

## MINUTES – Woodlawn United Church Council      July 15<sup>th</sup>, 2020

**CALL TO ORDER:** Council Co-Chair Kathy Dean called the meeting to order at 7:05 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, co-chair Kathy coordinated a video conference so we may continue the work of Woodlawn United Church.

**IN ATTENDANCE VIA VIDEO:** Allan Eddy, Bob Watt, Brian Moors, Cathy Kay, Dennis Dean, Helen Dixon, Kathy Dean, Kerri Graham, Keith Musselman, Rev Mary Lynne Whyte, Paul Whyte, Peter Woods,

**Regrets** – Barrie Zwicker

**OPENING PRAYER:** Rev. Mary Lynne Whyte led the meeting in an opening prayer.

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

**APPROVAL OF AGENDA** – Item #4, In Sanctuary Services, was added to New Business in the agenda and the agenda was approved, as amended, with consensus.

**TIME OF ADJOURNMENT** – It was agreed by consensus that the time for adjournment be 9:00 p.m.

**CORRESPONDENCE** – Two pieces of correspondence (attached) from Region 15; Covid 19 Financial Assistance Update and Regional Update had been previously circulated and were received for information.

**APPROVAL OF MINUTES** - The minutes of June 24<sup>th</sup>, 2020 were approved, as circulated, with consensus.  
The Minutes of June 29<sup>th</sup>, 2020 were approved, as circulated, with consensus.

### OLD BUSINESS AND BUSINESS ARISING

**1 - WUC Policy Review** – Bob reminded the meeting that policies listed in the Policy Report (attached) remain outstanding awaiting presentation to Council for approval.

**2 - Charging for Blessings** – it was agreed, by consensus, that going forward there would be a 'charge' for the act of a Blessing if requested and performed at a time other than during Sunday worship service. There would be no charge for the service of the clergy though an honorarium may be offered. Specifically, fees charged if performed in the sanctuary or other room at the church, would be as published in the Schedule for Fees. (Example: Sanctuary - \$250.00, Room A or B - \$150.00. These fees are the published fees as of the current date but are subject to change over time). If performed during a regular Sunday worship service, there would be no charge.

**3 - Terms of Reference** – The Terms of Reference, as circulated by the Transition Team, were accepted by consensus. It was noted by Allan, chair of the Transition Team, that 'sign off' under 'Approvals' did not mean an actual signature was required, rather email confirmation would suffice.

**4 - Reopening for Staff and Reopening for Sanctuary Service Team** – both plans, as circulated, were accepted by consensus. Dennis indicated he would check with the insurance company regarding liability associated with health issues caused by the coronavirus.

**5 - Update of Allen/Webb Wedding** – Brian reported he had worked with Lisa and Gus and arrived at a mutual agreement regarding protocols to be followed for their upcoming wedding. Thanks, were extended to Brian.

**6 - Congregational Update** – Peter reported that Kathy and he, co-chairs of Council, had circulated by email an update to the congregation including a financial report as of June 20<sup>th</sup>, from A&M. Peter also

indicated that plans were in place to do a live-streaming, from the sanctuary, of the July 19<sup>th</sup> worship service and that he would be involved by making another short update at that time.

**7 - Council Retreat – Council Co-Chairs – (Deferred)**

**8 - Governance Document Update – (Deferred)**

**NEW BUSINESS**

**1 - A&M Update –** Keith gave a short financial update and referred to the attached Comparative Statement Report. During discussion Keith noted that Solar Panel payments would begin, that the Government Wage Subsidy was going to continue though we may not qualify during the summer months, that any expenditure for Audio Visual equipment could be addressed as a 'project' and that the 'signing authority signatures with the bank had to be updated.

**2 - Temporary Staffing –** It was noted that the Job Descriptions for an Interim Minister and a Youth Co-ordinator had been submitted to Region 15 for their approval. There was discussion regarding professional assistance with emphasis on interpersonal relationships and conflict management and that there were private sector companies that specialize in that market. It was also suggested that finding that resource with experience in dealing with church congregations should be considered. Peter indicated that we should not expect to hear back from the Region before the Pastoral Relations Committee meeting scheduled for mid August. Brian indicated that he had 'supply' resources available to assist with pastoral care during Rev. Mary Lynne's vacation.

**3 - Committee Reports –**

**a - Live Streaming –** Paul addressed his report (attached) and indicated that along with the associated cost of equipment there would also be the need to recruit and train volunteers to run the equipment. It was suggested that before incurring the expense of equipment there should be a discussion of the 'where and how' we see live streaming as part of the ministry of Woodlawn, what is the vision for live streaming and can we balance our resources with what is required to put the program in place. It was suggested discussion with other churches who do live streaming might be a benefit and also that Katie may be approached to discern where live streaming might benefit the youth.

**b -Trustee Report –** Dennis reported that the ground grading done at the rear of the new extension would hopefully solve the problem of water seeping into the basement and that the cost, approximately \$6K to \$7K would be charged to the Building Fund. Brian volunteered to meet with Dennis to ensure all hymn books and bibles were removed (re: coronavirus) from the pews before the Allen/Webb wedding.

**c - Music Report – It was agreed by consensus to renew the contract with Gus Webb as Organist/Pianist/Accompanist for an additional 12-month period. (Action- M&P). It was agreed that there was no requirement for a choir director in the foreseeable future. (Action – Brian to notify Dodie Covert)**

**d - In Sanctuary Services –** It was noted that the congregation is anxious to know when worship would again take place in the sanctuary and also that there are many plans that must be made in advance of that happening. It was agreed that a committee be formed to draw up recommendations for the timing and protocols that adhere to the 'Terms of Reference' for the return to 'In Sanctuary Services'. **Members of the team agreed upon are; Worship – Brian Moors, Trustees – Art Theuerkauf (pending his acceptance), M&P – Helen Dixon and Cathy Kay, and Rev. Mary Lynne Whyte.** The team agreed to hold their first meeting on July 21<sup>st</sup>.

