance	9,700	9,700	6,513	6,513.48	7,021.46
Property Taxes	300	150	429	279.08	129.57
<b>Total Property Expenses</b>	<b>99,300</b>	<b>79,848</b>	<b>67,167</b>	<b>49,465.21</b>	<b>60,482.43</b>
<b>Committee Expenses:</b>					
Executive Council	1,000	1,000	0	0.00	122.27
Trustees					148.35
Community of Care	500	-458	-183	-225.00	-27.93
Stewardship	700	343	398	40.79	569.04
Communications	2,000	517	2,270	787.47	552.04
Program:					
Christian Development	2,250	1,529	801	79.62	863.05
Music:	2,000	2,027	938	965.34	1,100.50
Organ Supply & Accomp.	1,350	1,293	57	0.00	3,400.00
Chancel Working Group	600	0	600	0.00	0.00
Outreach	300	0	329	29.11	300.00
Worship	600	352	551	303.08	369.82

Pulpit Supply	500	389	111	0.00	1,050.00
Program Total	7,600	5,590	3,387	1,377.15	7,083.37
Admin. & Mgmt.	850	825	973	948.14	750.44
Ministry & Personnel	200	200	30	30.48	0.00
Youth Committee	1,200	45	1,891	735.60	21.61
Community of Faith	1,000	1,000	0		
Miscellaneous				0.00	0.00
<b>Total Committee Expenses</b>	15,050	9,062	8,767	3,694.63	9,219.19
<b>Denominational Assessment</b>	17,350	13,880	17,350	10,412.00	12,145.00
<b>General Operating Expenses</b>					
Accounting Services	0	0	0	0.00	25.00
Photocopier	7,000	4,570	6,288	3,858.48	3,973.10
Stationary & Supplies	1,500	1,452	636	587.88	1,110.25
Office Expenses- Misc.	1,500	882	1,092	474.01	809.99
Office Expenses	3,000	2,334	1,728	1,061.89	1,920.24
Offering Envelopes	1,500	1,500	1,375	1,374.79	1,447.42
Telephone Services	7,000	4,958	7,648	5,606.21	5,775.60
Postage	500	-174	1,241	566.80	-95.68
Par Service Fees	540	405	540	405.00	405.00
ADP fees	850	625	784	558.56	548.12
Bank Service Fees	1,110	768	579	247.45	580.26
Finance Charges & Int.	2,500	1,798	1,903	1,211.01	1,533.38
<b>Total General &amp; Operating Exp.</b>	21,500	14,986	20,183	13,679.18	14,579.06
<b>TOTAL EXPENSE</b>	418,600	310,447	359,793	271,077.00	310,578.08
<b>SURPLUS / (DEFICIT)</b>	<b>0</b>				
<b>EXCESS OF EXPENDITURES OVER REVENUE</b>		<b>-13,073</b>	<b>564</b>	<b>-22,502</b>	<b>-27,684</b>

**CORRESPONDENCE**

## The United Church of Canada L'Église Unie du Canada

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Regional Council 15  
21 Wright Street, Sackville, NB E4L 4P8  
Tel: (800) 268-3781 ext. 6142 • Email: info4rc15@united-church.ca

October 27, 2020

Dear Members of Regional Council 15 and Church Boards/Church Councils:

Thank you for your patience and for your continued care and due diligence for yourselves and your communities of faith. As you already know, it is important that we all do our part to keep one another safe. Please know your work in these challenging times is both honoured and appreciated.

Thank you to the clergy who have been in contact to make me aware that there is confusion with respect to singing in church. I have been in conversation with Dr. Strang's office to clarify the situation.

### **Singing in Faith-Based Gatherings:**

**Dr. Strang has confirmed that the document on the website: [novascotia.ca/coronavirus/](https://novascotia.ca/coronavirus/) *Guidance for Faith Based Gatherings* is still the current guidance.** The written information for faith based gatherings from September 23<sup>rd</sup> is the latest update, and is located using the following link: <https://novascotia.ca/coronavirus/docs/Faith-based-gatherings-guidelines.pdf>

It states:

Singing and playing wind or brass instruments are higher risk activities because the virus can be transmitted through saliva and respiratory droplets. Choirs are not recommended at this time; ○ Discourage congregational singing and chanting. Alternatively, suggest congregants hum along to the vocalist, instrumentalist or pre-recorded music.

