

MINUTES – Woodlawn United Church Council April 15th, 2020

CALL TO ORDER: Council Co-Chair Peter Woods called the meeting to order at 7:10 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, chair Peter coordinated a video conference so we may continue the work of Woodlawn United Church.

In Attendance via Video: Allan Eddy, Bob Watt, Brian Moors, Helen Dixon, Kathy Dean, Keith Musselman, Kerri Graham, Peter Woods, Rev Mary Lynne Whyte, Paul Whyte, Rev Phillip Kennedy, Shannon MacLean.

Regrets: Barry Zwicker, Denis Dean

WELCOME: Peter welcomed all to the meeting.

OPENING PRAYER: Paul Whyte led in an opening prayer.

ADJOURNMENT TIME – Agreed by consensus to an adjournment time of 9:00.

APPROVAL OF AGENDA: Peter request Item 7 be added to Old Business; Cleaning Company contract. **The Agenda, as amended, was approved by consensus. (Appendix A)**

APPROVAL OF MINUTES: The minutes of March 18th were accepted by consensus

CORRESPONDENCE: Chair Peter noted that correspondence from the Region was for information.

Re: Ministers Requests - Shannon reported on the telephone calls the clergy were making, that there have been a couple of requests for deliveries and about twenty requests for weekly telephone check-ins which were being responded to by volunteers. The youth have been making and sending cards to about 20 selected folks. The clergy have a call list of about 200 (households without email) that they have called and are about to cycle through the list for a second time.

OLD BUSINESS & BUSINESS ARISING:

1 – WUC Policy Review – Bob presented the **Worship Cancellation & Office Closure Policy**, originally presented January 2018, for review. **After clarification and correction of the final statement, the policy was accepted by consensus** (Policy attached). Keith presented a revision to the Funeral Policy concerning discretion in waving associated charges. After discussion it was agreed that A&M should have further discussion with ministerial staff and bring the policy back to Council for consideration.

2 – Temporary Personnel – Peter reported that a scaled down Council has met several times (5 times) since March 4th to address congregational needs regarding ministerial and youth staffing both in the short and the long term. While no decisions have been made the situation is compounded by the uncertainty of how long it will be before services are held in the sanctuary again.

3 - Council Retreat – Council Co-Chair **(Defer)**

4 – Governance Document Update – **(Defer)**

5 - Job Description Office Administrator – M&P (Follow up)

6 – Charging for Blessings – Staff have not had the opportunity to research, for Council's information, the number of requests for Blessings, the location Blessings are held, etc.. Philip reported that Blessings are now being recorded in the back of the Baptism Record Book but would not indicate where the Blessings took place. (Item to remain on agenda)

7 – Cleaning Company Contract – Kathy reported on behalf of the Trustees that the Cleaning Company is now scheduled to clean the Heritage Centre after the Food Bank closes on Thursdays and will clean the washrooms etc. in the main building as requested. Kathy also reported arrangements have been made that, rather than issuing a refund for services not performed, the company will provide a 'credit' which may be used for services beyond the norm i.e., window cleaning etc.

NEW BUSINESS:

1 - Congregation Communication – Peter reported that he and Kathy, as Co-Chairs of Council, had discussed and would like to prepare a FB video. The video would, taking all the necessary best practise safeguards, take place from within the sanctuary and would provide information on the ongoing work that is being performed at Woodlawn and contain a message of hope for the time when the congregation would be back in the sanctuary for worship. It was suggested that the video also reference the financial impact covid-19 is having on the church. **It was agreed the suggestion was a good idea and received approval by consensus.** Peter also indicated that the co-chairs would provide Shelley with a write-up to be included in the next congregational newsletter.

2 - Audit Minister's Benevolent Fund – Keith reported that when Phillip and Shannon leave, Mary Lynne would be the sole individual with authority to disburse funds from the Benevolent Fund and A&M were recommending an audit of the fund take place so that the beginning balance and the value of prepaid gift cards be known as of July 1st. Keith indicated he would sign a non-disclosure agreement to ensure confidentiality. It was suggested that such an audit could be done by examining the cheques/receipts/chits etc., and it would not be necessary to know the names of the individual recipients of the Benevolent Fund. **It was agreed, by consensus, that an audit, which would not reveal the recipients, be done and that Mary Lynne be informed of the opening balance in the fund as of July 1st.** There was suggestion that A&M provide recommendation as to how requests for assistance be responded to when Mary Lynne is not available.

3 - A&M Reports – Keith referenced the attached A&M reports. He highlighted the Comparative Income statement and specific areas that had notes in the side bar. Keith also indicated that Ivan and Kathy were scheduled (April 16th) to contact the Region regarding the CEWS (Canadian Emergency Wage Subsidy) to determine the proper process and forms to be used to access the fund. There was a question if Marlene & Gus (choir director and musician) would be considered under the CEWS and Keith was to confirm. Brian requested the co-chair of Council extend Council's appreciation to Ivan for the work he continues to do.

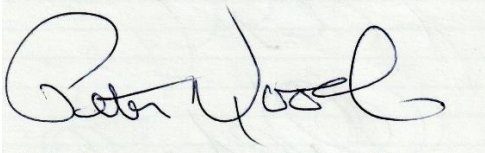
ROUND TABLE DISCUSSION:

- Brian asked that Keith investigate the possibility of providing the ability to do e-transfers to the church.
- Shannon suggested that she may have found a way to move the FB videos to uTube, allowing them to be linked to the Woodlawn web site. It would require someone with the time, ability and interest.
- Shannon also reported that the ministers have reworked their schedules to the end of June and that Phillip and Shannon would do their de-covenanting service on-line, on June 21st.

