

MINUTES – Woodlawn United Church Council May 20th, 2020

CALL TO ORDER: Council Co-Chair Peter Woods called the meeting to order at 7:00 p.m.

In light of the COVID-19 pandemic and ensuring WUC follows the recommendations of our federal, provincial and municipal leadership to refrain from public gatherings and meetings, 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, Dennis Dean, Helen Dixon, Kathy Dean, Keith Musselman, Kerri Graham, Peter Woods, Rev Mary Lynne Whyte, Paul Whyte, Rev Phillip Kennedy

Regrets: Shannon MacLean

WELCOME: Peter welcomed all to the meeting.

OPENING PRAYER: Rev Phillip led in an opening prayer.

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

APPROVAL OF AGENDA: Addition to the printed agenda:

#6 – Update from Admin & Management

#7 – Rev. Mary Lynne – Letter to Rev. Faith March-MacCuish

#8 – M&P – Status Rev. Mary Lynne’s appointment

The Agenda, as amended, was approved by consensus. (Appendix A)

APPROVAL OF MINUTES: *The minutes of April 15th were accepted by consensus*

CORRESPONDENCE: Two items of correspondence to be addressed under New Business.

OLD BUSINESS & BUSINESS ARISING:

1 – WUC POLICY REVIEW – Paul presented a revision to the Communication Policy which included minor scheduling changes. There were questions raised as to who has the responsibility for ‘agreement / permission’ and ‘procedures for publicizing events’. It was agreed that Paul would seek out answers and bring the policy back at a future meeting.

Stewardship reviewed and concurred with the Animal Policy as written and recommended it be referred to Trustees for their input.

2 – TEMPORARY PERSONNEL – Peter reported that a scaled down Council has met several times (7 times) since March 4th to address congregational needs regarding ministerial and youth staffing both in the short and the long term. Progress is being made and meetings continue.

3 - COUNCIL RETREAT – Council Co-Chair **(Defer)**

4 – GOVERNANCE DOCUMENT UPDATE – **(Defer)**

5 - JOB DESCRIPTION OFFICE ADMINISTRATOR – Helen presented job descriptions for both Shelley and Ruth. The job descriptions are identified by ‘30 Hours/Week’ and ‘7.5 Hours/Week’ respectively. ***The job descriptions (attached) were approved by consensus.***

6 – CHARGING FOR BLESSINGS – Phillip indicated that there were maybe seven (7) Blessings performed since the practise was initiated at Woodlawn in 2015 and explained the difference between a Blessing and a Baptism. The question before Council was a request from the Worship Committee; should there be a fee for a 'Blessing' and if so, what should the charge be. The recommendation from Council is:

- a) There would be no charge if Blessings was performed during a regular Sunday worship service' and,
- b) There would be a fee if the Blessings was requested at a time other than a regular Sunday worship service. **Further discussion is required by Council to determine the fee and/or honorarium.**

NEW BUSINESS:

1 – CONFIRMATIONS – Rev Phillip spoke of the practice of ministers not returning, upon a change in pastoral relations, to their former parishes to perform certain rites and the fact that the confirmands from the 2020 Confirmation Class did not have the opportunity, because of covid, to make their final vows. ***It was agreed, with consensus, that Rev Phillip and Shannon be invited back to take part in the confirmation service of the 2020 Class when public worship is again allowed and as long as that happens within a reasonable time frame.***

The individuals who have met the requirements for confirmations are: Scott Avery, Lillian Curlett, Charlotte Egan, Ethan Mason, Owen Mason, Annika Taylor and Kevin Alexander Demers.

2) Community of Faith Profile Team Membership – Barry reported a vacancy was created on the team with the resignation of Jane Cushing. Barry recommended that Stephanie Bennett be accepted as a member of the CoFP Team. The question of whether or not 'church membership' in the local congregation was a condition to serve on the CoFP Team. ***It was agreed, conditionally, by consensus, that Stephanie be invited to serve on the CoFP Team providing she meets the membership requirements.*** Barry agreed to contact the Region for clarification.

