

MINUTES – Woodlawn United Church Council August 19th, 2020

CALL TO ORDER: Council Co-Chair Peter Woods 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 Peter coordinated a video conference so we may continue the work of Woodlawn United Church.

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

Regrets – Dennis Dean

OPENING PRAYER: Brian Moors led the meeting in an opening prayer.

WELCOME: Peter welcomed all to the meeting.

APPROVAL OF AGENDA – By consensus, it was agreed to address #1 from New Business (Youth Coordinator Proposal) before proceeding with 'Old Business'. It was also agreed to add "Update re: Live Streaming" as #3 under New Business. Agenda was approved as amended.

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

CORRESPONDENCE – Region 15 - Covid19 Update, Co-Chairs to David Hewitt – re: Community of Faith Profile & Linda Yates Report and Region 15 - David Hewitt receipt Co-Chair letter received for information
Region 15 – David Hewitt memo: Response re: CoFP & Linda Yates report to be discussed during Old Business, #1.

APPROVAL OF MINUTES - The minutes of July 19th, 2020 were approved, as circulated, with consensus.

NEW BUSINESS - Youth Coordinator Proposal: Peter invited Kerri Graham, chair Youth Team, to speak to the proposal from the Youth Team regarding extending the term for Katie Logan as Youth Coordinator for the period September 2020 thru December 2020. Kerri highlighted the valuable work Katie has been providing and the fear that, without a coordinator in place in September the youth programming would be nonexistent and the youth of Woodlawn would be in a vulnerable position. There was unanimous support for Katie's performance to date and for the proposal made by Kerri. Helen indicated she had contacted Region 15 for clarification on whether or not Region approval was required in the hiring of a part-time youth coordinator. (No response at this time from Region). There was discussion that any employment hours offered not infringe upon Katie's commitment to her studies. The subject of supervision was raised and accepted that M&P and the Youth Team would continue having oversight as they have during the summer. **By consensus it was agreed that M&P would make an offer and prepare a contract offering Katie Logan employment as Youth Coordinator, twenty (20) hours per week, for the term September thru December 2020.**

OLD BUSINESS AND BUSINESS ARISING

1 - Temporary Staffing & CoFP – Correspondence from Rev. David Hewitt. – Peter referenced the letter from Dave Hewitt and opened the meeting to discussion. The initial response was that the document lacked clarity and was open to interpretation. Peter indicated that Rev. Hewitt was responding to Councils letter (letter attached to correspondence) resulting from Rev Linda Yates Report (July 29th Minutes of Council) that Woodlawn stand down the CoFP Team immediately, that Woodlawn seek Interim Intentional Ministry for a three year period, that a Transition Team be formed to work with the Interim Intentional Minister with a focus on conflict resolution and long term strategic planning. Rev. Hewitt had indicated he would bring Rev. Yates report and Council response to the Region Pastoral Relations Committee on Aug 14th and the letter from Rev Hewitt is the response from the Pastoral Relations Committee of Region 15. The recommendation

from the Pastoral Relations Committee is that the CoFP Team, with Rev. Linda Yates, following the applicable manuals, develop the job description for the Interim Minister, that the appointment of Rev. Mary Lynne continue for the duration of the interim ministry and a Transition Team be formed to conduct the Search and work with the interim minister. There was no reference to the recommendations or job descriptions provided by Council. (Note: The recommendation from Council was: It was agreed, by consensus, the Council of Woodlawn United recommends to Region 15 that the CoFP Team remain intact, that the CoFP Team is requested to present its draft report by the end of September 2020, that Woodlawn Council will modify its interim minister job description to include interpersonal and conflict resolution skills, and if those skills are not present in any available interim period minister that Woodlawn would hire a minister for the interim period until a 'call' is made to complement the mission and ministry at Woodlawn United, and that council would immediately seek and hire a professional to assist us in a self-examination process.) There was a difference of opinion among council members as to the interpretation of the letter from the Region. Some saw it as cooperation from the Region and others as an outright rejection of the recommendation from council and a reinstatement of Rev. Yates recommendation. After lengthy discussion the considered opinion was that there was no clarity as to the intent of the motion from the Pastoral Relations Committee, the letter from Rev. Hewitt and the role that Rev Linda Yates held in regards to the congregation and the Council. Expressions of frustration and disappointment were voiced as regards working with the Region. There was the suggestion that the relationship between Region 15 and the CoFP Team and Woodlawn Council is damaged and a reset would be appropriate. **It was agreed by consensus that a small group from Council request a meeting with Rev Hewitt and the Chair of the Region Pastoral Relations Committee for the purpose of determining their intent as well as indicating to them that the relationship with the Region is affecting the work, the leadership and mission of Woodlawn United.** Peter offered to reach out to Rev Hewitt, urgency being important, to request such a meeting asap and himself and Kathy Dean (co-chairs of Council), Barry Zwicker (chair of CoFP Team) and Allan Eddy agreed to represent Council at such meeting.

2 - WUC Policy Review – Updates from Teams/Committee (See Reports). Bob indicated that the attached report identifies the policies that remain outstanding awaiting Team review and Council approvals.

3 - Re-opening For Staff & Re-opening Sanctuary Service Team – Peter expressed appreciation to Brian and those that have been involved in laying the groundwork for the reopening of the sanctuary for in-person worship. Brian highlighted the procedures (attached) while indicating the document is open to change as the guidelines from the Dept. of Health are constantly reviewed and updated. (To note: reference to face shields will be removed and reference to Sunday School will be the subject of separate cover). Brian suggested that prior to reopening to public worship that the procedures be sent to the members of the congregation to allow awareness of the changes that may be expected and that he would meet and discuss the procedures with Allan Ellis, the head usher. Responding to a question about attendance, Brian suggested that if more than the permitted number were to attend then Rooms A & B could be opened for the overflow. Peter indicated that we have the ability to utilize the monitor in Room A to display the service from the sanctuary. Kerri noted that rather than emailing and returning a health form that maybe consideration could be given to using Google Form and Barry mentioned a Baptist Church that uses the 'e-vite' system to manage attendance. Brian offered to meet with Shelley to discuss using 'e-vite'. It was noted the reopening, in partial, depended on the availability and training of volunteers; i.e. ushers, greeters, counters etc.. **It was agreed by consensus that we proceed with the reopening of the sanctuary for in-person worship as soon as possible and that live-streaming would be part and parcel of worship.**

4 - Re-entry to Church Team – Update (See Survey Analysis attached)

5 - M&P and Music Committee – Gus Webb renewal contract – Helen reported that the contract with Gus Webb as organist/pianist has been renewed, without changes, to August 31st, 2021.