**ADJOURNMENT –** Kathy adjourned the meeting at 9:15 p.m.

**NEXT MEETING** – August 19<sup>th</sup>, 2020

**CLOSING PRAYER** – Rev. Mary Lynne offered a closing prayer.’.

A handwritten signature in black ink on a light-colored background. The signature is cursive and reads "Kathy Dean".

Kathy Dean: Co-Chair of Council

A handwritten signature in black ink on a light-colored background. The signature is cursive and reads "J Robert Watt".

J Robert Watt - Secretary, WUC Council

# Woodlawn United Church Council - **AGENDA**

**July 15<sup>th</sup>, 2020**

**7 PM – ZOOM Video Call**

**Call to Order - Co-Chair Kathy Dean**

**Opening Prayer – Rev. Mary Lynne Whyte**

**Welcome and Introductions**

**Approval of Agenda -**

**Time of Adjournment –**

**Correspondence – 1) Region 15 – Covid 19 Financial Assistance Update  
2) Region 15 – Regional update**

**Approval of Minutes of: 1) June 24, 2020  
2) June 29, 2020**

**Old Business & Business Arising:**

- 1 – WUC Policy Review – Updates from Teams/Committee (See Reports)**
- 2 – Charging for Blessings – Set fee for Blessings**
- 3 – Terms or Reference – Approval for Minutes**
- 4 - Re-opening for Staff & Re-opening Sanctuary Service Team – Approval for Minutes**
- 5– Update of Allen/Webb Wedding – Worship and/or Rev. Mary Lynne**
- 6– Congregational Update – Co-Chairs & Rev. Mary Lynne**
- 7 - Council Retreat – Council Co-Chair (Deferred)**
- 8 – Governance Document Update – (Deferred)**

**New Business:**

- 1 – A&M Update – Keith Musselman**
- 2 – Temporary Staffing – Re: Conflict Resolution**
- 3 – Committee/Team Reports –**
- 4 – In Sanctuary Services**

**Next Meeting Date – August 19<sup>th</sup>, 2020**

**Closing Prayer – Rev. Mary Lynne Whyte**

**Adjourn**

<b>Reports:</b>	<b>Membership Clerk</b>	<b>Policies</b>	<b>Live Streaming – (Comm)</b>
	<b>Music Committee</b>	<b>Trustees</b>	<b>Terms of Reference</b>
	<b>Re-Opening Plans</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

### MEMO

**To:** Communities of Faith, Ministry Personnel, Board/Council Chairs and Central Treasurers  
**From:** Rev. Faith March-MacCuish, Regional Executive Minister, Regional Council 15  
**Date:** June 29, 2020  
**Re:** **COVID-19 Financial Assistance Update**

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Please see the following information that might help you as a community of faith in these times. Note the change to the **Canadian Emergency Bank Account (CEBA)**

#### **75% Wage Subsidy**

**The Government announced on May 15, 2020 that the Canada Emergency Wage Subsidy (CEWS) would be extended by an additional 12 weeks, to August 29, 2020.** Please see the government link below for the information, application and how to calculate.

<https://www.canada.ca/en/revenue-agency/services/subsidy/emergency-wage-subsidy.html>

In short, there are two main tasks:

1. Determining eligibility for 75% subsidy
2. If yes, doing the calculations

The webinar *Congregational Finances During the Pandemic* with Erik Mathiesen (dated April 29, 2020) will help to answer questions you may have about making the application. <https://www.united-inlearning.com/index.php/webinars/recordings/334-congregational-finances-april-29-2020>

#### **Canadian Emergency Business Account (CEBA)**

**Good news for our Communities of Faith. The Government of Canada recently announced that it would be providing the Canada Emergency Business Account to support Canadian charities and non-profits that have been adversely affected by COVID-19.** If you meet the criteria, you can receive a \$40,000 line of credit loan for immediate financial support to cover short term operating expenses, payroll, and other non-deferrable expenses, which are critical to sustain business continuity.

#### **The CEBA (Canadian Emergency Business Account) loan requires both local and region approval.**

The CEBA details are as follows:

It's a \$40,000 government-guaranteed loan to help eligible businesses pay for operating expenses, payroll, and other non-deferrable expenses which are critical to sustain business continuity.

- Until December 31, 2020, the *Canada Emergency Business Account* will be funded as a revolving line of credit for \$40,000.
- After December 31, 2020, any outstanding balance on the revolving \$40,000 line of credit will be converted into a non-revolving 5-year term loan maturing on December 31, 2025, at which time the balance must be paid in full.
- No interest applied until January 1, 2023.
- Commencing on January 1, 2023, interest accrues on the balance of the term loan at the rate of 5% per annum, payable monthly on the last day of each month.
- If you pay 75% of the balance of the term loan (as at January 1, 2021), on or before December 31, 2022, the remaining balance of your term loan will be forgiven. For example, if your balance is \$40,000 on January 1, 2021 and you repay \$30,000 on or before December 31, 2022, the remaining \$10,000 will be forgiven.
- If you do not repay 75% of the balance of the term loan (as at January 1, 2021) on or before December 31, 2022, the full loan balance and all accrued and unpaid interest will be due and payable on December 31, 2025.

#### **Changes as of June 26, 2020:**

***Charities can qualify if they earn revenue from the regular supply of property/goods or services. In the case of our Communities of Faith, rental income would be the enabler. They must have nondeferrable expenses over \$40,000. CEBA funds are to be used to cover non-deferrable operating costs.***

To help Pastoral Charges make application for the loan in an expedient manner, the following motion was made:

#### **Permission to access Canadian Emergency Bank Account (CEBA) Loan**

##### **MOTION: (Ron Patterson/Joyce Wylie)**

**That the Division of Finance & Administration of Regional Council 15, agrees that any applicant (community of faith/pastoral charge) that meets the threshold for the Canadian Emergency Business Loan (CEBA) has regional council approval and is required to report the loan application and status of approval to the Chair of the Property Committee.**

**Approved April 24/2020**

For more information, the CEBA details are found on the Government of Canada website using the following link:

<https://www.canada.ca/en/department-finance/economic-response-plan.html#businesses>

##### **United Church of Canada Bridging Loan:**

**This is a short-term emergency loan program for congregations during the pandemic.**

Emergency loans of up to \$10,000 are available to communities of faith that need a short-term top up after they have accessed the [government programs](#) available or are transitioning out of the government benefits.