3) Reopening Churches in Covid-19 – Peter referenced the webinar involving Dr. Strang scheduled May 28th and anyone can register. The correspondence from the United Church recommended that Communities of Faith form a 're-opening committee' to define and deal with actions specific to the local pastoral charge and region. There was discussion about the makeup of such a committee, defining the parameters of the committee. It was suggested that the committee be small in number with the responsibility of calling or forming committees specific to certain functions; i.e., music, worship, rentals, youth etc.. It was suggested that Allan Eddy take a leadership role in forming and leading the committee and that individuals with specific background be invited to take a role. Allan agreed to take the lead and that he and Peter would meet off-line to address membership, timing, etc..

4) Election of General Council Commissioners – It was noted that in prior years commissioners to General Council were elected by their respective conference. Under the new structure nominations will be made by the communities of faith. The Region has set the deadline for nominations to be received at the Region Office before midnight, June 1st, with the election taking place June 10th during the Regional meeting. Peter encouraged members to think about and to submit names of individuals who might be interested in serving during the 2021 General Council.

5) Congregation Update – Peter and Kathy, co-chairs of Council, are making plans for another update to the congregation. It was suggested that communication with the congregation be kept informed on a regular basis via email, videos etc.. Peter offered a suggestion that such update might be incorporated into the Sunday morning facebook presentations and, with staff concurrence may even happen from the sanctuary. Rev. Phillip agreed that the suggestion was worth a later discussion. Paul suggested that when he records Mary Lynne's services he could incorporate a congregational video update that may have been recorded in the sanctuary or elsewhere. There was discussion around the length of the update if it were to be part of the Sunday worship video presentation.

6) Admin & Management Update – Keith gave a quick report on the finances (report attached) indicating an amount of \$17900.00 over budget, not including an expected \$13000.00 in wage subsidies.

7) Rev Mary Lynne's Letter to Rev. Faith March-MacCuish – Rev. Mary Lynne - Deferred

8) Status Rev. Mary Lynne's Appointment – Ministry & Personnel – Deferred

Round Table Discussion - Dennis reported on a few issues from the Trustees:

- a) the drainage problem and a possible resolution involving sloping the pavement away from the rear of the new extension and that there were sufficient funds in the Building Fund to cover the cost
- b) that the Trustees had plans to maintain the flower beds, touch-up painting etc. to keep the facilities looking their best during these times.
- c) that the discrepancy in the Heritage Fund has been resolved and Trustees were recommending the fund be discontinued
- d) and that due to health issues there is a requirement for two members to be added to the Trustees.

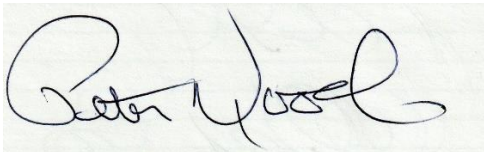
By consensus, Admin & Management were given approval to discontinue the Heritage Fund.

ADJOURNMENT – Chair Peter adjourned the meeting at 9:20 p.m.

CLOSING PRAYER – Rev Phillip, this being his last Council meeting, thanked Council for the privilege of serving and working during his past twelve years and for all the work undertaken by Council. Phillip led in a closing prayer.

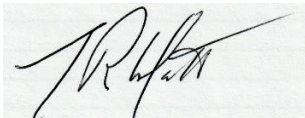
NEXT SCHEDULED MEETING – Wednesday, June 24th, 2020.

NEXT SCHEDULED SPECIAL MEETING – Wednesday, May 27th, 2020



Peter Woods: Co-Chair of Council

Submitted



J Robert Watt - Secretary, WUC Council

Woodlawn United Church Council - AGENDA

May 20th, 2020

7 PM – ZOOM Video Call

Call to Order - Co-Chair Peter Woods

Opening Prayer – Program Team – Rev. Phillip

Welcome and Introductions

Approval of Agenda -

Time of Adjournment –

Approval of Minutes of April 15th, 2020

Correspondence – United Church of Canada – Reopening churches in covid-19 (New Business)
Region 15 – Election of General Council Commissioners (New Business)

Old Business & Business Arising:

- 1 – WUC Policy Review – Updates from Teams/Committee (**See Reports**)
- 2 – Temporary Personnel – Report Special meetings
- 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 (Follow up)

New Business:

- 1 – Confirmations – Rev. Phillip
- 2 – Community of Faith Membership – Barry Zwicker
- 3 – Reopening Churches in Covid-19
On-Line Consultation Recovery Plan Christian Charities Thursday May 28- Peter
- 4 – Election of General Council Commissioners
- 5 – Congregation Update – Peter and Kathy
- 6 – A&M Update – Keith Musselman
- 7 – Rev. Mary Lynne – Letter to Rev. Faith March-MacCuish
- 8 – M&P – Status Rev. Mary Lynne's appointment

Next Meeting Date – June 17th, 2020

Closing Prayer – Rev. Phillip

Adjourn

Reports:	Membership Clerk ADMIN & MGT	M&P – Job Descriptions	UCfD – April Report
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REPORTS**Membership Clerk – April 2020 Report – Roll Changes**

Congregational Roll Added	Camp, Judy	Requested by Frank Osborne
Congregational Roll Deleted	Vatour, Mark	Requested
	Benzanson, St. Clair	Deceased, Apr 6, 2020
	Smith, Gail	Deceased, Apr 21, 2020
	Walsh, Maude	Deceased, Apr 27, 2020
Historic Roll Deleted	Benzason, St. Clair	Deceased, Apr 6, 2020
	Smith, Gail	Deceased, Apr 21, 2020
	Welsh, Maude	Deceased, Apr 27, 2020
	Reage, Jean	Deceased, Apr 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	1	Sept 15 2015	
Communication	Communication	2	May 20 2015	
Conflict Resolution	Ministry & Personnel	1	Not Approved	
Facility License & Space	Admin & Management	5	June, 2017	
Personnel Policy	Ministry & Personnel	10	Jan 20 2016	
Sabbatical Leave	Ministry & Personnel	3	2013	
Screening of Volunteers	Community Care & Youth	2	Apr 21 2010	Feb 21 2018

**Report on the Zoom Meeting
for the
United Churches of Dartmouth**

The UCFD(United Churches for Dartmouth) held a Zoom meeting yesterday(April 14/20) and five of the six churches took part in a very informative and sharing discussion.

The host of the Zoom meeting was Grace United and the following churches were involved: Stairs UC, Port Wallis UC, Cole Harbour UC and Woodlawn UC. St. James was unable to take part and sent their regrets.

All of the churches had their ministers take part in the meeting as well as lay members and I represented the Woodlawn United Church in these discussions. The meeting was recorded and saved so that all churches can listen to

the feedback that took place. This will be sent out by Rev. Stephen Fram of Grace United and he has volunteered his time and knowledge to those who may want to explore the various online and virtual offerings that are now available.

The following are some of the **highlights** of this meeting:

1. Facebook was the standard platform used by all churches for Zoom.
2. All churches used a variety of faith, spiritual and musical programming for the recent Easter services.
3. Some churches used their Communications Committee to organize and deliver the daily programming in conjunction with the ministry staff.
4. Some churches are using Webinars to supplement Zoom and even replacing Zoom as they found it to be easier to access and that the quality of sound was much better.
5. All churches incorporated Spiritual Reflections in a daily program with music and messaging from ministry staff and lay members.
6. There was a Sunday School and youth component used by all churches.
7. There was a Pastoral Care Connection used throughout the week to ensure that as many of the nursing home, retirement homes and shut ins were being touched by the church via telephone or by our virtual connection for those who had access to computers.
8. Some churches were using YouTube as another way to connect and as an adjunct to a different and diverse presentation of the Gospel.
9. Some churches were using Bible Studies online and established Bible Groups and Study Groups.
10. An Open Generosity Appeal was being used whenever it could to remind members of the need to continue their givings.
11. All were using the Food Bank with different protocols for the delivery of food and usually between 8-10 a.m.
12. Some were using "etransfers" and a program called "mail chip" to have money sent to the church and a drop off (slots in doors, outside money drop boxes)
13. Some were using "slides" in their daily messages and spiritual reflection to provide pictures and images of a specific theme.
14. A request to have an update from Region 15 on the financial status of funds available to churches will be made available in a future report from UCFD.
15. Another meeting of UCFD via Zoom will be held in mid May.

Submitted by Murdock Morrison, Member of the UCFD

Study Leave for this Ministry team

Inbox x

Helen Dixon

Apr 16, 2020 4:23 PM

to me, Kathy, Peter, Brian, Kevin, Mary, Phillip, Shannon, catherine, margo

With all that is happening with COVID 19 the ministry team has postponed their study leaves from April and early May to the following.