ADJOURMENT – Chair Peter adjourned the meeting at 8:50 p.m.

CLOSING PRAYER – Paul led in a closing prayer.

NEXT SCHEDULED MEETING – Wednesday, May 20th, 2020.

A handwritten signature in black ink on a light-colored background. The signature is cursive and appears to read "Peter Woods".

Peter Woods: Co-Chair of Council

Submitted

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

J Robert Watt - Secretary, WUC Council

7 PM – ZOOM Video Call

REPORTS**Membership Clerk – March 2020 Report – Roll Changes**

Congregational Roll	Deleted	Carlton Tait = Deceased
		Janice Armsworthy – Deceased
		Paul Dalrymple – Deceased
		Pearl Myers - Deceased
		Chris Cuthbertson – As Requested
		Armanda Isaacs - As Requested
		Keith & Thelma Blades – As Requested
		Joyce Cluett - As Requested
Historical Roll	Deleted	Janice Armsworthy – Deceased
		Peral Myers - Deceased

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	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
Worship Cancellation and Office Closure	Council & Clergy	1	Feb 26 2014	

A & M Report to Council April 2020

A & M has changed our regular date to the second Wednesday of the month and so we met via Zoom on 08/April /2020 at 1900. This being our first Zoom meeting several members joined late but all eventually were connected to the meeting

Old Business- Designated Funds are in place. Ivan needs final versions for accounting. Keith will action.

- Changes to the Funeral and review of the Rental, Gaming policy from our previous Council meeting were fwded to Bob Watt for implementation.

- Brian Banks independent financial review(with the assistance of Grant Warwick) fwded to Bob for correspondence to Council

New Business- Loss of revenue due to physical closing of Church buildings. Includes rentals, offering plate. At this point PAR is supplying the vast majority of our local revenue for operating expenses.

- Sources of income through Federal programs such as Canadian Emergency Wage Subsidy. Ivan and Kathy will initiate and update A&M on progress. I will fwded info to Co-Chairs as events occur.

- Keith brought fwded suggestion that as managers of the DF's an audit of the Benevolent Fund should occur, prior to transition of Ministerial Staff. Rev Mary Lynne will be taking full control of fund at end of June as she'll be the only full-time minister and logically the PoC for any requests. Keith and Ivan have agreed to do the review and will sign a privacy statement if needed.

- Carol and Mary Lynne both mentioned the on line resources at the UCC website, helping to clarify the Federal Government programs as they are implemented and evolve.

Reports from the Committee members;

Ivan had the financial results for March. I've attached. Yes, we are down this month and expect to be down more, next month.

Joan indicated 14 changes to PAR since our last meeting with 160 members using PAR. There was a decrease of \$667 overall in local giving compared to April last year. We aren't sure how to get more people to transfer to PAR as it's our major source of income at this time

Keith briefed on Tellers. An email was sent, asking tellers to ignore the reminders for teller duties until further notice. Obviously, there was no offering plate to count. Although individual donations are occurring.

Malcolm will contact trustees to confirm their measures to reduce operating costs, i.e. heat,lights.

Bev Wicks reported all rentals cancelled at this time. There were deposits from several clients that we thought would need refund. Shelley contacted them and they agreed for us to hold the funds as a credit. She continues to be the Miscellaneous Deposit Teller. Thanks Bev & Shelley.

Keith reported update from last several Council Meeting.

Keith thanked everyone for attending. Next meeting 13 May/20 at 1900. Meeting adjourned at 2110.

Independent Review of Financials 2019

I have completed the procedures of an independent review as outlined in section G.4.4.4 of the UCofC manual.

I determined

Two unrelated individuals sign cheques and the transactions reviewed were approved as required.

The books and general bank account are reconciled monthly.

The total of charitable receipts issued in the amount of \$451,417 (Joan Mikkelsen's figure) compare favourably with the accounting records.

Receipts received for Mission & Service are forwarded monthly to UCofC.

The annual Revenue Canada information return was completed for 2018 as required.

The trustee investment schedule was reviewed with the monthly statements from TD Waterhouse and totals compared with the accounting records and financial statements.

Payroll totals from our payroll service provider were compared with the accounting records and the budget figures for 2019.

The yearend financial statements are a summary taken directly from the accounting records.

In summary I could not be expected to examine numerous transactions in great detail however, the internal controls and separation of duties within WUC are quite impressive in my view and very important to safe guard the church's assets.

I was provided with any and all information requested and I found everything I reviewed to be in order and I thank Ivan Richardson for his cooperation.

Respectively

Brian Banks

<div style="border: 1px solid black; padding: 5px; display: inline-block;"> WOODLAWN UNITED CHURCH Comparative INCOME STATEMENT as of Mar. 31, 2020 </div> <div style="margin-left: 20px;">03-Apr-20</div>					
	BUDGET		ACTUALS		COMMENTS or EXPLANATIONS
	12 months 2020	Expected by Mar31	To Mar 31 2020	To Mar 31 2019	
REVENUE					
General	335,000	81,420	68,982.03	80,824.28	Offerings behind 2019 level & 4 Sundays cancelled.
Easter	5,000	0	30.00	0.00	
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	840	720.00	887.00	
Offering Envelopes	355,000	82,321	69,802.03	81,756.97	
Loose	7,000	1,325	1,127.30	1,339.32	
U.C.W.	4,400	1,128	1,500.00	2,150.00	
Invest. Int. -General	700	9	10.80	10.20	
Invest. Int. -Trust Port.	2,700	0	0.00	0.00	
Miscellaneous:					
Rentals	32,000	8,680	8,250.00	8,075.00	
Wedding Fees	0	0	0.00	0.00	
Funeral Recoveries	7,500	1,116	1,400.00	2,150.00	
Blessing Service Fees	0	0	0.00	0.00	
Time Out for Crafts	1,100	600	500.00	600.00	
Fundscrip Recoveries			1,835.45	1,849.93	
Memorials - Bulletins	500	0	0.00	0.00	
Misc. Non-Recurring Rev.	6,900	-12	-1,690.75	152.45	