Please [fill out the application form](#), and then press Submit. The form will be sent automatically to your Regional Council.

Your eligibility will be determined in consultation with the Regional Council. Repayment terms will be negotiated. Loans must be repaid by [September 30, 2024](#).

- Loans are interest-free if repaid by September 30, 2021.
- After that date, the interest rate will be 2% per annum.
- Those who pay before September 30, 2021, will only need to repay \$9,500.

For more information, e-mail Maria Pimpinella at [mpimpinella@united-church.ca](mailto:mpimpinella@united-church.ca).

If you have any questions please do not hesitate to be in touch.

Blessings,

*Faith March-MacCuish*

Executive Minister  
Regional Council 15



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

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

### MEMO

**To:** Communities of Faith, Ministry Personnel, Board/Council Chairs and Board Secretaries

**From:** Rev. Faith March-MacCuish, Regional Executive Minister, Regional Council 15

**Date:** June 30, 2020

**Re:** **COVID-19 Regional Update**

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Dear members of Regional Council 15:

Things are changing and changing fast. It is hard to keep up with the announced changes. Therefore, with the tools of the PowerPoint, and the checklist, we also recommend that you go onto the government site frequently so that you have the most updated information. All of the information is still relevant except of course the numbers of people now permissible.

Premier Stephen McNeil and Dr. Robert Strang, Chief Medical Officer of Health for Nova Scotia, announced on June 26 further lifting of restrictions given Nova Scotia's continued low rates of COVID-19. "We've now had more than two weeks with no new cases of COVID-19, and Nova Scotians are getting back to normal activities while maintaining precautions," said Premier McNeil. "Continuing the core measures of physical distancing and hand hygiene is how we will keep our case numbers low, especially as we increase gathering limits and welcome Atlantic Canadian visitors to Nova Scotia."

***Effective Friday, July 3, 2020 some gathering limits will increase. If a recognized business or organization is planning an event outdoors, 250 people can attend with physical distancing rules in place. For an indoor event, the limit is 50 per cent capacity to a maximum of 200, again with physical distancing. Remember, you can only have the number you can accommodate in your building or in your parking lot with Physical Distancing.***

Gatherings not run by a recognized business or organization, for example a family event in the backyard, are still subject to the 50-person maximum limit with physical distancing unless you're in your close social group of 10.

The expanded gathering limits apply to social events, ***faith gatherings, weddings, funerals*** and other cultural events, and arts and culture events like theatre performances, dance recitals, festivals and concerts. Guidelines for these types of events are available at:

<https://novascotia.ca/coronavirus/docs/Events-theatres-and-venues-COVID-19-preventionguidelines.pdf>

People can continue to gather in close social groups of up to 10 without physical distancing. People in a group are not required to be exclusive but they are strongly encouraged to maintain a consistent group. People should not gather in random or spontaneous groups of 10.

**It is important to note the following for singing and instruments. We are not yet at the place of church singing or the gathering of choirs.**

**Vocalists, singers, public speakers and instrumentalists**

Singing, use of wind instruments, speaking loudly and cheering may pose a higher risk of spreading the virus. Gatherings and events should limit the risk by implementing the following:

- Consider adapting activities which would normally require individuals to be in close proximity (i.e. music, dance and theatre) to maintain physical distancing
- Individuals who are heavily exerting themselves while engaging in activities at the event (i.e. playing music, singing) should maintain a distance of 4 metres/12 feet from all others while performing, including vocalists and musicians
- Consider having vocalists/musicians face away from others while singing or playing wind instruments
- Increase physical distance between performers and the audience to 4 metres/12 feet
- ***The number of performers should be limited to soloists or small groups***
- Members of a performing group should not mingle with audience members, patrons, venue staff, or volunteers during or after performances

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

*Faith March-MacCuish*

Executive Minister  
Regional Council 15



**Membership Clerk – June 2020 Report – Roll Changes**

<b>MEMBERSHIP CLERK REPORT</b>	
Congregational Roll – Deleted	Mona Tinkham – Deceased – June 4/2020
Historical Roll – Added	Paul Whyte – Transfer – June 9/2020 Stairs Memorial United Church

**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	
Conflict Resolution	Ministry & Personnel	1	Not Approved	
Facility License & Space	Admin & Management	5	June, 2017	
Personnel Policy	Ministry & Personnel	10	Jan 20 2016	
Sabbatical Leave	Ministry & Personnel	3	2013	
Screening of Volunteers	Community Care & Youth	2	Apr 21 2010	Feb 21 2018

**REPORT – Live Streaming****Providing an ongoing online video display of Woodlawn Church Services**

– A preliminary report.

June 1, 2020

I was asked by Barry Zwicker to look into streaming our church services from the sanctuary going forward.

**Background:**

During the COVID-19 pandemic, due to government-imposed restrictions, in person worship services have ceased. In the vacuum that this presented the worship team began producing daily Worship Moments – prayers, stories, musical moments, sermons, liturgy and communion and making these available to the congregation online. This has been accomplished in a number of ways and with varying equipment. Live

streaming has been done via Facebook Live. Pre-recorded services makes use of Facebook Premiere and the services are now mostly duplicated to our YouTube channel as well.

**This preliminary report has been created as a mechanism for Council to review the requirements and concerns that streaming raises before we move ahead (seeking quotes for example).**

Technically, we have made use of cell phones and computers for live streaming and recording. In order to put together Mary Lynne's services, I am using software called Power Director. I have also been finding and downloading music performed in Church services that had been recorded by the sound team and making use of that. Marlene and Gus have been making use of some other audio software package to make their recordings.