Phillip will now take his study leave June 23rd to June 30th

Mary Lynne will now be taking hers June 1st to the 8th

Shannon will take hers May 19th to the 26th

I am arranging for the schedule in the office to be adjusted accordingly.

I wanted to let you know of the changes.

A & M met via Zoom on 13 May /2020 at 1900.

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

- Changes to the Funeral Policy to Council final discussion and implementation.

- Designated Fund for Heritage Center- overdraft being investigated by Kathy Dean, Brian Moors and Ivan Richards. I believe it may be resolved by time of council meeting.

- Sources of income through Federal programs such as Canadian Emergency Wage Subsidy. Ivan and Kathy have initiated and updated A&M on progress. Info to Co-Chairs as events unfold.

- Rev Mary Lynne will be taking control of Benevolent Fund before end of June as she'll be the only full-time minister and logically the PoC for any requests.

New Business- Shelley's offer to fundraise with a "Marathon Around the Church" She would be willing to walk laps around the property at \$10 a lap. I suggest the perimeter of the property?

- Jim Allen has stepped up to represent trustees due to Malcolm Morash's recent illness. I suggest at least a nicely worded email from Council thanking Malcolm for his many years of effort, wisdom and help for WUC.

Reports from the Committee members;

Ivan had the financial results for April 30. I've forwarded to Bob Watts for distribution. Yes, we are down this month and expect to be down more, next month.

- Loss of revenue due to physical closing of Church buildings includes rentals, offering plate. At this point PAR is supplying almost all of our revenue for operating expenses. The CEWS will help somewhat, whenever we get it but it won't continue till the end of the year.

Joan indicated 16 changes to PAR since our last meeting with 161 members using PAR. There was a decrease of \$622 overall in local giving compared to April last year. We still encourage people to transfer to PAR as it's our major source of income at this time

Keith briefed on Tellers. Tellers have been emailed to ignore the reminders for teller duties until further notice. Obviously, there was no offering plate to count.

Jim reported trustees measures to reduce operating costs, i.e. heat, lights. They check the buildings regularly. A problem with groundwater leaks exists in the basement of the new section of the brick church. I'm sure trustees will brief Council at the planned meeting.

Bev Wicks reported all rentals still cancelled. She continues to be the Miscellaneous Deposit Teller. Thanks Bev & Shelley.

Keith reported update from last several Council Meetings.

Meeting adjourned on time (mostly).

Next meeting 10 June/20 at 1900.

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

05-May-20

	BUDGET		ACTUALS	
	12 months 2020	Expected by Apr. 30	To Apr. 30,2020	LAST YEAR Apr. 30, 2019
REVENUE				
General	335,000	108,301	89,910.26	107,507.29
Easter	5,000	4,824	1,090.00	4,652.00
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	858	720.00	907.00
Offering Envelopes	355,000	114,044	91,790.26	113,111.98
Loose	7,000	1,905	1,127.30	1,924.92
U.C.W.	4,400	1,128	1,500.00	2,150.00
Invest. Int. -General	700	193	10.80	209.84
Invest. Int. -Trust Port.	2,700	0	0.00	0.00
Miscellaneous:				
Rentals	32,000	11,927	8,250.00	11,095.00
Wedding Fees	0	0	0.00	0.00
Funeral Recoveries	7,500	1,868	1,400.00	3,600.00
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	-12	-1,690.75	-3.55
Music Program Funds	800	0	0.00	0.00
Total Misc.	48,800	14,383	10,769.70	17,141.38
Total General Revenue	418,600	131,653	105,198.06	134,538.12
EXPENDITURES				
Salaries & Benefits:	265,400	83,979	93,604.57	92,999.35
Property Expenses:				
Solar Panel Loan	10,000	1450	0.00	
Utilities	3,000	747	911.66	1,392.36
Water	3,000	1,461	1,447.67	1,453.43
Natural gas	27,000	17,332	8,199.11	14,583.00