Music Program Funds	800	0	0.00	0.00	\$15,700 below 2019; \$12,400 below Budget
Total Misc.	48,800	10,384	10,294.70	12,827.38	
Total General Revenue	418,600	95,167	82,734.83	98,083.87	
EXPENDITURES					
Salaries & Benefits:	265,400	62,279	70,496.43	69,291.29	
Property Expenses:					
Solar Panel Loan	10,000	700	0.00		March 2020 billings not processed.
Utilities	3,000	747	779.78	1,392.36	
Water	3,000	461	1,447.67	374.86	
Natural gas	27,000	13,973	5,633.43	11,746.57	
Utilities & Heating Fuel	43,000	15,881	7,860.88	13,513.79	
Property Insurance	7,000	0	0.00	0.00	
Repairs & Maintenance	10,000	470	1,033.66	235.32	
Maintenance of HVAC units	700	209	0.00	264.23	
Elevator Service Contract	3,200	659	667.58	645.00	
Security Alarm Monitoring	600	0	294.98	0.00	
Fire Alarm Monit'g & Inspec.	1,100	275	0.00	200.00	
Cleaning Supplies	2,000	0	144.24	0.00	
Kitchen Cleaning	1,000	0	0.00		
Exterior Window Cleaning	400	0	0.00		
Janitorial Services	20,300	6,980	5,434.14	7,245.48	
Outdoor Maintenance	9,700	245	721.35	177.16	
Property Taxes	300	150	0.00	129.57	
Total Property Expenses	99,300	24,869	16,156.83	22,410.55	
Committee Expenses:					
Executive Council	1,000	0	0.00	0.00	
Community of Care	500	-410	0.00	-25.00	
Stewardship	700	10	0.00	16.18	
Communications	2,000	0	416.17	0.00	
Program:					
Christian Development	2,250	222	33.61	125.33	
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		90	0.00	107.50	
General Music items		0	0.00	0.00	
Music Purchasing		0	346.69	0.00	
Guest Musicians		0	0.00	0.00	
Copyright Licensing		1,028	0.00	581.00	
Organ Supply & Accomp.	1,350	371	0.00	975.00	
Chancel Working Group	600	0	0.00	0.00	

Outreach	300	0	29.11	0.00	
Worship	600	43	-0.36	45.28	
Pulpit Supply	500	0	0.00	0.00	
Program Total	7,600	1,792	409.05	1,909.11	
Admin. & Mgmt.	850	1,006	840.65	914.77	Postage to mail tax receipts; tabs etc. For new year.
Ministry & Personnel	200	0	0.00	0.00	
Youth Committee	1,200	0	824.50	0.00	
Community of Faith	1,000	0			
Miscellaneous			0.00	0.00	
Total Committee Expenses	15,050	2,398	2,490.37	2,815.06	
Denominational Assessment	17,350	1,735	3,472.00	1,735.00	2 installments paid
General Operating Expenses					
Accounting Services	0	0	0.00	25.00	
Photocopier	7,000	2,168	2,124.11	1,884.33	
Stationary & Supplies	1,500	1,202	573.91	918.42	
Office Expenses- Misc.	1,500	-203	323.67	-186.26	
Office Expenses	3,000	999	897.58	732.16	
Offering Envelopes	1,500	17	1,369.42	16.18	20-21 envelopes already purchased.
Telephone Services	7,000	1,199	1,633.11	1,377.32	
Postage	500	167	0.00	91.38	
Par Service Fees	540	135	135.00	135.00	
ADP fees	850	225	189.14	197.64	
Bank Service Fees	1,110	244	24.38	184.06	
Finance Charges & Int.	2,500	604	348.52	516.70	
Total General & Operating Exp.	21,500	5,154	6,372.74	4,643.07	
TOTAL EXPENSE	418,600	96,435	98,988.37	100,894.97	
SURPLUS / (DEFICIT)	0				
EXCESS OF EXPENDITURES OVER REVENUE		-1,268	-16,254	-2,811	Over 2020 Budget by \$2,500

PAR CHANGE REPORT

PAR changes	2017	2018	2019	2020
Add	8	3	8	3
Cancel / Transfer	6	6	12	5
Decrease	7	2	2	2
Increase	4	38	39	4
Re-Distribute (Could be others in decrease or increase)	1	1	4	0
Total	26	50	65	14
# 160 as of	06-Apr-20	Apr-19	# 168	
Local	\$14,991.01	15,658.01		
M&S	\$2,115.41	2,170.41		
Other	\$1,566.98	1,782.98		
Total	\$18,673.40	19,611.40		
	\$19,611.40			
Local increase/decrease from previous year	-\$667.00			



Woodlawn United Church

Worship Cancellation and Office Closure Policy 70.0

Approved at Council: February 26, 2014

Modified/Revised: April 15, 2020

PURPOSE

To ensure safety of our congregation and staff members, worship will be cancelled and/or the office will be closed due to extreme weather conditions, power outages, or other unforeseen issues.