It is clear, based on viewership numbers that these Moments are popular. The Sunday services garner from 200 – 400+ views each week. In total since we began the videos have had thousands of views in total.

### **Requirements:**

I will list possible setups in this section, however the following 2 sections are very important as they will, in my opinion, determine if we should actually go ahead with this project: **What is the need for this** and **Concerns.**

Providing online services can happen in a number of ways:

1. Live streaming – people on the internet see it as it happens in the sanctuary. Whatever happens, happens.
2. Record and then release to the internet. This allows some options for editing the final product which of course requires more time and effort and equipment and software.

The equipment (and associated costs) can run from relatively inexpensive (1 – 2 thousand) to moderately expensive (4 – 10 thousand) with the sky being the limit.

3 Scenarios (and there are likely others):

1. Use a cell phone operated from the front or back of the sanctuary to live stream. This would be similar to how some of the staff have been live streaming to this point.
2. Capture the video with a phone or other camera and then edit and put it up on the internet. Again, similar to how some of the current videos are being produced.
3. Use some number of cameras along with capture equipment and other equipment to live stream to the internet (much more robust and costly option)

<b>Option 1</b>	<b>Costs</b>
Cell phone	Free or purchase new 0 - 1000
Use facebook/youtube	free
Some type of tripod	50 - 100
<b>Option 2</b>	
Cell phone	As above

Or other camera (or our Canon camera)	0 - 2000
Editing software	Free up to 100 per year
Computer for editing	May be able to use sound tech computer or home computer or buy - 1000
<b>Option 3</b>	
Camera min 1 max 3	0 (using Canon) – 2 or 3 thousand
Tripod	200
Computer or streaming encoder box. Computer option involves capture card, software as well	1500 – 2 thousand+
Cables	200 - 500
Installation, Setup, training etc	??

We are currently using free streaming services. Many of these set ups use dedicated streaming services that would have a monthly fee associated with them. We might also look at streaming to our web site. This would however likely involve some form of upgrade.

Our internet may not be able to handle the capacity required and may also require upgrade or we may have to shut down the Wi-Fi during the church service etc.

We own 2 cameras.

1. Digital camera designed to take pictures that can also record video (Olympus C-5060). This is not part of this solution as it has low pixels (resolution), insufficient zoom and is not designed for streaming.
2. Canon VIXIA HFS21 – this is a consumer camcorder with an 8 times zoom, a mini HDMI out port (video and audio can be sent live to a capture device) and an audio in port that can connect to the sound system. This camera could be used for our purposes now – it does have low resolution (8 mega pixels) and only 8x zoom but it would work either to record a service (then someone would have to take it home, download the video into a computer/render it, which takes time, then upload to Facebook/YouTube) or stream live (which would need a computer and capture card or stand-alone capture device to stream it).

### **What is the Need for this?**

It is my understanding that live streaming was discussed several years ago and the interest of the congregation was low. That may have changed now.

What capabilities would we want in this system?

- Multi or single camera angles?
- Ability to zoom some or all cameras?
- Ability to pan and zoom a main camera (situated in the centre of the sound booth)?
- Ability to record events?

- Live streaming to Facebook, YouTube, our web site?
- View live in others rooms (Room A/B, brick hall)
- Tie in to our sound system

Consideration: do we lower the number of people coming to the physical church services (which might be a necessity for the next year or more until we are allowed to resume unlimited seating) and thus increase our financial issues by providing an online option (envelope givings are down as a result of no in-person services)? Some churches that have started live streaming find that people watch a service online and then decide to attend in-person because they liked what they saw.

COVID-19 aside, is the target audience (shut ins basically) one that would actually make use of this online option?

Perhaps it is worth doing this simply because COVID-19 is going to persist for a year or more (according to Dr. Strang).

### **Concerns:**

There are certainly many opportunities that live streaming provides. However, there are also a number of very important concerns that would need to be addressed before we proceed.

1. Volunteers – this project will require more volunteer time and a whole new team of somewhat tech savvy people to operate. At a minimum you will require an operator (possibly two) to run the main camera and the capture equipment (think tv control room, switching various views etc) every Sunday so perhaps 6 – 8 new people. If there is to be a change to the website, will this involve a change in volunteers as well?
2. Staff – are all staff comfortable with being live online. They may have concerns with additional work load etc. Or just being live for the world to see. This might involve contract changes on inclusion in future agreements etc.
3. Music/video licencing. While it is likely possible to cover this off it does introduce 2 things. 1 all music and videos used in the service would have to be pre-checked to ensure we have the rights to stream them. 2. This would likely preclude musicians from using spur of the moment choices of interval music as Gus sometimes does. In other words, this would limit some of our music choices as a licence does not cover all music.
4. Use of children's images – would we need to get permission from parents or attempt to not include kids in the video? Privacy/safety reasons. The UCC has a Live streaming reference that indicates: parental permission is required to show the faces of anyone under 18 and that no identifying information (name) should be used online. We may have to have zones at the front and in the pews where people who do not want to be on camera can sit. Also recommended to include signage and notes in the bulletin indicating that the service is going on the internet.
5. Use of congregant's images. Would some people not want to be recorded...ie they might stay away (while others might like that idea)
6. Cost. A previous verbal quote from Mark Hatt from Grace United put option 3 (above) in the \$4000 to \$10,000 range. Based on the complexity of these solutions, I would suggest that we would want to have this professionally installed if we were to move forward.

### **Next Steps:**

Before moving forward with any kind of permanent live streaming from the sanctuary, we need to first:

1. Resolve the concerns listed above and fully identify our requirements and desired system capabilities. This should be accomplished before we;
2. Seek recommendations/price quotes from professional vendor(s)

### **Submission to Woodlawn United Church Council from Music Committee – July 10, 2020**

#### Facts:

1. The Community of Care Committee has not yet completed their assessment of the needs of Woodlawn United Church
2. The contract for Marlene Nolet, the Choir Director expires the end of June 2020
3. The contract for Gus Webb, the Organist/pianist/accompanist expires the end of August 2020.