6 - Congregational Update – Peter reported that he had taken the opportunity to provide a greeting and update to the congregation during the live streaming of the service on August 9th, and that he and Kathy have been asked by Shelley to provide an update in the September email newsletter. Peter invited any input offered.

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

8 - Governance Document Update – (Deferred) NEW BUSINESS (CONTINUED)

2 – A&M Update – Keith Musselman requested council read the Comparative Income Statement Report that had been circulated (attached) from Ivan Richardson. Keith requested that all the Teams review their budgets and identify, if any, budgeted items that will not occur this fiscal year and notify Ivan so he may adjust the budgets accordingly. Keith also noted the extra cleaning that will be required to meet the re-entry protocols for rental groups and suggested that the Trustees and Re-entry Team consider the extra costs that will be incurred as well as the scheduling of cleaning between rentals; i.e., cleaning must be scheduled if a room is used by different groups during the same day. Keith emphasized that we have to consider the cost of cleaning versus the revenue from a rental and that consideration would have to be given to increasing the cost of a rental to cover the cost of extra cleaning. Keith also made the suggestion that the Lobster Supper could be a ‘take-out’ and wondered if any thought had been given to reinstating the ‘Chowder Lunches’ while also reporting that Woodlawn did not meet the criteria for the government wage subsidy during May and June. Kathy informed the meeting of a change in the wage subsidy program effective June 19th and that she would forward the information to Ivan and Kathy Hawkins.

Brian suggested that Keith ask Shelley to include in the September Newsletter a reminder that weekly offering enveloped can be delivered to the office while in sanctuary worship has been suspended.

Peter requested an extension to the Time of Adjournment.

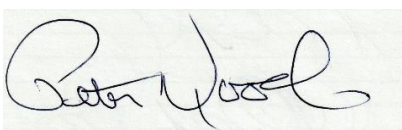
3 – Update re: Live Streaming – Paul restated that the Communications Team has the ability to broadcast into Room A with the existing equipment but that equipment is not sufficient for live streaming. The live streaming to date has been accomplished using Paul’s cell phone which, due to zooming limitations, must be positioned in the front of the sanctuary. Paul also noted the existing camera has dated technologies which limit its usefulness as an instrument for live streaming and requested permission to contact Mike Hall from Grace Church to seek a recommendation for a simple live streaming system while allowing expansion capabilities if and when justified. **By consensus Council agreed to allocate up to five hundred dollars (\$500.00) for consulting and to pursue the opportunity to provide a ‘Gift in Kind’ tax receipt in lieu of the payment.**

ROUND TABLE – Mary Lynne requested clarification on the date for reopening to in-sanctuary service. Peter noted that the date was dependent upon all the protocols and volunteers being in place and that it had been agreed that worship in the sanctuary could begin anytime. Kathy also requested clarification concerning reopening for ‘rentals’. It was noted that as long as the necessary cleaning and other protocols laid down in the TOR were in place then rentals could begin. Peter noted Bev Wicks, chair rental committee, had requested clarification on the Term of Reference for Reopening. Allan agreed to join Peter in a call with Bev. With the possibility of rentals being reinstated Brian indicated he would notify the Food Bank that they would have to again return all their food, materials etc. to storage after each opening.

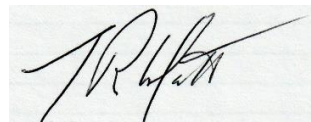
ADJOURNMENT – Peter adjourned the meeting at 9:15 p.m.

CLOSING PRAYER – Brian Moors offered a closing prayer.

NEXT MEETING – September 16th, 2020



Peter Woods – Co-Chair of Council



Submitted by: J Robert Watt – Secretary, WUC Council

Woodlawn United Church Council - **AGENDA**

August 19th, 2020

7 PM – ZOOM Video Call

Call to Order - Co-Chair Peter Woods

Opening Prayer – Brian Moors

Welcome and Introductions

Approval of Agenda -

Time of Adjournment –

Correspondence – 1) Region 15 – Covid19 Update

2) Co-Chairs to David Hewitt – re: Community of Faith Profile & Linda Yates report

3) Region 15 – David Hewitt receipt Co-Chair letter

4) Region 15 – David Hewitt Re: Response re: CoFP & Linda Yates report (Old Business)

Approval of Minutes of: July 19th, 2020

New Business: Youth Coordinator Proposal – Youth Committee proposal attached (Kerrie Graham)

Old Business & Business Arising:

1 - Temporary Staffing & CoFP – Correspondence from Rev. David Hewitt

2 - WUC Policy Review – Updates from Teams/Committee (See Reports)

3 - Re-opening For Staff & Re-opening Sanctuary Service Team – Update and Trustee Re: Insurance

4 - Re-entry to Church Team – Update (See Survey Analysis)

5 - M&P and Music Committee – Gus Webb renewal contract

6 - Congregational Update – Co-Chairs & Rev. Mary Lynne

7 - Council Retreat – Council Co-Chair (Deferred)

8 - Governance Document Update – (Deferred)

New Business:

2 – A&M Update – Keith Musselman

3 – Update re: Live Streaming – Paul Whyte

Next Meeting Date – September 16th, 2020

Closing Prayer – Brian Moors

Adjourn

Reports:

Membership Clerk

Policies

Youth Committee July Report

Youth Coordinator Report

Return to Worship Survey Analysis, Procedure & Chart

Youth Committee Proposal

Dear Members of Regional Council 15;

As you are probably already aware on July 31st, 2020, the requirement to wear a non-medical mask in (most) indoor public places came into effect in Nova Scotia. For us as church, this does include worship services, weddings and funerals.