POLICY

1. If the RCMP or City Police advise drivers to stay off the roads, worship will be cancelled or the office will be closed. In the absence of an advisory, the decision to cancel worship will be made by a co-chair of council, a member of trustees and the ministry staff.
2. Woodlawn United Church follows the Hfx Regional Centre for Education's school protocols for closings and delays from Monday-Friday. For example, if the HRCE closes their schools, WUC will close the office and all ministry programs and events will be cancelled or delayed. If the weather prompts us to announce a delay in opening but not a full day closure, WUC will delay opening the office and continue with ministry programs and events based on our assessment of the circumstances. Delays or cancellations may be beyond our control, such as power outages, etc. as a result of the weather conditions. ***(Please note that even with school closings the church office may open, weather permitting, so please call ahead).***

Announcements on closings or delays for office hours:

- An email will be sent to any group that was scheduled to meet at WUC.
- A sign will be put in the main door, if possible
- Voice mail for the Church Office will reflect the cancellation, 902-434-8302.

Every attempt will be made to continue with worship services. However, if a decision has been made to cancel, congregants will be informed:

- Worship Leadership Team and choir members will be notified ☐
- A congregational email will be sent, if possible.
- Every attempt will be made to post information on the church website and our Facebook page.
- Voice mail for the church will reflect the cancellation.
- A sign will be put in the main door, if possible.
- The cancellation will be posted on the CBC Storm Centre.

CORRESPONDENCE**Generosity in Unprecedented Times**

As communities of faith, we find ourselves unable to gather in person due to the Covid-19 pandemic. These days, when we aren't able to meet physically, are challenging but also heartening as our church has come together to help each other offer new ways of worshiping and reaching out to those in need. Our ministry continues; especially online.

Often when we worship together, we share our gifts by passing the offering plate. Now that we can't lean on this traditional way of giving, it's important to promote and use other ways to give whether we are streaming live video, watching pre-recorded sermons, listening on the telephone, or quietly reading emailed materials.

As the church, we need to take seriously the reality that some of our participants are facing new financial hardships due to lay-offs, store closures, sickness, and/or caring for family members. Our first priority is providing pastoral care and maintaining the relationships that exist within the community of faith. Inviting people to new ways of giving should always take into account their personal situation. Some will have to reduce their level of giving. Some will be able to increase their giving. Remember, within the community of Jesus, ALL gifts are a sign of faith and an act of generosity to be celebrated.

Fortunately, the principles at work now are the same as before the pandemic, and will be the same afterwards. The key practices of Inspire, Invite & Thank underpin all we do. Telling inspiring stories of how your congregation is making a difference in peoples' lives may be even easier now as we focus on connecting and protecting the most vulnerable.

The invitation to generosity is an antidote to fear which not just helps to support your ministry, but is also an important spiritual practice for all people of faith. We do not invite those who can share more to do so grudgingly in order to "make up" for those who must unwillingly reduce their giving. We invite them to share more cheerfully, because this is how the community of Jesus cares for each other and those around them.

Please include a time during on-line worship for an offering invitation, which reminds people of the ways they can give to share and support your congregation, and a thankful offering dedication. Such an invitation can also be included when your community gathers on-line at other times, such as Bible studies or meetings.

Timely, personal and sincere thanking completes the Inspire, Invite & Thank circle and reminds people that you appreciate them and that you care. A solid ministry of appreciation is crucial when people are facing financial hardship themselves. Their gifts mean that much more.

So in these unprecedented times, to help make giving accessible and easy, here are some practical, recommended, tools you can use to invite an ongoing commitment to God through the continued support of important ministries in your community of faith and the ministry we do together through Mission & Service:

Post-Dated Cheques

Good old post-dated cheques are a familiar way for people to give. Place them in an envelope, sealed with a wet sponge not licked, and mail them to the church office. Alternatively, if it adheres to the most current self-isolation regulations to do so, drop them off at a location designated by your church; keeping personal contact to a minimum.

To ensure a way to deposit cheques in the case that your local bank branch closes during the pandemic, we encourage you to contact your local bank in advance to set up to making deposits by electronic cheque images using the camera and banking app in a smartphone.

PAR (Pre-Authorized Remittance)

Ensure stable, reliable support by signing up for PAR and encouraging participants in your community of faith to do the same. PAR allows you to give to what matters most to you, through an automatic monthly withdrawal from your bank account. It's really easy.

Those already on PAR can easily update the amount of their gift by contacting your congregation's PAR coordinator or the national PAR administrator at par@united-church.ca. Just remember to include the name, city and province of your congregation or your PAR number. You can get your PAR number from your local PAR coordinator.

New PAR donors are asked to fill out the [PAR authorization form](#) indicating how much they want to give to their community of faith and how much they would like to donate to people in need and programs that matter through Mission & Service. Normally, they would hand it, along with a voided cheque, or credit card information, to the local PAR coordinator who would then mail the information to the PAR administrator at the General Council Office.

However, with General Council Office staff working from home, please DO NOT mail them to the address on the PAR form. Instead, mail them to the PAR administrator using this special address:

Rose Cambourne
The United Church of Canada
8 Switzer Street
New Lowell, ON
L0M 1N0

There is also an option available to forward the forms and void cheque by **fax**. Please send them to the General Council Office fax at 416-231-3103. Staff have remote access so forms can be processed in a timely manner.