Utilities & Heating Fuel	43,000	20,990	10,558.44	17,428.79
Property Insurance	7,000	4,851	0.00	4,056.00
Repairs & Maintenance	10,000	1,059	1,769.29	530.46
Maintenance of HVAC units	700	209	0.00	264.23
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	364	144.24	408.48
Kitchen Cleaning	1,000	0	0.00	
Exterior Window Cleaning	400	0	0.00	
Janitorial Services	20,300	8,805	5,434.14	9,137.48
Outdoor Maintenance	9,700	245	721.35	177.16
Property Taxes	300	150	129.57	129.57
Total Property Expenses	99,300	38,986	21,324.88	34,325.25
Committee Expenses:				
Executive Council	1,000	0	0.00	0.00
Community of Care	500	-458	0.00	-27.93
Stewardship	700	258	0.00	427.66
Communications	2,000	517	439.16	552.04
Program:				
Christian Development	2,250	660	101.63	372.67
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		1,244	618.65	703.00
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	63	-0.36	66.44
Pulpit Supply	500	0	0.00	0.00
Program Total	7,600	2,466	1,095.72	2,299.61
Admin. & Mgmt.	850	775	840.65	704.77
Ministry & Personnel	200	0	0.00	0.00
Youth Committee	1,200	0	735.60	0.00
Community of Faith	1,000	0		
Miscellaneous			0.00	0.00
Total Committee Expenses	15,050	3,558	3,111.13	3,956.15
Denominational Assessment	17,350	5,205	3,472.00	3,470.00
General Operating Expenses				

Accounting Services	0	0	0.00	25.00
Photocopier	7,000	2,488	2,386.36	2,162.66
Stationary & Supplies	1,500	1,202	573.91	918.42
Office Expenses- Misc.	1,500	-168	471.35	-154.04
Office Expenses	3,000	1,034	1,045.26	764.38
Offering Envelopes	1,500	17	1,369.42	16.18
Telephone Services	7,000	1,813	2,597.96	2,051.75
Postage	500	167	92.72	91.38
Par Service Fees	540	180	180.00	180.00
ADP fees	850	285	302.02	250.54
Bank Service Fees	1,110	360	24.38	271.92
Finance Charges & Int.	2,500	825	506.40	702.46
Total General & Operating Exp.	21,500	6,344	7,998.12	5,813.81
TOTAL EXPENSE	418,600	138,072	129,510.70	140,564.56
SURPLUS / (DEFICIT)	0			
EXCESS OF EXPENDITURES OVER REVENUE			-6,419	-24,313
				-6,026

PAR ACTIVITY

PAR changes	2017	2018	2019	2020
Add	8	3	8	4
Cancel / Transfer	6	6	12	5
Decrease	7	2	2	2
Increase	4	38	39	5
Re-Distribute (Could be others in decrease or increase)	1	1	4	0
Total	26	50	65	16
# 161 as of	12-May-20	May-19	# 168	
Local	\$15,106.00	15,728.00		
M&S	\$2,135.00	2,225.00		
Other	\$1,567.00	1,733.00		
Total	\$18,808.00	19,686.00		
	\$19,686.00			
Local increase/decrease from previous year	-\$622.00			

**OFFICE ADMINISTRATOR – 30 Hours/Week
JOB DESCRIPTION**

SCOPE OF POSITION:

Under the direction of the Ministerial team, the Office Administrator (OA-FT) working 30 paid hours per week, contributes to the effective operation of Woodlawn United by:

1. Supporting and coordinating the general work of the church office;
2. Be knowledgeable and act within the policies and procedures for the running of Woodlawn United Church (WUC);
3. Providing direct support to Woodlawn’s Ministerial staff and church committees;
4. Facilitating and supporting the needs of the congregation, and volunteers, and others who interact with the church office.
5. Interacting with and shares the ethos and values of Woodlawn United with members of the public and community stakeholders.

The OA-FT is responsible to provide diversified admin and operational support where high levels of teamwork, judgment, initiative and confidentiality are required. The OA-FT has specific responsibilities for producing, editing, and/or proofreading a wide variety of electronic and hard copy correspondence and communications.

The OA-FT is responsible to organize and maintain an appropriate electronic and hard copy document records system for Woodlawn United. Timeliness, accuracy and attention to detail as well as a positive, friendly and compassionate approach to all communications, are key accountabilities for the OA-FT.

The OA-FT is responsible for timely preparation, prioritizing and execution of the office duties.