#### Actions Taken:

1. The Music Committee met with Marlene and Gus to see if they would be willing to continue with their positions for another year.

Marlene declined due to family and teaching reasons

Gus affirmed that he would like to continue for at least another year

2. Jim Farmer and June Rigden were asked if they would be interested and agreed to be co- directors of the Woodlawn Choir for the year Sept.2020 to end of June 2021 while the Community of Care committee continues to deliberate.

We do not know yet when the Woodlawn congregation will recommence worship. We do know that singing in large groups is discouraged because of risk of Covid 19 infection and therefore the gathering of the Woodlawn Choir is unsure at this time. There also should be no singing by the congregation. Much of this planning will be discussed and dealt with once we know when the church will open. Music Committee is in discussion amongst ourselves

Whenever the congregation is able to meet we will still need to have an organist /pianist whether there is singing or not. There will still be the need to accompany and practice with soloists whether we have a choir or not. Jim and June are prepared to work with Gus as he will be the lead musician during the Covid restrictions.

Dodie Covert

Chair of Music Committee

### **Trustee's Report to Council July 12th, 2020**

Since March, Trustees has been monitoring the church property and making every attempt to keep the church property look welcoming and alive as was requested by the Insurance company. Luckily with Shelley in the building four days a week, she has been vigilant about keeping a good eye on things on the inside and have been in touch with Dennis & Jim as needed. Fran Essex continues to look after the gardens and while we did try to reduce the expenditures for gardening, we did not eliminate it completely because we need to make sure our church is welcoming and alive.

In June, we were surprised with a 30% increase over last year in our insurance policy. Not until we questioned the increase were we supplied with a letter that we should have been sent in May but did not receive. They sighted unprofitable results in the Insurance business in the last couple of years and that many insurers are not comfortable insuring older buildings. With the lateness of receiving our renewal policy, there

was little time to research other Insurance companies. Ivan did say he had attended a zoom meeting for finances with the Region that did warn churches of increased insurance premiums.

During the last few years, we have had a reoccurring problem with water seepage into the basement of the new addition and Trustees lead by Jim Allen has been researching possible solutions to try to control the drainage issue. In the past we have taken small steps to avoid major damage but the this spring we felt it needed more extensive work. As Jim had previously reported, Barry, Dennis & Jim met with Ken Dumphy about the water drainage issues at the church, and came up with a possible solution. Ken did the excavation on Wednesday, July 8th removing the grass and earth at the back corner of the church, and then build it up with some compacted gravels before paving and creating a better drainage slope. There is a high-water table at the church, and this should alleviate some of the concerns of water infiltration into the church basement. The job was completed in one day and hopefully the problem will be controlled by this construction because what was done makes good sense.

In May, Council appointed an ad-hoc Committee to look at Re-Entry into the Church buildings and Art Theuerkauf is the Trustee representative. Dennis & Art have discussed the necessary actions of Trustees and last week Art, Brunell & Dennis met to take care some of the requirements. With the Terms of Reference reports approved, immediate actions to proceed with daily cleaning procedures in the offices, washrooms and main areas of the Church and Heritage Centre have been actioned. We have installed 12 hand sanitizing stations and many signs have been posted in the office area on the main level and more will be installed in the downstairs in the coming weeks. We have taken precautions to make the main entrance area around the glass doors more open by removing tables, brochures and paperwork. The hymn books and paper work in the pews will also need to be removed and we will await direction from the Worship Committee and Trustees will be available to lend a hand with this process upon request and especially before the scheduled wedding on August 2nd.

On Wednesday, July 8th, Brunell gave Dennis his notice of resignation from Trustees. He felt his age, physical ability and personal commitments was restricting him from contributing as he has done for many years. Dennis told Brunell that he would like him to stay on Trustees as a life-long member and thanked him for his valuable service over many years. We are asking Council to approve this motion as we did for Malcolm a few months ago. Both Brunell and Malcolm have contibuted so much of their time and talent for many more years than we can imagine. They have done so because of the love of Woodlawn Church Ministry and Mission. Now if we can only find a few 30 to 50 year old members to replace both of these on Trustees.

Trustees also will need to do some major repairs to the walls in the office that Shannon occupied. The walls will need to be taped, sanded and repainted before anyone uses this office.

The old wooden folding doors have been removed in the church hall and the new folding doors have arrived. Ralph took the lead on this project back in February and the new doors arrived in early April. Jim & Dennis met the shipping company and unloaded the doors. Jim removed the old doors so the new dividers are setup and are available as soon as we get our programs up and running.

Respectfully submitted,  
Dennis

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## Administration &amp; Management Report

## PAR COMPARISION

PAR changes	2017	2018	2019	2020
Add	8	3	8	6
Cancel / Transfer	6	6	12	7
Decrease	7	2	2	4
Increase	4	38	39	6
Re-Distribute (Could be others in decrease or increase)	1	1	4	0
Total	26	50	65	23
# 161 as of July 8 2020	08-Jul-20	19-Jul	167 July 2019	
Local	\$15,064.00	15,606.00		
M&S	\$2,157.00	2,203.00		
Other	\$1,392.00	1,712.00		
Total	\$18,613.00	19,521.00		
	\$19,521.00			
Local increase/decrease from previous year	<b>-\$542.00</b>			

## COMPARATIVE INCOME STATEMENT – JUNE 30/2020

<b>WOODLAWN UNITED CHURCH</b>					06-Jul-20	
<b>Comparative INCOME STATEMENT</b>						
<b>as of June 30, 2020</b>						
	<b>BUDGET</b>		<b>ACTUALS</b>		<b>LAST YEAR</b>	<b>COMMENTS or EXPLANATIONS</b>
	12 months 2020	Expected by 30-Jun-20	To June 30,2020	June 30, 2019		
<b>REVENUE</b>						
General						Down \$19,000 fr. 2019; 16 Sundays without
Easter	335,000	171,818	139,698.91	158,647.31		No physical Easter service in 2020.
Anniversary	5,000	5,000	1,500.00	4,822.00		
Thanksgiving	1,000	0	0.00	0.00		
Christmas	3,000	0	0.00	0.00		
Initial	10,000	61	70.00	45.69		
<b>Offering Envelopes</b>	1,000	877	740.00	927.00		
Loose	355,000	177,756	142,008.91	164,442.00		Down - no Sun. services in late March to J
U.C.W.	7,000	2,496	1,127.30	2,522.72		
	4,400	1,128	2,600.00	2,150.00		
Invest. Int. -General	700	193	21.60	209.84		
Invest. Int. -Trust Port.	2,700	0	0.00	0.00		
Miscellaneous:						