Government of Nova Scotia:

When worn properly, non-medical masks can reduce the risk of transmitting the virus. Your mask can be a commercial non-medical mask or a homemade mask that covers your nose and mouth. A face shield cannot be worn instead of a non-medical mask (face shields protect your eyes, but will not protect other people). Using a mask alone is not enough to prevent the spread of COVID-19. You should also make sure to keep your hands clean, follow cough and sneeze etiquette and social distancing guidelines and stay home if you're feeling sick.

The question has been asked of Dr. Strang about the mask requirements for someone leading worship. The following explanation has been given by Dr. Strang.

5.18 Notwithstanding section 5.17, a person is exempt from the requirement to wear a mask in a public place if the person:

(h) is a performer or officiant in the course of performing activities requiring vocalization, such as talking or singing, at an event or activity as described in section 5.4. (Health Protections Act, NS)

This includes a priest/pastor/minister/rabbi etc. as well as someone else who is singing/chanting as part of a faith service/gathering.

Please note that after the performer/leader finishes their part of the service they must put their mask back on. As you continue to work on your re-entry plans please make sure the wearing of masks is part of your plan. If you have not added this to your plan please do so. It is important that we as communities of faith follow the government and Health regulation.

If you have question, please don't hesitate to be in touch with myself or your Regional Minister, David Hewitt.
Sincerely,

Faith March-MacCuish

July 7, 2020

Rev. David W. Hewitt
Regional Minister
Regional Council 15, United Church of Canada
21 Wright Street
Sackville, NB E4L 4P8

Dear David,

Re: Community of Faith Profile

This email is being sent to you by the Co-Chairs on behalf of Woodlawn United Church (WUC) Council in response to the reports sent to the Council by Rev. Dr. Linda Yates - Liaison from Region 15 who was assigned to the WUC Community of Faith Profile (CoFP)Team.

As was relayed to you in a previous telephone call, WUC Council met on Monday, June 29th to discuss at length the proposed course of action contained in Reports and to discuss next steps for Woodlawn. Because the report came to Council at a time which we were not expecting and before any discussion with the CoFP Team, we must first share with you where WUC Council was in the process and what our own expectations were. From the outset, Woodlawn did not foresee having a new Ministerial Team called to Woodlawn upon Rev. Phillip's and Shannon's departure. From the outset, we all agreed that we were not going to speed up the Community of Faith Profile process at the risk of getting it wrong. Therefore, we had just completed Job Descriptions for the two positions which we had planned to secure consensus of Council at their regularly scheduled meeting on Wednesday, June 24th. These Job Descriptions, of which you were made aware, were in preparation to be sent to Region 15 for approval so we could post to the Church Hub. We all felt we needed that break from the ministry of Rev Phillip and Shannon before making a new beginning with a new Ministerial Call. This was the plan of WUC Council right from the outset of the process. Let us be deliberate in our planning and thinking and take our time to get it right.

Rev. Yates' report and recommendations came to us by total surprise as it did for the COFP Team. Accordingly, we committed to invite both you and Rev. Yates to our meeting so that we might be better able to understand both the content of Linda's report and recommendations as well as her and your motivation for presenting it in such a manner.

The Council Members and the CoFP Team listened very attentively to Rev. Linda's presentation and explanation for her course of action and as well to you for your advice as the Region's Minister. After the information session with Rev. Linda and yourself on Wednesday, June 24th, we felt it was best to let everyone digest some of this information and prayerfully consider the impacts this would have on our church family.

During our joint meeting of Council and CoFP Team on Monday, June 29th, we gave everyone an opportunity to comment, question and voice their concerns before looking at what our options were. One very important point, agreed to by all, was not to just reject the total recommendation of Rev. Linda. After much discussion it was definitely recognized that an alternative option would be more appropriate, productive and Christian like. Compromise, as well as a demonstrated sensitive caring and understanding, of where each of us are on our faith journey, is critical to working for God's Mission here at Woodlawn. The CoFP Team had worked extremely hard since September, 2019, trying to discern the Congregational wishes for our future as a Community of Faith and then Covid-19 hit us all like a ton of bricks. The Pandemic left everyone scrambling to come up with new and creative ways to continue to do church. We all worked diligently to maintain a steady hand for our congregation and as much normalcy as was reasonably possible but, the pandemic did not stop the CoFP team from soldiering on. They continued to conduct meetings via Zoom and, in point of fact were able to send out a report to the congregation by email explaining most of what they heard during their efforts to undertake extensive consultation. They used this as an opportunity to seek confirmation that they had gotten it right and provided the congregation another opportunity to let them know if they hadn't. This was critical work which took much time, talent and dedication and it was done because every member of that team has a very special place for the WUC family in their hearts.

You will, accordingly, not be surprised by our disappointment and concern that Linda's recommendation included the disbandment of the CoFP Team without even discussing this with them first. This naturally took them by surprise and left them questioning what it was that they did or did not do that was so wrong. Of equal concern to us was with the Intentional Interim Ministry Process. Bringing in someone, who admittedly by both of you did not currently exist, for up to three years of study, review, and discernment of the future of WUC, on its face seems a tad extreme. Citing reasons for this process continue to remain unclear to us. Notwithstanding that, we in no way have an aversion to Interim ministry. We felt all along that this was the path we had communicated to you David and we understood that you were supportive of our efforts in this regard. As we are well aware, while this is a process which is designed to help church congregations in distress, major change and conflict, we do not see the WUC congregation at the same level which was expressed to us in Rev. Linda's report. We certainly recognize we are a congregation made up of very talented and faith based individuals who do not always agree with one another or our spiritual leaders. We see innovation and change as a cornerstone to propel us into the next decade and beyond. We can, and will, accept help to work through some of these issues. We feel that it is critical and, of utmost importance, that those who know this church the best be helped to continue to make WUC the vibrant church which it is and has been for the last 136 years. We welcome new relationships and look forward to establishing Spiritual Foundations and a Sense of Mission with its people. We feel strongly that the characterization of our congregation, as set out in Linda's report is not supportable by evidence. Even in the midst of these uncertain times, our congregation came together to give our two departing ministers one of the most memorable send offs many of us has ever witnessed in the history of our congregation.