JOB FUNCTIONS:

ASSISTING THE MINISTRY PERSONNEL:

- Providing direct support to the Ministerial Staff.
- Facilitate the efficient operation of the office through individual initiative and teamwork.
- Manage the administrative process and documentation for baptisms, funerals, weddings, transfer of membership, etc.
- Coordinate and facilitate Ministerial response to specific requests.
- Attend and contribute to weekly staff meetings.
- Provide computer support to ministerial staff.
- Intake of benevolence requests and manages database for same.

COMMUNICATION/TECHNOLOGY/EQUIPMENT:

- Accurate message taking and ensuring the messages/emails get directed to the appropriate person in a timely and confidential manner.
- Receive and respond to emails (i.e. items for bulletin, request from committee members, providing info).
- Corresponds with appropriate committee members to distribute information on new members as well as corresponding, following up and sharing information with new members.
- Maintain the online “Google” church calendar by ensuring accurate and timely updates.
- In conjunction with social media volunteers and webmaster, update various social media and online content.
- Gather information, develop slides and maintain the outside church digital sign.

- Receive, organize and file electronic and hard copy documents and records.
- Coordinate the maintenance of all office equipment and the purchase of supplies.
- Negotiates leased office equipment when necessary, in consultation with A&M Committee.
- Recommend processes and technologies to promote effectiveness in the Church. Including, researching and sourcing new technologies, as needed i.e. telephone system updating, email programs, software, etc.
- Maintain and update powerpoint presentation for foyer monitor.

CREATING/DEVELOPING PRINTED MEDIA:

- Create, print & maintain all information resources for Sanctuary (pew cards, information cards, visitors' cards etc).
- Create, edit and proofread publications and documents, including:
 - weekly, funeral (including meeting with family for the creation of funeral bulletins), and other bulletins for special services through the year,
 - monthly calendar/newsletter. This includes communicating with committees to ensure information is received for the newsletter,
 - special flyers, posters, brochures, and other materials as needed,
 - new member welcome packages,
 - memorial cards for funerals and
 - posters, flyers and other printed media for committees as needed. (i.e. concert poster, etc).
- Developing and coordinating the Annual Report.
- Develop new forms and documents for church usage as required.

OVERSEEING THE FACILITY:

- Overseeing cleaning company: evaluating their work, responding to & following up on issues/complaints, etc. as delegated by the Trustees committee.
- Responds to property issues that arise, such as security, maintenance calls, etc. in consultation with Trustees
- Maintain and organize the OA-FT's work space and oversee the appearance of the Sanctuary, Narthex, and Meeting Rooms.
- Ensure the cleanliness of the small kitchenette in the entrance area.
- Update and maintain bulletin boards throughout the building.
- Managing rentals by responding to rental requests for information, follows up with contracts and schedules, manages yearly rental binder, ensuring that contracts are reviewed and renewed annually. And communicates with rental committee regarding all complex rental requests and policy changes.
- Coordinate and facilitate use of space for congregational groups/members.
- Offer and guide church tours for new members, and new potential rental groups
- Coordinate volunteers/and/or train part time personnel who help in the effective running of the office should the need arise.
- Takes care of floral arrangements after funerals, and poinsettias at Christmas

FINANCIAL RESPONSIBILITIES:

- Complete any required receipts for money paid to the office for rentals, weddings, funerals, donations etc. and deposit in church safe, affixing appropriate expense claims or transaction slips.
- Maintain petty cash and submit accounting report monthly to the A&M Committee.
- Monitor and updates rental revenue and presents it to A&M committee.
- Follows up with renters who are behind in their payment.
- Manage office budget for supplies.
- Meeting with families for funerals to communicating fees as well as processing fees once received.

RECORD KEEPING:

- Responsible for updating/recording changes and maintaining the WUC policy manual, as well as, the baptism, wedding, funeral and memorial books.
- Maintains copies of committee reports and minutes, electronically.
- Prepares files and sends materials to United Church of Canada Archives.
- Maintain key sign out schedule and get new keys made as needed

COMMITTEE SUPPORT:

- Provide support to chairs and committee and Church members.
- Coordinate mail outs.
- Coordinate the ticket sales for church events during office hours.
- Supports Committees efforts to secure additional funding for projects through the researching of and writing grant proposals, as time permits.
- Participates in community events and meetings, i.e. Dartmouth Community Health Board as time permits.
- Sources out and purchases liturgical supplies, i.e. candles for advent, Christ candles, etc. when requested by the Worship committee.