From Dr. Strang:

*"As you referenced in the Sept. 23<sup>rd</sup> guidance document (which is the current version of our guidance to faith communities) we recommend against congregational singing but do not prohibit it. I have communicated that churches can make the choice to have congregational singing, and if they do make that choice people should be masked"*

We have suggested for our United Church, that a soloist or small group of people lead the singing and invite the congregation to hum along.

Please also see *Guidance for Musicians* document.

### Group Singing (Choirs, Ensembles, Musical Theatre)

<https://novascotia.ca/coronavirus/docs/COVID-19-Guidance-for-Vocalists-and-Instrumentalists.pdf>

○ Group singing is considered higher risk at this time and is not recommended. ○ If singing groups choose to practice they should consider virtual or small group practice; any time spent in group singing should be kept to a minimum. ○ For indoor studios there should be a 30-minute time followed by cleaning of common surfaces.

**As singing is not recommended, yet not prohibited, if you are considering introducing singing to your Faith Based Gathering please consider the following:**

- That you inform the congregation before you begin, so they can make an informed decision of their comfort level being in a setting where there is singing.
- That you consider the demographic of the congregation and whether the majority of the congregation is in the risk category.
- Given the restrictions for indoor studios (see above). You may wish to allow the congregation to sing the last hymn, or sing hymns in the second half of the service. As congregants will then leave the building (keeping with the 30- minute allowable time) and allow for the cleaning following the service.

#### **Bulletins:**

I have been ask about the production of bulletins. Here are some suggestions to help you:

If you have the capability of having your church service projected, that is the safest way to have congregational engagement. I realize that this is not possible for many congregations and there are passages of life in which a bulletin is important and becomes a family heirloom/keepsake/memory. In such situations, I would recommend: ○ that one person who has worn a mask and has sanitized hands, produce and fold the bulletins.

- that the same person distribute the bulletins by placing them on the marked spots where seating is allowed with the distancing regulations.
- that congregational members be asked not to share bulletins unless they are in the same family bubble.
- that the congregational member be asked to take their bulletin with them or place them in the recycling bin on the way out of the church. (This will help protect your volunteers or caretakers)

**Site Visitors: Church Office and Drop-ins. It is recommended:** ○ that congregations limit the number of visitors to the workplace (office) to only those essential.

- if people need to meet with a staff person, suggest people make an appointment and make sure masks are worn.
- have extra disposable masks available in case people come without.

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#### **Sunday School, Children and Youth Programs:**

The instructions for our Region 15 (NS) says: ○ Instructional settings for children (e.g. Sunday School) should follow the applicable guidelines for day camps. Please see the link:

<https://novascotia.ca/coronavirus/docs/COVID-19-Return-to-Day-Camp-Guidelines.pdf>

We recommended that Sunday school happen at a different time than during church. We encourage you to find creative ways to have your Sunday school programs and at the same time following the guidelines of the Health Authorities. Please use the guidelines for day camps as your guide, and we ask that you follow those protocols for children and youth ministries. If you are able to adhere to the guidelines for day camps and still have Sunday school at the same time as church then we support you in that endeavour.

Please see the recorded webinar from Rev. Catherine Stuart on the Regional Council website for ideas for children and youth programs.

#### **Spiritual Care in Hospitals and Long-Term Care facilities:**

From Dr. Strang:

*"I have reached out to colleagues in the health care system to discuss opportunities to ensure the necessary access for pastoral care for patients/residents."*

Therefore, we ask that you follow the protocols that are in place for each institution.

#### **Spiritual Care in people's homes:**

I share everyone's concern about visiting, and would love to be able to say its fine to visit people in their homes. We have been asked to limit our exposures to multiple groups of people, so that makes it hard to visit from family to family.

The Nova Scotia requirements are as follows:

5.3 Notwithstanding section 5.1 and section 5.2:

(b) individuals may gather together in social groups of up to 10 persons per group without adhering to the physical distancing requirements of two metres or six feet.

5.4 Effective July 3, 2020, persons may engage in the following events or activities indoors or outdoors, while adhering to a maximum of 50 persons in attendance:

- (a) social events;
- (b) arts and culture events;
- (c) sports and physical activity; or
- (d) weddings and funerals, and other faith gatherings, all persons in attendance must practice physical distancing, except persons residing in the same household or social groups of up to 10 persons adhering to section 5.3(b).

If the understanding of a social group is that it has to consist of the same people all the time, then I would recommend that visiting people in their homes only be done on an urgent basis, with the adherence to the social distancing regulations and masked.