Rentals Wedding	32,000	14,937	8,600.00	13,895.00	No rentals for March April May & June 2020
Fees Funeral	0	0	0.00	850.00	
Recoveries	7,500	2,592	1,400.00	4,995.00	No funeral services in April May & June.
Blessing Service Fees	0	0	0.00	0.00	
Time Out for Crafts	1,100	600	975.00	600.00	
Fundsrip Recoveries			1,835.45	1,849.93	
Memorials - Bulletins	500	0	0.00	0.00	
Misc. Non-Recurring Rev.	6,900	334	-972.75	785.60	
Music Program Funds	800	800	0.00	0.00	
<b>Total Misc.</b>	<b>48,800</b>	<b>19,263</b>	<b>11,837.70</b>	<b>22,975.53</b>	

**Canada Emergency Wage Subsidy****19,832.60**

Federal Government payments (4) receive

**Total General Revenue**

<b>418,600</b>	<b>200,836</b>	<b>177,428.11</b>	<b>192,300.09</b>
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\$14,000 below 2019; \$23,000 below Budget

**EXPENDITURES****Salaries & Benefits:**

	265,400	133,599	152,599.20	148,301.60	
Property Expenses:		4,450	0.00		
Solar Panel Loan	10,000	1,291	1,034.90	1,633.11	
Utilities	3,000	1,910	1,746.12	1,806.46	
Water	3,000	20,465	11,726.86	17,229.57	
Natural gas	27,000	<del>28,116</del>	<del>14,507.88</del>	<del>20,669.14</del>	Facilities not in use.
Utilities & Heating Fuel	43,000	5,056	8,787.00	4,227.80	
Property Insurance	7,000	2,188	1,829.49	1,096.41	Major increase of approx. 30% in premium
Repairs & Maintenance	10,000	454	0.00	573.83	
Maintenance of HVAC units	700	1,318	1,335.16	1,290.00	
Elevator Service Contract	3,200	255	294.98	365.40	
Security Alarm Monitoring	600	740	937.71	537.68	
Fire Alarm Monit'g & Inspec.	1,100	574	144.24	644.09	
Cleaning Supplies	2,000	0	0.00		
Kitchen Cleaning	1,000	0	0.00		
Exterior Window Cleaning	400	10,550	5,674.94	12,760.23	
Janitorial Services	20,300	8,914	6,353.48	6,452.66	No billing for April May & June 2020.
Outdoor Maintenance	9,700	150	129.57	129.57	
Property Taxes	300				

**Total Property Expenses**

99,300

58,315

39,994.45

48,746.81

**Committee Expenses:**

Executive Council	1,000	1,000	0.00	122.27	
Trustees		-458	-225.00	-27.93	
Community of Care	500	258	40.79	427.66	
Stewardship	700	517	439.16	552.04	Postage for Easter letter in 2019.
Communications	2,000				
Program:		1,440	79.62	813.05	
Christian Development	2,250				No TGIT and Sunday school.
Music:	2,000				



Mailing	0	0.00	0.00	
Office supplies	0	0.00	0.00	
N.S. Choral Fed'n Fees	38	0.00	75.00	
Piano tuning	270	0.00	322.50	
General Music items	0	0.00	0.00	
Music Purchasing	0	346.69	0.00	
Guest Musicians	0	0.00	0.00	
Copyright Licensing	1,244	618.65	703.00	
Organ Supply & Accomp.	1,350	837	0.00	2,200.00
Chancel Working Group	600	0	0.00	0.00
Outreach	300	0	29.11	0.00
Worship	600	301	219.39	316.47
Pulpit Supply	500	167	0.00	450.00
Program Total	7,600	4,297	1,293.46	4,880.02
Admin. & Mgmt.	850	800	840.65	727.87
	200	0	0.00	0.00
Ministry & Personnel	1,200	45	735.60	21.61
Youth Committee	1,000	0		
Community of Faith			0.00	0.00
Miscellaneous	15,050	6,459	3,124.66	6,851.89
<b>Total Committee Expenses</b>				
<b>Denominational Assessment</b>	17,350	8,675	5,207.00	6,940.00
				Only 3 installments paid, 5 in Budget.
<b>General Operating Expenses</b>				
Accounting Services	0	0	0.00	25.00
Photocopier	7,000	3,127	2,967.13	2,718.82
Stationary & Supplies	1,500	1,240	573.91	947.96
Office Expenses- Misc.	1,500	207	503.05	190.29
Office Expenses	3,000	1,447	1,076.96	1,138.25
Offering Envelopes	1,500	1,500	1,374.79	1,447.42
				2020-21 envelopes already purchased.
Telephone Services	7,000	3,234	4,002.60	3,807.41
Postage	500	167	92.72	91.38
Par Service Fees	540	270	270.00	270.00
ADP fees	850	446	443.12	391.60
Bank Service Fees	1,110	520	111.38	392.56
				Rec'd \$65/mo. fee waiver for part of 2020
Finance Charges & Int.	2,500	1,236	824.50	1,054.16
<b>Total General &amp; Operating Exp.</b>	21,500	10,711	10,338.70	10,282.44
<b>TOTAL EXPENSE</b>	418,600	217,759	211,264.01	221,122.74
				Under Budget by \$6,500; 2019 - \$10,000
<b>SURPLUS / (DEFICIT)</b>	<b>0</b>			
<b>EXCESS OF EXPENDITURES OVER REVENUE</b>		<b>-16,923</b>	<b>-33,836</b>	<b>-28,823</b>
				Over Budget by \$10,000.