Is this considered how such a broken church behaves as suggested by Linda's report? We each feel that it is not only OK, but indeed often healthy, to disagree on matters and issues. We all learn best when in our zone of discomfort. Healthy time spent in this space, are times when we can and will make good progress and growth. We are of the view that none of us is perfect, not even our Ministers. We all make mistakes and errors in judgement and deed. How we use these times to learn and grow is the true measure of a vibrant community.

Therefore, it is with hope and gratitude and respect that we present Region 15 with the following option as a path forward. The following is the motion pasted by Consensus at the Council meeting of June 29th, 2020:

“It was agreed by Consensus, Council of Woodlawn United Church recommend to Region 15 that the Community of Faith Profile Team remain intact and that the CoFP team is requested to present its draft report by the end of September, 2020, that Woodlawn United will modify its Interim Minister Job Description to include interpersonal and conflict resolution skills and if those skills are not present in any available interim period minister that WUC would hire a minister for the Interim period until a “call” is made to compliment the ministry and mission of WUC and that Council would immediately seek and hire a professional to assist us in self-examination.”

- WUC and the CoFP Team would like to stay the course and complete the Community of Faith Profile Report, have it brought to the Council and the Congregation for approval. Since Rev. Yates has stated that she will not continue as Regional rep on this assignment, we recommend that you step in that role to assist the team complete its work. It is expected that the remaining work of this team will be completed by September 30th, 2020. Alternatively, you should seek a replacement as soon as possible so that the Team can complete their work as soon as possible.
- WUC will continue to seek, with the help and full support of Region, an interim Minister and Youth Coordinator with the attached Job Descriptions as recommended and agreed upon by Council. The only difference between the Job Description for an ordained Minister and the one we had originally agreed to accept is that we all agree there is a need for some intentional work on conflict resolution and strategic planning. It is acknowledged that we need to secure an individual with ordained Ministerial skills and qualifications as soon as possible in order to support Rev. Mary Lynne Whyte in team ministry.
- As it was freely acknowledged by both you and Linda during our discussions that there is likely no qualified Ministers currently available for an Intentional interim appointment, we would propose that, in the event of our inability to find an available Minister with specific skill sets concomitant with conflict resolution as well as strategic planning, as set out in our proposed job descriptions, that with the assistance of Region, we would attempt to seek a professional with demonstrated skills in these area from alternate sources. It is anticipated that the overall time required for this would be, in relative terms, shorter than the period of interim ministry for the afore noted two positions.

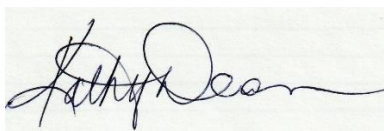
Additionally, we suggest that another very important aspect of this work would be conversation with you David and the Region Pastoral Relations Committee to discuss what is expected from WUC around Ministerial accountability. In reading and rereading the report from Rev. Linda, it was noted by many of the Council members that there was no attempt made to meet with Council and discuss the relevant concerns of the previous ministers. Ultimately, in conversation with our own M&P Committee, they chose not to have formal exit interviews which was a missed opportunity for the Governing Body. In fact, while Council was copied on a letter that Rev. Yates had sent to the CoFP Team some time ago, and she did suggest that she would be prepared to attend a meeting of Council for a Q&A session, it was never made clear to us exactly what her role was with respect to the Governing Body. We had, mistakenly as it turns out, interpreted that her sole role was to work along with the CoFP Team to assist them to carry out their responsibilities. Only recently, in about mid-June, when Linda shared a revised copy of a handbook on Pastoral Relations dated April of 2020, were we even aware that she, as the appointed liaison, was to work directly with our Governing body as well as the M&P Committee separately in preparing job descriptions for interim appointed Ministers. These Ministers, of course needed until such time as the CoFP Team had completed its work including recommendations to our Governing body and indeed the congregation. This, we suggest, is a critical piece of information that was never shared with us until receipt of this document from Linda. Linda’s report makes a lot of reference to discussions that she had with the two previous Ministers during which she learned of much tension and issues. Therefore, it would be imperative for Region to meet with the Governing body to discuss what was heard. This would provide an opportunity to both understand and realize what the areas of concern are. Together we could seek to

determine if there was any misunderstanding or to understand the role of all, including the Ministers who have left that may have led to these issues.

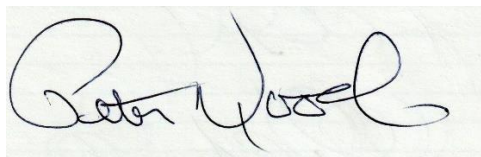
David, you felt it was important to make mention, during our meeting with you and Linda, that you got more questions and phone calls from WUC folks than all of the remaining Communities of Faith under your care. You noted specifically, as you had in past conversations, that you felt that the biggest reason for the Manual, is because folks can't get along. While we don't necessarily disagree, as reflected to you during our meeting, we make no apologies for asking questions and seeking direction from those whose job includes providing such information and direction. We can share with you that most of us, currently in positions of leadership, continue on a fairly steep learning curve to better understand our responsibilities and accountabilities in these roles. Many of us had never even read the Manual until these past several years. Without hesitation, our motivation to seek a better understanding of this document is and has been directly attributable to pushback we constantly received with almost every effort we made to bring in change and improvements to our Governing Body process and procedures. Many times the Manual was cited as the reasons for this pushback. Admittedly, you did convey that you did not really mind getting our questions and phone calls, but just the fact that you saw it necessary to make that point, is a sign that we need to engage in full and open dialogue with each other. We need to look forward and not backward.

It will be difficult to do so unless there is proper trust established between Region15 and the WUC Community of Faith. As noted earlier, we all make mistakes and missteps. We need to both acknowledge and own this truism. Reconciliation begins with conversation, understanding and recognition by ALL that there is a better way forward.

In Peace



Kathy Dean
Council Co-Chairs



Peter Woods

Hewitt, David <DHewitt@united-church.ca>

to Peter, Kathy, Allan, Barry, Bev, me, Brian, catherine, Helen, Jim, Keith, Kerri, Mary, Paul
Hi Peter,

This email is to acknowledge receipt of the letter and position descriptions sent by Woodlawn. The Pastoral Relations Committee of Region 15 will receive and consider the materials. The next scheduled meeting of the committee is August 14.