Other duties as approved by supervisor.

OFFICE ADMINISTRATOR – 7.5 Hours/Week

JOB DESCRIPTION

SCOPE OF POSITION:

Under the direction of the Ministerial team, the Office Administrator (OA-PT) working 7 ½ paid hours per week, contributes to the effective operation of Woodlawn United by:

1. Supporting and coordinating the general work of the church office;
2. Be knowledgeable and act within the policies and procedures for the running of Woodlawn United Church (WUC);
3. Providing direct support to Woodlawn's Ministerial staff and church committees;
4. Facilitating and supporting the needs of the congregation, and volunteers, and others who interact with the church office.
5. Interacting with and shares the ethos and values of Woodlawn United with members of the public and community stakeholders.

The OA-PT is responsible to provide diversified admin and operational support where high levels of teamwork, judgment, initiative and confidentiality are required. The OA-PT has specific responsibilities for producing, editing, and/or proofreading a wide variety of electronic and hard copy correspondence and communications.

The OA-PT is responsible to organize and maintain an appropriate electronic and hard copy document records system for Woodlawn United. Timeliness, accuracy and attention to detail as well as a positive, friendly and compassionate approach to all communications, are key accountabilities for the OA-PT.

The OA-PT is responsible for timely preparation, prioritizing and execution of the office duties.

JOB FUNCTIONS:

ASSISTING THE MINISTRY PERSONNEL:

- Providing direct support to the Ministerial Staff.
- Facilitate the efficient operation of the office through individual initiative and teamwork.
- Manage the administrative process and documentation for baptisms, funerals, weddings, transfer of membership, etc. that occur when OA-PT is working.
- Coordinate and facilitate Ministerial response to specific requests.
- Attend and contribute to weekly staff meetings.
- Intake of benevolence requests.

COMMUNICATION/TECHNOLOGY/EQUIPMENT:

- Accurate message taking and ensuring the messages/emails get directed to the appropriate person in a timely and confidential manner.
- Receive and respond to emails (i.e. items for bulletin, request from committee members, providing info).
- Schedule space-use on "Google" church calendar as needed.
- Receive, organize and file electronic and hard copy documents and records.
- Coordinate the maintenance of all office equipment and the purchase of supplies.

CREATING/DEVELOPING PRINTED MEDIA:

- Create, edit and proofread publications and documents, including:
 - weekly, funeral (including meeting with family for the creation of funeral bulletins), and other bulletins for special services through the year,
 - monthly calendar/newsletter. This includes communicating with committees to ensure information is received for the newsletter,
 - special flyers, posters, brochures, and other materials as needed,
 - new member welcome packages,
 - memorial cards for funerals and
 - posters, flyers and other printed media for committees as needed. (i.e. concert poster, etc).

OVERSEEING THE FACILITY:

- Responds to property issues that arise, such as security, maintenance calls, etc. in consultation with Trustees
- Maintain and organize the OA-PT's work space and oversee the appearance of the Sanctuary, Narthex, and Meeting Rooms.
- Ensure the cleanliness of the small kitchenette in the entrance area.
- Update and maintain bulletin boards throughout the building.
- Coordinate and facilitate use of space for congregational groups/members.
- Offer and guide church tours for new members, and new potential rental groups
- Coordinate volunteers/and/or train part time personnel who help in the effective running of the office should the need arise.
- Takes care of floral arrangements after funerals, and poinsettias at Christmas

FINANCIAL RESPONSIBILITIES:

- Complete any required receipts for money paid to the office for rentals, weddings, funerals, donations etc. and deposit in church safe, affixing appropriate expense claims or transaction slips.
- Meeting with families for funerals to communicating fees as well as processing fees once received.

RECORD KEEPING:

- Responsible for updating/recording changes and maintaining the WUC policy manual, as well as, the baptism, wedding, funeral and memorial books.
- Coordinate, complete and mail information for the Statistical report for the United Church Year Book.
- Maintain key sign out schedule.
- Maintain the “Broadview” magazine subscription list and provide the accountant with same.