Please take all necessary security precautions with personal banking information. Please DO NOT send scanned or photographed images by email because email is not secure and there is sensitive financial info on the form.

Congregations are encouraged to provide as much help as possible to new PAR donors to make the sign-up process easy. Please remember to thank new PAR donors for the commitment they are making to your congregation's ministries and mission.

Canada Helps (www.canadahelps.org)

Encourage people to give by credit card on-line through Canada Helps. Unlike some other online credit card giving options, Canada Helps is a Canadian registered charity which exists purely to enable other charities to receive online gifts. Canada Helps is not a for-profit business.

As a registered charity in Canada, your congregation can already be found on Canada Helps, and RIGHT NOW people can go there and make a gift to your congregation. Canada Helps will immediately email the donor a tax-receipt. Every 7-8 weeks Canada Helps will send your church a cheque in the mail with your gifts.

However, we recommend that you "claim your page" by **registering** your account as either a **Profile** account or a **Full Fundraising** account. Both accounts are free. Registration is done through <https://www.canadahelps.org/en/for-charities/claim-your-charity-profile/> and is easy when you go to the web-site and gather the required information first. Your congregation's leadership should decide who will register and be your Canada Helps administrator. This may, or may not, be your treasurer.

You can find a list of the different account features here: <https://www.canadahelps.org/en/at-a-glance/>. We recommend the Full Fundraising account for the most information, tools, and results. The Full Fundraising account gives you the ability to create a custom **donation form** as part of your congregation's web-site, and a Donate button for your web-site. Using these properly gives you a reduction in fees.

We recommend placing a donate button powered by Canada Helps on the front page of your congregation's website. Best practices are to put it as visibly as possible and to have the button coloured green. This will make it very easy for you to direct your members to a giving opportunity during a worship service or a meeting.

The following table describes the differences in fees between your options.

	Fee for one time donation	Fee for monthly recurring donations
No Account	4%	3.5%
Profile Account	4%	3.5%
Full Fundraising Account <i>(when done through canadahelps.org)</i>	4%	3.5%
Full Fundraising Account <i>(when done through your donation form)</i>	3.75%	3.5%

Even though this may all sound complex, the steps are quite easy. Instructions are found throughout canadahelps.org and they have a super help support team. Answers to most of your questions can be found here:

<http://charityhelp.canadahelps.org/> and you can contact Canada Helps support here:

<https://www.canadahelps.org/en/contact-us/>

E-Transfers

E-Transfers are from an individual to an individual, not directly into your congregation's bank account, therefore your governing body will need to make some decisions in order to make this safe for both donors and the congregation. A good process might look like this:

- Use the official email for the church office, rather than a personal email;
- When an E-Transfer email is received it is forwarded to both the Treasurer for deposit and the Envelope Steward for recording the gift for receipt.

Having two people involved meets the best practices to safeguard both the assets of the church and the reputation of those involved. Whoever will receive the transfer for deposit must also have an electronic link to the congregation's bank account to complete the deposit. Because this is a deposit into your congregation's account, the rules are different than if it was a withdrawal. Please speak with your bank.

You are not alone!

The Philanthropy Unit is here to help! Please send us your questions or contact us to talk about how you will be encouraging generosity in your context in these unprecedented times.

Roger Janes - 709-486-3239 - rjanes@united-church.ca

- First Dawn Eastern Edge Region, Region 15, Fundy-St. Lawrence Dawning Waters Region

Trisha Elliott - 613-299-8960 - telliott@united-church.ca

- East Central Ontario Region, Eastern Ontario Outaouais Region, Nakonha:ka Region

Karen Seunarine - 416-779-7745 - kseunarine@united-church.ca

- Shining Waters Region

Dave Jagger - 519-570-6892 - djagger@united-church.ca

- Antler River Watershed Region, Western Ontario Waterways Region, Horseshoe Falls Region

Melody Duncanson Hales - 705-618-3032 - mduncanson-hales@united-church.ca

- Canadian Shield Region

Jane Harding - Office: 778-574-0423 - Mobile: 604-761-1677 - jharding@united-church.ca

- Pacific Mountain Region, Northern Spirit Region, Chinook Winds Region, Living Skies Region, Prairie to Pine Region

**Mission & Service – 1-800-268-3781 x 3050 Gifts with Vision – 1-800-268-3781 x 4029 ms@united-church.ca
info@giftswithvision.ca**

PAR – 1-800-268-3781 x 3152 Legacy Giving – 1-800-268-3781 x 2021 par@united-church.ca legacy@united-church.ca

MEMO

To: Communities of Faith, Ministry Personnel, Board/Council Chairs and Regional Members

From: Rev. Faith March-MacCuish, Regional Executive Minister, First Dawn Eastern Edge Regional Council, Fundy St. Lawrence Dawning Waters Regional Council and Regional Council 15



The United Church of Canada L'Eglise Unie du Canada

First Dawn Eastern Edge Regional Council
Fundy St. Lawrence Dawning Waters Regional Council
Regional Council 15



Date: March 27, 2020

Re: COVID-19 Regional Update (March 27, 2020)

It seems like such a long time ago that I wrote the letter acknowledging that it was time to shut down our buildings and have our staff work from home, and yet that was only ten days ago.

Since that time many things have shifted. The messages from our health and government authorities have gotten stronger and we have all been asked to do our part to help plank the curve, to keep each other safe and to model good citizenship for our communities, our provinces, our country and our world.