In Peace,

Dave

David Hewitt

Regional Minister, Region 15

The United Church of Canada

Hewitt, David

to Linda, tomwoods188@gmail.com, Peter, Kathy, Allan, Barry, Bev, me, Brian, catherine, Helen, Jim,

Hi Peter,

Region 15 Pastoral Relations Committee met this morning, and considered the submissions from Woodlawn United Church and Regional Liaison Linda Yates. Gratitude was expressed for the thoughtful and diligent work done by all, and for the positive Woodlawn response to the Interim proposal. Good work has been done, and there is still more to do. Commitment to and appreciation for Interim Ministry is good to have received, there are still some more details to prepare.

The following motion was passed by the Region 15 Pastoral Relations Committee within their authority and on behalf of the Region:

Moved that Region 15 approve the development of an Interim Ministry at Woodlawn United Church, Dartmouth. Development shall include:

- a. The current Community of Faith profile preparation team shall develop the Interim Ministry plan in cooperation with Region 15 and then disband.*
- b. Linda Yates will continue as Region 15 Liaison with Woodlawn until the plan for Interim Ministry is finalized, and receives Region 15 approval.*
- c. The requirements for Interim Ministry as expressed in the Manual and applicable handbooks of The United Church of Canada will be followed, including the establishment of a Transition Team to work with the Interim Minister during the Interim Ministry.*
- d. The Appointment of Mary Lynne Whyte will continue for the duration of the Interim Ministry. Mary Lynne will be considered eligible to apply for any permanent positions that may emerge following the Interim Ministry.*

It is not unusual for the work of a Profile Team to arrive at the identification of need for Interim Ministry. It is appropriate for the CoFP Team to continue to work on the development of the plan for Interim Ministry, and especially of the goals for the Interim Ministry. The direction for this work is contained within the Interim Ministry Handbooks, and Linda Yates will continue as Liaison and guide to this work. I remain available for consultation, and would be pleased to review any draft documents as this work proceeds to conclusion. Once a complete draft is prepared, it will need to be presented to the congregation for approval, and then on to the Region for approval. All of the work that has been done to date, and the various studies and documents that have been prepared are all valuable contributors towards the objective of establishing the Interim Ministry plan and goals.

Once the Interim Ministry plan and goals are approved, the work of the CoFP Team is over. That team will disband. Linda's role as Liaison will also conclude at that time. A new group related to the Interim Ministry work will be formed, called a Transition Team, with new representation from the Region. This team will conduct the Search and will remain in place to accompany the Interim Minister and Interim Ministry.

I continue to appreciate the sincere commitment to mission and ministry at Woodlawn, and look forward to working with you towards and through Interim Ministry.

In Peace,

Dave

David Hewitt

Regional Minister, Region 15

The United Church of Canada

1-800-268-3781 ext. 6154

YOUTH COMMITTEE PROPOSAL**PROPOSAL, Youth Coordinator, Woodlawn United Church****NOTE: Proposal removed for privacy.****REPORTS**

MEMBERSHIP CLERK REPORT – JULY 2020	
Congregational Roll – Deleted	Carolyn Pettipas – Deceased – July 5/2020
	Vivian Bremner – Deceased – July 19/2020
	Tanya Matthews – Requested - Moved Dean Hartman - Requested - Moved
Historical Roll – Deleted	Carolyn Pettipas – Deceased – July /2020
	Kelly (Barro) Currie - Deceased - July/20/2020

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.

Policy Name	Responsible Team	Pages	Date Approved	Date Revised
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

Meeting of Woodlawn Youth Committee July 16, 2019; 7pm-9pm

In attendance:

Katie Logan, Woodlawn Youth Coordinator
Sue Cuthbertson
Kerri Graham, Committee Chair

Introduction:

The Committee welcomed Katie Logan to the role of Woodlawn Youth Coordinator and expressed gratitude for having her on the team.

Recruitment of New Members for Woodlawn Youth Committee

APPROVED MINUTES OF August 19th, 2020 COUNCIL

Given the small size of the Youth Committee, it was decided to try to recruit new members to join the committee. Several parents and youth will be contacted to ascertain their interest in joining.

ACTION: Katie to reach out to potential members

Parent Survey

Katie is working with Jennifer Evans on a survey for parents of Sunday School children to determine their preferences for a return to Sunday School in the Fall, whether that be in person or on-line. A similar survey will be designed for Youth and their families in the coming days. The results of this survey will help with planning for the Fall.

ACTION: Katie to develop survey for youth and their families and will run it by the Youth Committee before distributing (Note: completed and distributed to Youth Committee members for review on July 19).

Kidston Pop Up Event

Woodlawn received a proposal to host a popup event for Camp Kidston at our location. The targeted demographic is expected to be children, youth, and their parents. The event will include fun, social distance friendly activities to give children and youth a chance to see what Kidston is like during regular seasons as well as what it may look like in the future. Participants would have an opportunity to interact with councilors from Kidston and have fun! This also provides Woodlawn with an outreach opportunity to kids children and youth who attend Kidston but do not attend a specific church.

Given that both the Youth Committee and Council support pursuing this opportunity, Katie agreed to draft a plan in line with Woodlawn United Facilities Re-Opening Terms of Reference. Once approved by the chair of the Youth Committee, it would then be forwarded to Trustees for approval and then to Council co-chairs.

ACTION: Katie to draft plan for Kidston event (note: this was completed on July 17, and is currently making its way through approval stages)

In discussion about the Kidston event, it was suggested that Woodlawn include a station with information about Woodlawn's youth programs. Since we won't be able to distribute brochures or anything else for people to take away, it was suggested that we make a "touch free" photo booth prop where people can take photos of their children and youth, and this prop would include contact info for Woodlawn Youth Programs. This would make this information available to them on their cell phone camera and serve as a reminder of what is available at Woodlawn.

ACTION: Closer to the event, the Youth Committee will discuss options for Woodlawn's "station" at the Kidston event.