## TERMS OF REFERENCE

### Woodlawn United Facilities Reopening Terms of Reference

As Woodlawn moves to reopen its facilities in the face of the Covid 19 pandemic it is important that we do so in keeping with our faith and in a manner that is inclusive of the views of our congregation all the while keeping the safety and public health of our congregation and the wider community we serve as a paramount consideration. To this end, Council has created a term of reference (TOR) to guide the planning for reopening of our facilities. In creating this TOR we have relied on the following foundational documents:

1. The Bible
2. Covid 19 Public health directives for NS
3. Gathering restrictions\*
4. Re-entry through Covid - 19 NS & Bermuda
5. United church policy
6. As we begin to reopen (Region 15)
7. Covid-19 relaunch guidance places of worship
8. Woodlawn United church Insurance policies
9. Woodlawn united church facilities related policies

***Proverbs 11:14***

***Where there is no guidance, a nation falls, but in an abundance of counselors there is safety.***

The intended audience for the TOR is the Council and Committees of Council. The TOR will provide the framework and basic requirements that must be met by any plans or protocols that are developed to facilitate the reopening and use of Woodlawn United physical facilities in the context of the Covid Pandemic. Council and/or Committees will use the TOR as the basis for decision making and approval around the adequacy of any proposed plans or protocols.

***1 Corinthians 1:10***

***Now I appeal to you, brothers and sisters, by the name of our Lord Jesus Christ, that all of you be in agreement and that there be no divisions among you, but that you be united in the same mind and the same purpose.***

The TOR is intended as an enabling document to allow for a common approach and a broad participation of the Woodlawn United governance structure in the developing of plans and protocols for the reopening and ongoing use of the physical facilities by establishing a common understanding of requirement and thereby minimizing effort and differences of opinion.

***Acts 20:28***

***Keep watch over yourselves and over all the flock, of which the Holy Spirit has made you overseers, to shepherd the church of God.***

The TOR will apply to all plans and protocols for activities within the physical facilities of Woodlawn United Church. Council may choose to use the TOR if they are required to approve formal activities involving Woodlawn staff and/or congregants in facilities outside of Woodlawn United. To avoid duplication and to maintain consistency Trustees will be asked to identify and produce and install all required permanent signage, traffic flow and social distancing indicators within the facilities as well as protocols for use of the elevator and accessing washrooms. These elements will then be incorporated in all subsequent plans.

***Jeremiah 29:11***

***For surely, I know the plans I have for you, says the Lord, plans for your welfare and not for harm, to give you a future with hope.***

The TOR has been created in the form of a check list that identifies what must be described by any plan that is to be submitted to Council (or its designate) for the use of Woodlawn facilities and outlines any specific requirements that plans must address.

**John 14:27**

**Jesus said, "Peace I leave with you; my peace I give to you. I do not give to you as the world gives. Do not let your hearts be troubled, and do not let them be afraid."**

## **Terms Of Reference:**

### **Public Health**

- ✓ Complies with current public health directives issued under the authority of the government of NS and in particular the most current "order by the medical Officer of health under section 32 of the Health Protection Act 2004, c4, s1.
  - Nature of gathering
    - Religious
      - ✓ Worship (congregants bring their own personal Communion elements (bread, cracker, juice, no bulletins )
      - ✓ Wedding
      - ✓ Funeral
    - Social
  - Size of gathering
  - Location of gathering
    - Inside
    - Outside
    - Access to washrooms
  - Specific activities that will occur
    - Standing
    - Sitting
    - moving about the venue
    - music
      - ✓ live (no group/congregational singing; soloists allowed, must be 4 meters from other people and can not directly face others in attendance)
      - ✓ taped
  - demographics
    - anticipating age and health demographics (must provide an advisory for health vulnerabilities)

### **Staff**

- ✓ Complies with current Public Health & United Church directives for health & safety of staff
  - Staff function required (clergy, organist/music director, administrative, custodial)
  - Specific activity staff will be engaged in

**Participants** (must provide an advisory for health vulnerabilities)

- ✓ How will attendance be documented to facilitate contact tracing
- ✓ How will attendance documentation be maintained
- ✓ How will self declaration & screening be ensured
- ✓ Congregants
- ✓ rental
  - specific group
  - General Community

***Social distancing*** (requires both signage and in- person direction/monitoring)

- ✓ Six - foot spacings, family bubbles
- ✓ Hand sanitizer
- ✓ Non- Medical Masks (required for inside events; medical exceptions only)
- ✓ Entrance & exit
- ✓ Flow & control of any movement during event including access to washrooms
- ✓ Parking
- ✓ Emergency procedures
- ✓ How will you discourage hand-shaking or other physical contact?
- ✓ food or beverages (must be supplied by professional caterer)
- ✓ exchange of money e.g. collection/free will giving, fees, tickets etc. -no passing of plates, electronic payments are preferred option, anyone handling cash/counting cash must wear disposable gloves and use hand sanitizer after removing them)

***Facilities***

- ✓ which facilities or portions of the facilities will be used?
  - Scheduling must allow for adequate time between usages for requisite cleaning to be completed
- ✓ Equipment use
  - What (no hymn books)
  - By whom (only one person to operate/handle any physical equipment, minimize number of people involved with any set up of tables & chairs)
- ✓ Cleaning practices
  - Prior to
  - Following
  - By whom

Janitorial/professional cleaners is the default unless otherwise approved by trustees. Costs for congregational activities to be borne by Woodlawn; all other activities will be subject to a surcharge equal to the direct cost of the cleaning

Volunteers (must have documented training and approved by trustees to undertake the cleaning)

***Communications*** (minimum acceptable)

- ✓ Notice to church governance
- ✓ Notice to church office & staff

- ✓ Announcements (all events must have an announcement at the beginning and end re social distancing and traffic flow)
- ✓ Signage (permanent & event specific)
- ✓ Travel direction indicators
- ✓ Social distancing indicators (inside, outside)

### **Monitoring/Verification**

- ✓ How will compliance be monitored (all events must submit a signed report indicating compliance or non-compliance with each of the major subject areas of the TOR. Any outdoor event must document photographically any temporary signage, social distancing indicators and traffic flow indicators)
- ✓ All event reports must be sent to Council (or its designate) within 24 hrs of the completion of the event
- ✓ Council will address any non-compliances with congregational events. Non-compliance associated with Social events will be documented and may result in loss of future access if Council is not satisfied that compliance will be achieved going forward

### **Approvals**

All plans must be signed off by the relevant Committee Chair, the Chair of Trustees (or designate) and the Chair of Council (or designate); Final approval rests with Chair of Council (or designate).