I have such a deep sense of gratitude for our Ministry Personnel, our Communities of Faith's governing bodies and our many staff both in local congregations and at the regional level. We have been and continue to be affected by this Pandemic.

Thank you to all the Ministry Personnel. I know how hard you are working to be present to your Communities of Faith in this very difficult time. I am aware of your tenacity, your resolve to find new ways of providing worship and connection, through social media and through a simple phone call, which means so much. I know that you are struggling when you have to say to a beloved family that the funeral of their loved one needs to be postponed, that you are sorry you are not permitted to visit them at home or in the hospital, or when you speak with a couple who are planning their marriage and ask them to consider changing the date. The feeling of helplessness in these situations is causing you so much extra stress and anxiety. I know your call to ministry is to be present for and with all God's children and that has not waived. I believe it has only been made stronger as you work hard to be the presence of Christ in ways you never knew possible.

Thank you to our Communities of Faith, your governing bodies, and volunteers for providing for your staff by allowing them to work from the safety of their home. You are also doing your part to be an example for the wider community. I have been hearing stories of Board members setting up phone trees and prayer chains. Communities of Faith checking in with the vulnerable and making sure they know they are not alone. I believe your call to support your staff and your congregants has also become your strength. Congregational members are also very concerned about the financial well-being of the Pastoral Charge and have found new ways to give. Thank you to everyone for doing your part in these most difficult times.

Thank you to our Regional Staff who are now working many overtime hours from their homes to make sure our congregations, committees, ministries and clergy have the information and the tools they need in these difficult times.

Thank you as well to our General Council Staff, Moderator and General Secretary who, at the helm of our church, strive to keep us connected and informed.

We are truly blessed and upheld by each other and by a good, loving and ever-present God.

As we are fast approaching the first two weeks of closure and our March 30 date, we know we are not in a place to be able to open our churches or our offices. As this continues to go on, I know it is becoming more difficult. At this point, we will continue to be closed until the end of April and we will reassess at that time.

Thank you all for supporting this tough decision, adhering to the health and government authorities and keeping congregations and your staff safe.

Some things to keep in mind:

- Please avoid going into the church buildings at this time.
- Please have one person designated to go in on a weekly basis and check on the building, the pipes and boilers etc.
- When you do so, make sure you sanitize the door handles and the things you touch.
- If you need to check the mailboxes at the church, please make sure you are safe in doing so.
- If clergy wish to go into the building to record or livestream worship, it is permissible as long as it is a small group of 1-3 people. Again, make sure you sanitize anything you touch and make sure you are keeping the required distance apart.
- If you are able to record your services from the safety of your home, all the better.

If your Community of Faith is having financial difficulty, please call your Regional or Executive Minister to discuss the options available for you. If you are considering temporary layoffs of any staff, it is important that you follow employment law as well as United Church policies and therefore it is imperative that you are in touch with your Regional Minister. Our General Council staff are working with employment specialists to guide us at this time and our Regional Ministers are being equipped with this information and hope to have it by early next week. It is our hope that it will not have to come to this. As we are hoping that, with government aids as well as help from Regional Councils and General Council, temporary layoffs will not be needed.

This has been a very different Lenten journey and it will be a very different Holy Week, Good Friday and Easter Sunday. I know you will all do your best to honour our Easter traditions in new, creative and safe ways. Despite everything that is happening in our world, we know God is our strength, and we live with the promise of resurrection hope.

Yours in Christ,
Rev. Faith March-MacCuish



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Yours in Christ,

Rev. Faith March-MacCuish



The United Church of Canada L'Eglise Unie du Canada

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

April 2, 2020

Dear Members of the Regional Council,

Greetings to you from the Office of the Executive Minister.

These, as you know, are trying times and as I have said before the sand is constantly moving under our feet. Today, I write to you with the unfortunate news that the Regional Council Executives have had to make the very difficult decision to postpone the Annual Meeting. It was felt that this was the right decision to make at this time. While we are unaware of whether we will be able to have gatherings as soon as May 24th, we are of the opinion after hearing from our health authorities that this current situation will be with us for the next two to three months. Our first priority of course is to keep everyone safe. The Annual Meeting Planning Committee and the Regional Executive will be making plans as to how and when the meetings and Celebration of Ministry service will happen, and you will be informed as soon as we know, please know we hold you in our prayers as we work through the possibilities.

If you have already registered for the meetings and have paid your registration fees, Mount Alison University will automatically issue refunds on your original method of payment within two weeks; you do not need to contact them to request a refund.

Please do not hesitate contact me if you have questions or concerns.

May we continue to support one another and know God's loving embrace surrounds us.

Faith March-MacCuish

Faith March-MacCuish

Executive Minister

c.c. Donna Tourneur, Chair, Annual Meeting Planning Committee

Janet Sollows, President, Regional Council 15

David Hewitt, Regional Minister, Regional Council 15



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April 6, 2020

Peace be with you as you work diligently to provide important pastoral leadership during this public health crisis.

As you provide leadership to your community of faith during this time, I know you are finding innovative and creative ways to continue to provide ministry, while respecting the public health guidance to maintain physical distancing. As the staff at the General Council office and your regional council offices work very hard to provide you with support and respond to your inquiries, I write to you today out of concern for your own wellness.