Budget

The Youth Budget for 2020 included a \$1000 expenditure for Maritime Conference. Since the pandemic precluded Conference from happening this year and since fundraising will be difficult for Youth due to COVID-19, the Youth Committee would like to return money from our budget to the general fund of the church and eliminate the portion of fundraising from our budget. In essence, we would like to reduce our fundraising target by \$400 and return \$600 to the church from the budget allocated by Council. Six hundred dollars represents half of the \$1200 budget allocated to Youth Committee by Council.

ACTION: Kerri to advise A&M and Ivan about returning \$600 in funds.

Policy on Volunteer Screening

Council is awaiting a recommendation to approve the Screening of Volunteers Policy, which is co-led by Community of Care and Youth. Katie agreed to try to find the policy in the office, and Youth Committee will review and recommend approval or changes. It would be helpful to have this completed before the next council meeting.

ACTION: Katie to locate and circulate for review the Screening of Volunteers Policy

Digital Strategy for Woodlawn United

Kerri mentioned that Council is interested in having some work done to scope out options and best practices for continuing to offer on-line services and other activities during the pandemic, even when there may be some congregants permitted to return to the church. Katie is already doing some thinking in this regard for the children and youth, but expressed interest in expanding this work to consider some research that could benefit the congregation as a whole.

ACTION: Katie to develop a document outlining options and best practices for Woodlawn's continued on-line presence.

Return to Church

Several options for returning to physical gatherings of youth group were discussed, including outdoor meetings over the summer. The feasibility and frequency of these meetings will be determined by the following: WUC Terms of Reference, Results of Parents Survey, Results of Youth Survey, and the most up-to-date public health advice. At this point, it is envisioned that in addition to weekly Facebook story time, and other events for children, Katie will aim for 2 events (either on-line or in-person) for Youth before the end of August. It was acknowledged that any event would need to have a formal, approved plan aligned with the TOR.

ACTION: Katie to plan events and to submit a plan for each event.

Respectfully submitted,

Kerri Graham, Youth Committee Chair.

Update on Youth Coordinator's Progress

Submitted by Katie Logan

Summer Events

We are hosting a couple of outdoor circle time gatherings where people can reconnect, we lead a couple of social distance friendly activities and enjoy each other's company. My plan is to host one for Sunday school and one for the youth group. These will take place Sunday evenings outside the white church. This has been approved by Trustees and Council representatives after a document meeting all Terms of Reference was submitted.

Kidston Popup Event

We are working with camp Kidston to host an event for our kids and youth, as well as a couple other families who attend Kidston but may be unfamiliar with church events as to potentially recruit new families. The activities will be held by Kidston councillors and the youth coordinator will run a photo-booth exit station where a survey will be administered and free will offering will be collected for the church. This has been approved by Trustees and Council representatives after a document meeting all terms of reference was submitted.

Reentry Plan

A reentry plan for Sunday School and Youth Group is underway and has just been sent out to the heads of Council, Trustees, and Youth. The goal is to continue our programs on Sunday mornings during church but in the Heritage Centre to limit contact. This plan has been designed using Nova Scotia Health Authority guidelines and Woodlawn United Church's terms of reference for reentry.

Fall youth-group

Curriculums approved by the UCC have been chosen for the youth group up to Christmas and a youth coordinator will be needed for teaching and running youth group.

I'm also planning mini-retreats for youth groups. They will no longer be sleepovers but some longer sessions taking place on weekends, would definitely be on the table at the same frequency as youth retreats have been the past few years. We'll be asking the teens what they'd like to see for retreats. During Fall the plan will be to host hour and a half long youth group sessions once a month for the different age groups (Sr., Jr., and Tween) as has been done by Shannon in the past.

Sunday School

The Curriculum Design Team has met and we are prepared to design in-person Sunday School curriculums in a COVID friendly way. This gives us the time and space for Sunday school and youth groups on Sundays without exceeding building limits. This as well limits contact in the main church building.

Family Fun Nights

Family fun nights will still be planned and ideas and documents that are properly planned as per our terms of reference, will be provided in order for the incoming youth coordinator to be able to easily plan these events.

Mystery Friends

Mystery friends will still take place but look somewhat different. Youth will drop off their letters at check in desk and a bin will be set up in the front foyer for Adults to drop off their letters. During the service a volunteer will exchange the letters and be ready to pick up for the kids at the station and for adults in the foyer. Registration will begin at the same time in November as it has in the past. The plan is to still host a Christmas event for kids but will look different than it has in the past.

Virtual resources

MailChimp now offers free web-platforms and my plan for this is to create a portal for virtual resources for our teens, essentially an easy-to-use blog to access resources like bible reading plans, guided

meditations, recommended books/movies/apps, and more. This will keep track of resources that we would be recommending to the teens in person, this way they can keep track of them and is more environmentally friendly/COVID-wise than paper handouts with links and resources that would be distributed during youth group

Storytime

Storytimes have been conducted each Friday this summer and are being received very well. Storytime should be continued in the fall either virtually or during in-person services by the youth coordinator.

Social Media

Our Instagram is active again! We are now updating more frequently and the plan during the Fall will be to update with posts more frequently and with more content. My plan is to work with our website creator and Facebook coordinator to update our social media and improve our online presence.

Rooms

As soon as reentry for children and youth is approved the spaces will be reorganized and thoroughly cleaned. Proper posters for COVID and Social distancing will also be posted in these rooms.

Back Checks for Volunteers

All volunteers for Sunday School and youth group are currently revising their back checks and will be ready by Fall.

Back checks had typically been supervised by Shannon however they are also required for pastoral care so it expands beyond youth which may be outside of the youth coordinators responsibilities. It may be beneficial to have the youth position and the pastoral care position both equipped to instruct people on backchecks.

In order to aid this, I have sorted our checks fully into what is valid and what isn't and put together a series of documents that can be given to those in need of backchecks or renewing them in order to provide detailed instructions on what they need to do. As well, Shelley and I are looking at setting up a MyBackcheck Account to make backchecks done virtually easier to receive and document.

As for updating our Volunteer Screening Policy I'm working with Chris Riehl to ensure that our insurance policy is in alignment with our volunteer screening policy. Our policy was revised two years ago and is well-done. The only thing we have difficulties with is interviewing done by a committee so we may want to do this on an application basis or an appointed person will conduct the interviews and run written findings by other members of the board for approval.