### **Records:**

A copy of all approved plans and associated compliance reports must be forwarded to the secretary of council for retention

### ***Galatians 5:22***

***The fruit of the Spirit is love, joy, peace, patience, kindness***

## **RE-OPENING PLANS**

# Woodlawn Sanctuary Re-Entry Plan for Live Streaming and Service recording teams only (max 10 people)

Purpose: Until such time as a re-entry plan is released for members of the congregation to attend live services, this plan will provide guidance for the Minister, Music staff and any other support individuals (Sunday service team, **SST**) for entry and use of the sanctuary for recording and or live streaming of church services.

Direction: Any members of a SST must read and agree to abide by this document in order to keep all members safe.

### Procedure:

1. If you are displaying any signs of sickness, don't enter the Church.
2. Entry and exit of the building is by the front glass doors only (this will limit cleaning). Avoid touching the handles, use elbow etc. if possible. Recording should take place when office staff are not present as much as possible.

3. Once inside the building, sanitize your hands by either washing them as per “proper handwashing technique signs” or by using the hand sanitizers present.
4. Observe proper cough and sneeze etiquette as per signs and wash hands as necessary.
5. Do not touch your face (eyes, nose, and mouth). If you do, clean your hands again.
6. As much as possible restrict yourself to the Sanctuary.
7. **Maintain 6 feet physical distancing at all times** OR insure both you and the person you get close to are wearing a mask.
8. Do not share microphones. Microphones should be used by same person each time.
9. Sanitize hands after using ladder (both up or down) to sound booth.
10. Ensure your hands are sanitized before touching any sound or video equipment as this equipment is very difficult to sanitize.
11. Before touching your face always sanitize your hands if you have touched any other surface.
12. Ensure candles are out (use snuffer not breath) and power switches are all turned off.
13. Use sanitizer to clean any surfaces after you have touched them before leaving the Sanctuary.
14. Professional cleaners to clean chancel following recording (i.e. Mondays)

### Woodlawn Worship Committee

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## Woodlawn Staff (Ministry & Lay) Re-Entry Plan (Church Building Still Closed)

### **Purpose:**

Until such time as a re-entry plan is released for members of the congregation to re-enter the church building, the following plan will provide guidance for all staff (Ministry & Lay) to re-enter and access use of the office area and meeting rooms.

### **Directive:**

All staff members (Ministry & Lay) must read and agree to the process outlined in this document in an effort to keep all staff members safe.

### **Procedure:**

- 1 - If you are displaying any signs of sickness, do not enter the Church.
- 2 - The congregation should not be encouraged to enter the building at this time. People should still phone, email etc. to reach staff.
- 3 - Meeting spaces are not open for use other than for staff at this time.
- 4 - People seeking benevolent assistance will not be allowed in the building until it is open. As has been the case since March, they will be advised to call the office. Shelley/Ruth/Rev. Mary Lynne will assess their need and if approved, Rev. Mary Lynne will provide cards in the parking lot with social distancing in place.
- 5 - When individuals come to the door to drop off envelopes... there will be a box at the admin office door where these can be dropped off while maintaining physical distancing for Shelly/Ruth.

6 - Any visitors who must come in will be asked to confirm their health status by Shelley/Ruth via the intercom (Do you have a fever or cough? Have you been advised by public health to self-isolate?) It is recommended that visitors wear a mask. All visitors will be asked to stop at the office door of the staff member that they are speaking with...i.e. do not enter the office (as that would put them within 6 feet). Any sit-down meetings would be moved to a meeting room.

7 - Name and contact information will be collected from any visitor who has to enter the church.

8 - Entry and exit of the building will be by the front glass doors only (this will limit cleaning). Avoid touching the handles, use elbow etc. if possible. Recording of Sunday services should take place when office staff are not present as much as possible.

9 - Once inside the building, a) sanitize your hands by either washing them as per “proper handwashing technique signs” or by using the hand sanitizers present; b) observe proper cough and sneeze etiquette as per signs and wash hands as necessary; c) do not touch your face (eyes, nose, and mouth). If you do, clean your hands again; d) as much as possible restrict yourself to the office and meeting room area; e) **maintain 6 feet physical distancing at all times** OR ensure both you and the person you get close to are wearing a mask.

10 - Staff should sanitize their hands after entering their office.

11 - Signs will be in place (provided by NS Health) for:

- Prevention Plan Checklist
- Physical Distancing Poster
- Proper Hand Washing
- Cough and Sneeze Etiquette
- Public Health Measures for Everyone
- Self-isolation Fact Sheet
- Washroom Maximum Occupancy

12 - Professional cleaning of the office area including regular washroom cleaning will need to be resumed.

13 - Ensure your hands are sanitized before **AND** after touching any shared equipment (photo copier, microwave, fridge, sink area). Anything in the individual offices should only be touched by the staff member who has been assigned that office and the cleaners.

14 - Before touching your face always sanitize your hands if you have touched any other surface.

15- Use sanitizer to clean any surfaces after you have touched them before leaving the building.

Note: The above plan is contingent on Trustee’s ensuring the building is prepared according to the Public Health Guidelines for re-entry into the church building.

**Woodlawn M&P Committee**

**Helen Dixon & Cathy Kay, Co-Chairs**

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