I think that we are all realizing that the adrenaline-led sprinting of the last few weeks is transitioning to a marathon as we realize that this will not end at Easter. While these final days of Lent are unlike anything we have experienced in our vocational life, I can imagine that the normal stress of Holy Week preparations is heightened. In listening to a recent podcast by Christian writer Rob Bell (<https://robbell.com/portfolio/robcast/>), I was reminded of the importance of being grounded during these times. I realized that I had been so busy with keeping up with all of the doing of work and family responsibilities these days that there had not been much room for prayer and time to simply be. During these stressful days of COVID-19 response and Holy Week preparation, I encourage you to breathe and name 5 things you're grateful for in the moment. As we tell the familiar story of the final days of the life of Jesus, it's important to remember that even during one of the most stressful times in Jesus' ministry, he did take time by himself in the garden of Gethsemane to pray. Jesus took time to be grounded in prayer. Is there room now to ground yourself, like Jesus, in prayer and simply being – even if it's only for a few moments?

Our colleague Rev. Diane Strickland provided vital trauma support to ministry personnel and communities of faith after emergencies in Alberta in the last decade. In the midst of this public health crisis, Rev. Strickland continues to provide assistance to all of us through a helpful set of Pandemic Practicum videos, which share her wisdom from trauma training and response (https://www.youtube.com/channel/UCBxxkRUPC5c_smPuiiiICSQ).

In the coming weeks, I look forward to sharing some other tips with you. The staff of the Office of Vocation continue to pray for you. As you journey towards the cross, may God's love continue to surround you. May you be reassured by the hope that comes from the empty tomb.

The Reverend Adam Hanley

Program Coordinator, Ministry Personnel Vitality

Office of Vocation

When the Crisis Becomes Critical

Region direction for pastoral charges facing payroll challenges

This document focuses on the pastoral relationship with ministry personnel in The United Church of Canada during the COVID-19 pandemic. However, many of the fundamental principles also apply to the employment of lay staff, in particular the guidance about financial strategies.

Please read the communications from Regional Executive Minister Faith March-MacCuish: <https://ucceast.ca/regional-council-15/rc15-emergency-response-covid-19/>

The engagement of ministry personnel in pastoral charges in The United Church of Canada is called a “Pastoral Relationship” and the processes involved are called “Pastoral Relations.” The Pastoral Relationship has multiple parties, including congregations, ministers, the wider Church through the Region, and God. Any discussion that considers a change in the terms of the Pastoral Relationship requires not only the agreement of the pastoral charge and the minister, but also requires the approval of the Region.

The Manual of The United Church of Canada provides the operational bylaws for the church as a whole. The Manual can be found online at www.united-church.ca. A variety of handbooks provide supplemental information in support of the Manual. The handbook for Pastoral Relations for Communities of Faith is found here: <https://www.united-church.ca/sites/default/files/pastoralrelations-policy-community-of-faith-december-2019.pdf>. The policy and process for any kind of a Change in Pastoral Relations begins on page 9. A Change in Pastoral Relations includes the following:

- beginning a new pastoral relationship
- ending a pastoral relationship
- changing the work responsibilities within a position description
- changing the hours of work for a ministry position
- providing or ceasing to provide a manse
- lay-off, leave of absence, suspension of pay

The Region Pastoral Relations Committee is responsible to provide guidance and direction in Pastoral Relations and to act on behalf of the Region when decisions are required. Please see contact information for the Chair and associated Regional Minister at the end of this document.

In these extraordinary times, and considering the technical challenges in holding a legal decision-making meeting, the Pastoral Relations Committee offers the following instructions for any Pastoral Charge that is considering a reduction in pay, lay-off, leave or termination for their ministry personnel. In order for the Pastoral Relations Committee to be able to consider any such action and to be able to offer formal Approval, it must be demonstrated that the following steps were taken:

- 1. Contact the Region for guidance and direction.**
- 2.** Develop a plan for continued ministry within the congregational membership and within the wider community. The plan should include strategies for continued worship, study, pastoral care, and service in the wider community.
- 3.** Encourage every Church member and identifiable giver to continue giving, even if it needs to be at a reduced level. Various methods of giving are available. Please see <https://ucceast.ca/58294-generosity-in-unprecedented-times-2/> for helpful strategies.
- 4.** Review congregational and pastoral charge investments to clarify what is immediately available, internally restricted or externally restricted.

- a. Review internal restrictions – can they be changed? What is required to make a change? Board meeting or congregational meeting?
 - b. Review external restrictions – can they be changed? What is required to make a change? If they are restricted by action of Presbytery/Region, then an application to the Region for a change will be necessary (Manse Fund, property sale revenues, etc.)
5. Review the various applicable Federal government COVID-19 initiatives, in particular the 75% payroll supplement and the \$40,000 loan. Make application through the necessary channels. <https://www.united-church.ca/community-faith/being-community/governmentemergency-programs>
6. Contact Erik Mathiesen emathiesen@united-church.ca at the General Council Office to request deferral of Assessment payments from the pastoral charge to General Council.
7. Please read the communications from General Council, in particular this note from March 24, 2020: <https://www.united-church.ca/news/supporting-staff-through-pandemic>. Recognize that the pay of the ministry personnel is the first priority for spending for a pastoral charge. Utility bills, etc., are only to be paid AFTER the minister has been paid. Manual G.4.2.4.
8. Submit your financial statements to the Region Finance Committee for review and recommendations.
9. Investigate financial support and loan options with Region and General Council.

For more information, please contact your Regional Minister.