Woodlawn United Church Return to Worship Survey Results August 12, 2020

The following observations are from a recent survey conducted by the Re-entry to Church Worship Committee. The survey will inform the committee on the number of those congregants interested in returning or not likely to return to in-service Worship if resumed. The WUC telephone directory email addresses were used to send out the survey to the congregation. The survey was sent to over 300 family units on that list, with 174 responses.

It appears from the information collected that the majority of respondents were in the 70+ age grouping, that most are interested in definitely or likely returning if in-service worship resumes, the number of persons, the majority listed fear of their health at risk as the main reason for unlikely returning, most would continue with both on-line and in-service worship if resumed and finally most respondents were spiritually satisfied with the on-line worship services. There were six questions with the following results captured.

1)Age – 174 responses

- 65% aged grouping of 70+
- 26% - aged grouping 50-69
- 9% - aged grouping 18-49

2)How likely are you to return to in-person worship service if health guidelines are followed such as mandatory masks, increased sanitation, physical distancing and reduced capacity? 174 responses

- 30% - definitely will return
- 38% - likely will return
- 32% - unlikely to return

3)If you are likely to return, how many persons in your family unit would be attending? Note these are numbers not %. 60 responses. **(Need clarification on these #'s)**

- 50 – 1person unit
- 50 – 2 persons
- 5 – 3 persons+

4)If you are unlikely to return to in-person worship, please tell us why. Select all that apply. 62 responses.

- 55 (88.7%) – I fear my health will be at risk
- 22 (35.5%) – I enjoy on-line church services more
- 2 (3.25) – I have lost interest in church
- 0(0%) – I have switched to a different church

5) If we were to resume in-person worship and continue with on-line worship services which would you make use of? 174 responses

- 34.5% - in-person worship, with safety measures in place
- 23.6% - on-line worship
- 36.8%– both
- 5% - neither

6) Have you found our on-line worship services to be spiritually satisfying? 174 responses.

- 17.2% - very satisfying
- 38.5% - satisfying
- 26.4% - somewhat satisfying
- 0% - not satisfying
- 17.2% - I did not participate in on-line services.

RE-ENTRY PROCEDURE FOR START OF SERVICES AT WUC

PLEASE NOTE: NO ONE SHOULD ARRIVE AT CHURCH WITH ANY COUGH OR RESPIRATORY UPSET EVEN IF SYMPTOMS ARE MILD

Function: Church Service in Sanctuary

Attendees: Approximately 80 -100

Age: Mostly adults, some seniors, youth & children
There is no Sunday School or Nursery at this time

Facilities: Sanctuary, lobby and hallway in new wing, Room A, Room B, washrooms on main floor, sound, video, windows, ceiling fans on, wooden doors open to circulate air. No floor fans to be used. All activity on Main Floor only.

- Entrance:** Non-medical masks or face shields are mandatory and should be put on prior to leaving vehicles. Woodlawn United to supply masks to those who arrive without masks. All staff and ushers will wear masks. Children under the age of 4 are not expected to wear masks. Minister may remove their mask at start of service. Although hand sanitizer is available, congregants may bring their own small bottle. Self distancing and coughing sneezing etiquette is to be observed at all times. **Handshaking, hugging or contact of any kind is to be avoided.** With the exception of infant feeding, please no food or beverages (incl bottled water, and water bottles, coffee/tea)
- Entry into the building is through glass doors of the new wing. Please use hand sanitizer when you enter. Congregants will self declare health on form e-mailed to them in advance. Completed form to be placed in tray at Welcome Table. In event of bad weather, proceed through glass door, turn right, and proceed down hall and self-distance in Rooms A and B waiting to hand in declaration form.
- Offerings:** Containers will be located at sliding door of Sanctuary, and in the main Narthex, for church offerings. During the offertory, the Minister may mention that the containers are available upon exiting.
- Seating:** Congregants are asked to wait at sliding door of Sanctuary to be asked by an usher to be seated. There are three ushers: two at side aisles and one at the center aisle. Seating will be from front to back. There will be no standing, singing or response by congregants during service. It is asked that once you are seated, you remain in the same place. If a congregant has to leave please practice self-distancing.
A diagram of seating arrangement is attached to this note
PLEASE RESPECT AREAS MARKED FOR NON USE.
- Exiting:** Designated ushers will direct congregants when to leave (a reminder from the pulpit after the benediction would be helpful) from back to front continuing to self distance until all have exited.
- Facing back of Sanctuary left aisle exits through glass doors in new wing, left and right center aisle exit left wooden doors, and right-side aisle exits through right wooden doors.
- Congregants are asked to stay seated until their aisle is asked to exit. All congregants should go directly to cars and leave parking lot. No socializing is requested and advised.
- Washrooms:** Only two congregants at a time in the washrooms. If a line up forms outside the washroom, please remember to continue to self-distance while waiting. Families can be more than two in family washroom as they are a bubble.
- Post:** All surfaces should be cleaned professionally as well as door knobs and washrooms. If room A&B are used it should be noted to tell cleaners when they arrive on Monday. A completed checklist and contact information should be left in church office. Tellers should be available from A&M to deal with Offering.