In visiting people's homes you are exposing yourself and the family to other social groups.\

I will be part of a meeting with Dr. Strang on November 2, 2020 for denominational leaders and will ask the question about visiting people in their homes so we can gain more clarity.

If you have other questions you wish me to ask at that time please email them to me at [fmaccuish@united-church.ca](mailto:fmaccuish@united-church.ca) by October 30, 2020 at 4:00pm (Atlantic time) and I will endeavour to get the answers.

Sincerely,

*Faith*

Faith March-MacCuish  
Executive Minister

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## The United Church of Canada L'Église Unie du Canada

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Regional Council 15  
21 Wright Street, Sackville, NB E4L 4P8  
Tel: (800) 268-3781 ext. 6142 • Email: info4rc15@united-church.ca

November 6, 2020

Dear Members of Regional Council 15,

The following is an update from my meeting with denominational leaders and Chief Medical Officer of Health for Nova Scotia, Dr. Robert Strang.

We are still being reminded to limit our exposures, and to adhere to guidelines provided by the health authorities. Please refer to the Government of Nova Scotia website for government's response to COVID-19:

<https://novascotia.ca/coronavirus/>

As Nova Scotia is beginning to see more cases, the levels of restriction will remain the same at this time.

### **Singing in Faith-Based Gatherings:**

The information remains the same, as stated in the October 27, 2020 memo.

Dr. Strang has confirmed that the document on the website *COVID-19 Guidance for Faith Based Gatherings* is still the current guidance. The written information for faith-based gatherings from September 23, 2020 is the latest update, and is located using the following link: <https://novascotia.ca/coronavirus/docs/Faith-based-gatherings-guidelines.pdf>

However, Dr. Strang has informed the group that his team are working on guidelines for congregations who have decided to sing, so they are able to do that as safely as possible.

### **Christmas Decorating:**

Dr. Strang did say it was appropriate to decorate our churches for advent and Christmas, making sure the decorators follow safety measures. Once the decorations are up they are to be left, and not touched, until it is time to remove them again.

### **Children's Programs for Christmas:**

Children's programs are permitted if you put the appropriate protocols in place to make sure children are safely distanced and wearing their masks during the service.

### **Increased Numbers for Christmas in our Congregation:**

When we get closer to Christmas, and if the number of cases remains low, Dr. Strang and his team may give a temporary allowance for extra people for our Christmas Eve services. I may know more after the next meeting with Dr. Strang.

### **Spiritual Care in Hospitals and Long-Term Care Facilities:**

From Dr. Strang:

*"I have reached out to colleagues in the health care system to discuss opportunities to ensure the necessary access for pastoral care for patients/residents."* Dr. Strang is still waiting to hear about this matter.

### **Spiritual Care in People's Homes:**

Advice from Dr. Strang:

*It is recognized that Pastoral Care is an important part of the church's life and work. If you need to visit people in their homes, here are the precautions you must take:*

1. The person must have the right to say no. You need to arrange your visits ahead of time; no drop in's. You must ask if a visit is possible, and you must give the person the opportunity to let you know if they are not comfortable with a home visit.
2. When visiting, if you have people on your list who are more vulnerable and higher risk (ie. age, fragility, health issues, those in treatment) they must be visited first as to not carry anything to them from another home.
3. You must wash your hands, sanitize, and always wear your mask for the duration of the visit. (Masks must be washed often and or be disposable). **Reminder:** Masks must fit snugly around the nose and mouth.
4. You must keep physical distancing at all times while in the home. If a touch is needed; the touch of a hand or a hug, it is recommended that it be towards the end of the visit and be very short in duration. Once you leave the home you must again sanitize your hands.

If you have any additional questions, please do not hesitate to be in contact.

Sincerely,

*Faith*

Faith March-MacCuish  
Executive Minister

**From:** "Rose, Tracey" <[TRose@united-church.ca](mailto:TRose@united-church.ca)>

**Date:** November 9, 2020 at 3:01:24 PM AST

**To:** "Rose, Tracey" <[TRose@united-church.ca](mailto:TRose@united-church.ca)>

**Subject:** Children's Sunday Resources

Good Afternoon,

The UN Convention of the Rights of the Child was ratified on Nov. 20<sup>th</sup>, 1989 and so each year we celebrate by observing **Children's Sunday** in worship on a Sunday close to that date.

This year, Regional Council 15 is asking Communities of Faith to consider using the occasion to highlight the need to protect the human rights of Palestinian children. The situation for Palestinian children is desperate.