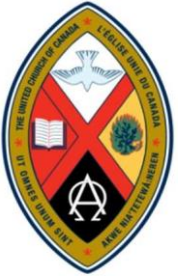
Fundy St. Lawrence Dawning Waters	Region 15	First Dawn Eastern Edge
Regional Minister Kendall Harrison kharrison@united-church.ca 1-800-268-3781, ext. 6153	Regional Minister David Hewitt dhewitt@united-church.ca 1-800-268-3781, ext. 6154	Regional Minister Heather Sandford hsandford@united-church.ca 1-800-268-3781, ext. 6155
Pastoral Relations Chair Catherine Gaw chgaw@eastlink.ca	Pastoral Relations Chair Tom Woods tomwoods188@gmail.com	Pastoral Relations Chair Shane Foote shanefoote52@gmail.com
Finance Committee Kimberley Douglass douglassting@bellaliant.net Faith March-MacCuish FMacCuish@united-church.ca	Finance Committee Allan Davis adavis@eastlink.ca Faith March-MacCuish FMacCuish@united-church.ca	Finance Committee Danny Button danny_button@hotmail.com Faith March-MacCuish FMacCuish@united-church.ca

Fundy St. Lawrence Dawning Waters

Pastoral Relations Committee

Region 15 Pastoral Relations Committee

First Dawn Eastern Edge Pastoral Relations Committee April 9, 2020



The United Church of Canada L'Eglise Unie du Canada

First Dawn Eastern Edge Regional Council

Fundy St. Lawrence Dawning Waters Regional Council

Regional Council 15

April 14, 2020

Dear Regional Members, Ministry Personnel, Chairs of Governing Bodies, Regional Executives and Committees:

As I have said so many times, the sand continues to shift under our feet. Last Thursday I was working on a process with the Property Committees to help the Communities of Faith (Pastoral Charges) make application for the Canada Emergency Business Account (CEBA) \$40,000.00 business account interest free loan. Today, that has changed.

Erik Mathiesen has informed us that on Saturday, Parliament passed the wage subsidy program, which has previously been discussed. There were a number of friendly amendments - including:

- revenue loss threshold for month 1 reduced to 15%
- flexibility in calculating revenue decline
- expansion of eligibility (still analyzing)

On the downside, we learned Thursday afternoon that the \$40,000 CEBA interest free loan expressly excludes our congregations. It is unclear whether this will be remedied, if there will be a separate program developed for charities or if this is just the way it is going to be. The United Church, through the Finance unit are actively lobbying on this matter.

With regard to the immediate 10% wage subsidy, many Pastoral Charges have requested that the GCO be authorized to process these with ADP. The cut off for pastoral charges to provide authorization is April 20 and processing will begin with payroll runs April 27 and onwards. The government rebate will be received within 2 days of the payroll run. For those electing to do it themselves, there will be an online calculator. If you are wishing to have the General Council, through the ADP, to process this for your Pastoral Charge, please follow the process on the link:

https://www.united-church.ca/sites/default/files/resources/covid19_updates_for_authorized_adp_contacts.pdf

We are also in the process of having a loan program approved through the General Council Executive for Pastoral Charges; there will be more by information at the end of the week.

There is an ADP webinar today, Tuesday April 14, 2020 at 2:00pm (ET) and of course the Wednesday night update. Please click the link and register: <https://www.united-in-learning.com/index.php/webinars>.

As we wade through these difficult times, may we do so together, with the help and guidance of the Holy Spirit. If you have any questions please do not hesitate to be in touch.

Sincerely,

Faith March-MacCuish
Executive Minister

First Dawn Eastern Edge Regional Council
Fundy St. Lawrence Dawning Waters Regional Council Regional Council 15

Shannon Mac <shannon.maclean@woodlawnunited.ca>

To: Bob Watt <jrwatt.bob@gmail.com>

Cc: Allan Eddy <jaeddy135@gmail.com>, Barry Zwicker <barry.zwicker50@gmail.com>, Bev Lynch <bevdon@eastlink.ca>, Brian Moors <brianmoors49@gmail.com>, Dennis Dean <ddean@ns.sympatico.ca>, Don Hill <don.hill@eastlink.ca>, Helen Dixon <55dixonh@gmail.com>, Jim Allen <solarkingns@gmail.com>, Keith Musselman <krmusselman@eastlink.ca>, Kelly MacNeil <Kelly.macneil@nspower.ca>, Kelly MacNeil <kellymacneil8213@gmail.com>, Kerri Graham <kerri.graham@gmail.com>, "Mary Lynne Whyte (Rev)" <marylynne.whyte@woodlawnunited.ca>, Paul Whyte <epaul.whyte@gmail.com>, Peter Woods <commonkore@gmail.com>, "Phillip Kennedy (Rev)" <phillip.kennedy@woodlawnunited.ca>

Hi All,

The ministry team has been making calls out to 200+ members of the congregation for whom we do not have email addresses for. We are checking in with them and anyone else we think could use a call (sick etc). The purpose is to check in and also to offer them some services:

1. We have created a Paper devotional that is being sent to those who would like a copy. (For those who cannot access Facebook Worship Moments)
2. Offering them the service of check-in calls from lay folks during this time of "social distancing"
3. Telling them that if they need a errand done because they cannot get out to let us know as we are collecting names of folks who could do errands (essential items). They would leave them at their door and the person could leave the payment outside the door for pick up.

So if you can be a caller PLEASE let me know (I am compiling a list). Most seem to want once a week... but it could be assessed if more are needed as time goes on.

Or if you are able to be called upon for errands, please let me know for that list! So far Keith M. has delivered envelopes to a person who has been ill for a long while and requested them.

Thanks ALL!

Shannon