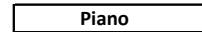
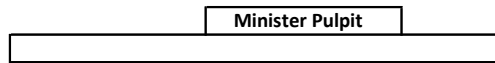
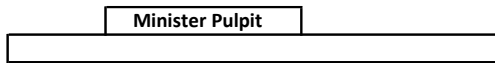
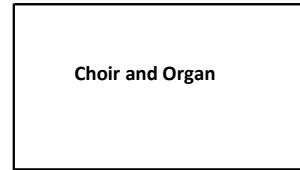
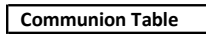
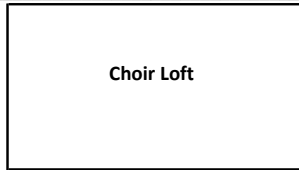
THE SYMPTOMS OF COVID-19

- New or worsening cough
- Shortness of breath or difficulty breathing
- Temperature equal to or over 38 C
- Feeling feverish

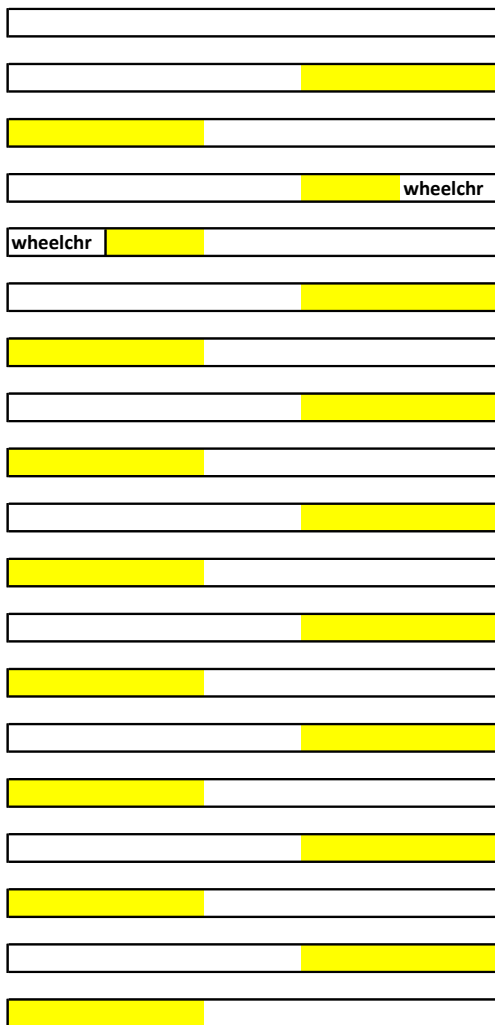
- Chills
- Fatigue or weakness
- Muscle or body ache
- Loss of smell or taste
- Gastrointestinal symptoms
- Feeling very unwell

While we welcome you back to our in-sanctuary services, this will not be church as we once knew it, but our worship services will continue to be filled with the spirit and love of God. Your patience and cooperation is greatly appreciated, as we navigate uncharted waters, together.

Date: _____



Hi-lighted Areas indicate seating for Congregation



ADMIN & MGT REPORT**Administration &
Management Report**PAR
COMPARISON

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	-\$542.00			

WOODLAWN UNITED CHURCH

**Comparative INCOME STATEMENT
as of June 30,
2020**

06-Jul-20

	BUDGET		ACTUALS		COMMENTS or EXPLANATIONS
	12 months 2020	Expected by 30-Jun-20	To June 30,2020	LAST YEAR June 30, 2019	
REVENUE					
General	335,000	171,818	139,698.91	158,647.31	Down \$19,000 fr. 2019; 16 Sundays without service
Easter	5,000	5,000	1,500.00	4,822.00	No physical Easter service in 2020.
Anniversary	1,000	0	0.00	0.00	
Thanksgiving	3,000	0	0.00	0.00	
Christmas	10,000	61	70.00	45.69	
Initial	1,000	877	740.00	927.00	
Offering Envelopes	355,000	177,756	142,008.91	164,442.00	
Loose	7,000	2,496	1,127.30	2,522.72	Down - no Sun. services in late March to June 30
U.C.W.	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	32,000	14,937	8,600.00	13,895.00		No rentals for March April May & June 2020.
Wedding Fees	0	0	0.00	850.00		
Funeral 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		
Fundscrip 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		
Total Misc.	48,800	19,263	11,837.70	22,975.53		
Canada Emergency Wage Subsidy			19,832.60			Federal Government payments (4) received
Total General Revenue	418,600	200,836	177,428.11	192,300.09		\$14,000 below 2019; \$23,000 below Budget
EXPENDITURES						
Salaries & Benefits:	265,400	133,599	152,599.20	148,301.60		
Property Expenses:						
Solar Panel Loan	10,000	4,450	0.00			
Utilities	3,000	1,291	1,034.90	1,633.11		
Water	3,000	1,910	1,746.12	1,806.46		
Natural gas	27,000	20,465	11,726.86	17,229.57		Facilities not in use.
Utilities & Heating Fuel	43,000	28,116	14,507.88	20,669.14		
Property Insurance	7,000	5,056	8,787.00	4,227.80		Major increase of approx. 30% in premiums.
Repairs & Maintenance	10,000	2,188	1,829.49	1,096.41		
Maintenance of HVAC units	700	454	0.00	573.83		
Elevator Service Contract	3,200	1,318	1,335.16	1,290.00		
Security Alarm Monitoring	600	255	294.98	365.40		
Fire Alarm Monit'g & Inspec.	1,100	740	937.71	537.68		
Cleaning Supplies	2,000	574	144.24	644.09		
Kitchen Cleaning	1,000	0	0.00			
Exterior Window Cleaning	400	0	0.00			
Janitorial Services	20,300	10,550	5,674.94	12,760.23		No billing for April May & June 2020.
Outdoor Maintenance	9,700	8,914	6,353.48	6,452.66		
Property Taxes	300	150	129.57	129.57		
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				148.35		
Community of Care	500	-458	-225.00	-27.93		
Stewardship	700	258	40.79	427.66		Postage for Easter letter in 2019.
Communications	2,000	517	439.16	552.04		
Program:						
Christian Development	2,250	1,440	79.62	813.05		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	
Ministry & Personnel	200	0	0.00	0.00	
Youth Committee	1,200	45	735.60	21.61	
Community of Faith	1,000	0			
Miscellaneous			0.00	0.00	
Total Committee Expenses	15,050	6,459	3,124.66	6,851.89	
Denominational Assessment	17,350	8,675	5,207.00	6,940.00	Only 3 installments paid, 5 in Budget.
General Operating Expenses					
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	
Total General & Operating Exp.	21,500	10,711	10,338.70	10,282.44	
TOTAL EXPENSE	418,600	217,759	211,264.01	221,122.74	Under Budget by \$6,500; 2019 - \$10,000
SURPLUS / (DEFICIT)	0				
EXCESS OF EXPENDITURES OVER REVENUE		-16,923	-33,836	-28,823	Over Budget by \$10,000.