Children are an integral part of The United Church of Canada. From Communities of Faith to Camping Ministries to Outreach Ministries like afterschool programs and daycares, the call to nurture and care for children, as well as celebrating their gifts and the joy they bring, makes clear the place that Children play in our lives of faith and how we live that out. When one child suffers, we all do.

Please consider this invitation to celebrate Children's Sunday in an act of praise to God for children and all that they offer, in an act of solidarity with children who cannot advocate for themselves, and in an act of awakening to the many issues that children face here in Canada and around the world.

### **Children's Sunday Resources**

[2019 Children's Sunday Service "It's Not Fair"](#)

[Sample Worship Service Outline](#) – St. Andrew's UC, Halifax

[Assorted Worship Resources](#) – Includes prayers, video links, "Biblical Voices" reading, points for reflection, words for a hymn.

[Worship Service Suggestions](#) (Part One) – Includes Call to Worship, Prayers, Scripture and Reflection, Images, a Poem with a call to action, and Hymn suggestions.

[Witness from an Ecumenical Accompanier](#) (Part Two)

[Luke 18 Dramatization for Children's Sunday](#)

[Palestinian Children's story with Children](#)

**Palestinian Children’s story with Youth**

**Images** – assorted images uploaded as Power Point slides/PDF that may be projected or printed as needed including maps.

**Video of Rev. Catherine Stuart**, Minister for Children, Youth, and Young Adults, serving Atlantic Regions offers Children’s Sunday statement and a prayer. [https://youtu.be/skB8Bd\\_FQIk](https://youtu.be/skB8Bd_FQIk)

**Video from a young Palestinian Activist** (5 minutes) [https://youtu.be/cMWuk\\_mi5kw](https://youtu.be/cMWuk_mi5kw)

**Video - Patricia Mercer** delivers 5 minute message at Gower St. United Church, St. John’s, NL, Nov. 1<sup>st</sup>, 2020 (starting at minute 49) <https://www.youtube.com/watch?v=AeOH9eEW7OY&t=2s>

**Actions:**

Join other churches and justice-seeking organizations actively lobbying the Canadian government “to ensure the human rights of Palestinian children are protected by instructing a Special Envoy to promote, monitor and report on the human rights situation of Palestinian children living in the occupied Palestinian Territory and Gaza.”

**LETTER** - Use the attached template to send a letter or email to the **Honourable François-Philippe Champagne, Minister of Foreign Affairs.**

[Suggestions for Follow-up Actions](#) – a list of possible actions take now and also for further learning.

The above links can also be found on the [Just Peace](#) page of the uceast.ca.

Laura Hunter

*Minister for Justice and Mission  
serving Atlantic Regions of The United Church of Canada  
1-800-268-3781 ext. 6157*

[lhunter@united-church.ca](mailto:lhunter@united-church.ca)

Regards

Tracey

*Tracey Rose, Administrative Support  
Fundy St. Lawrence Dawning Waters & Regional Council 15*

**THE UNITED CHURCH OF CANADA**

21 Wright Street, Sackville, NB E4L 4P8

Telephone: 1-800-268-3781 ext 6142

[TRose@united-church.ca](mailto:TRose@united-church.ca)

*Office hours: Mon-Weds, 8am-4pm*



# SAMPLE LETTER

(Note: send a copy to your own Member of Parliament)

**Honourable François-Philippe Champagne  
Minister of Foreign Affairs**

**House of Commons office  
Ottawa, Ontario K1A 0A6**

**Telephone: 613-995-4895**

**Fax: 613-996-6883**

**Email: [Francois-Philippe.Champagne@parl.gc.ca](mailto:Francois-Philippe.Champagne@parl.gc.ca)**

Dear Minister,

I am writing to you out of deep concern for the lives of Palestinian children living under Israeli military occupation. They experience insecurity in so many ways. I am especially concerned about Israel's practice of detaining children in military prison.

Israel detains 500 to 700 Palestinian children aged 12 to 17 each year. Three quarters of these children experience physical violence from soldiers and guards. They are routinely denied contact with family members and legal services during arrest and interrogation. Because of the trauma of their experience, they have great difficulty readjusting to home life upon release.

All children deserve a life of safety and security, a life free from fear and want. Please take steps to appoint a Special Envoy to monitor and report on the human rights situation of Palestinian children the occupied territories, including Gaza. Canada must do more to urge protection of Palestinian children.

Sincerely yours,

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