COMMITTEE SUPPORT:

- Provide support to chairs and committee and Church members.
- Coordinate mail outs.
- Coordinate the ticket sales for church events during office hours.
- Participates in community events and meetings, i.e. Dartmouth Community Health Board as time permits.
- Sources out and purchases liturgical supplies, i.e. candles for advent, Christ candles, etc. when requested by the Worship committee.

Other duties as approved by supervisor.

CORRESPONDENCE**RE-OPENING CHURCHES DURING COVID-19*****Safety Considerations for Reopening during the Pandemic***

Updates will be offered as the situation develops.

As of May 7, 2020

Over the past several weeks, we have learned so much about what it means to be church and how many ways there are to be church without gathering in person or making full use of our church buildings. Even as we do these things, we yearn for the time when we will be back together in community.

This page is intended to assist those responsible for making decisions in all parts of the church. **It is not a directive but is offered as guidance.** Updates will be offered as the situation develops, and your input is welcome.

The Big Picture

- The safety of staff, volunteers, church members, and all those we serve needs to guide our decisions about reopening any activities.
- It is likely that COVID-19 will continue to affect the ways we behave and the activities we take part in for at least the next year.
- Common guiding principles will be decided cooperatively by senior General Council and regional council staff. Regional councils and local communities of faith will implement these principles, bearing in mind regional and local variations in circumstances.
- Decisions about larger denomination-wide events will be made by the General Council Executive or senior leadership.

Public Health Directives and Gradual Reopening

- It is important to keep up to date on all government and public health directives and guidelines, and to adhere to them.

- Simply adhering to these directives and guidelines may not be enough. We need to keep in mind our context, including the types of activities we host, and the age and health demographics (health vulnerabilities) of participants.
- Do **not** look for ways to get around or bend the public health directives and guidelines. We need to work within both the rule and the spirit in which they are given.
- Although many things are not clear, one that is clear is that the return will not happen all at once. As with the general return in our communities, plan on a staged renewal of activities and with the adaptations necessary to protect safety. Consider “hybrid” plans: ones that allow for face-to-face gathering where it is necessary, but using distance gatherings (conference calling, online, etc.) where possible.
- In the various government plans being released across the country, moving to the next step depends on continued assessment of the progress of containing COVID-19. If a levelling off of new cases is followed by another wave, the movement toward reopening will be slowed down. The church needs to pay attention to these same considerations.
- Things may look different for a while or for a long while. Some things may even look different permanently, as there have been learnings from this pandemic time that we will want to remember later.
- **Each community of faith should consider having a COVID-19 Reopening Committee that works with the governing body about actions specific to your pastoral charge and the regional council.**

Moving through the Phases

Some considerations for your governing body and Reopening Committee to think about before moving from one phase to another. You may need to give specific instructions or do certain things to help people understand that they will need to do some things differently when they first return to worshipping or otherwise gathering in the church building.

- What extra cleaning practices need to be implemented?
- What changes will you make in worship practices?
- How will you discourage hand-shaking or other physical contact?
- Do you hold a “coffee hour,” and if so what does it look like, and then when to reopen gatherings with food?
- What protocols are needed for rental groups, and how will you work or communicate with them on these protocols?
- **Will your practices on “return” be acceptable to your insurer?**
- Having done things so differently during this time, what of the “differently” is there merit in continuing?
- If you moved study groups or daily devotionals online and liked it, is it sustainable in terms of ministry personnel time to continue to do it the new way and pick up how you had been doing it?

Phase 1: Reopening the Building during the Pandemic

Small groups may be in the building. Worship is still online only, with some exceptions for outdoor worship.

The Building

- Church boards, committees, or staff groups may meet in person in small numbers, respecting local restrictions, and with social distancing and masks.

- Churches need to have an opening plan that spells out the provisions for safe opening. They should require the same of their tenants before allowing them back.

Worship Guidelines

Generally, worship will continue to be held online only, although some exceptions may be made for outdoor worship with social distancing and masks.

Communion

If communion is offered, best practices suggest the following:

- The officiant and servers use hand sanitizer before offering communion.
- Individual pieces of bread and individual cups are offered.
- Servers offer the bread and cup to each person, rather than each person taking them from a communal plate or tray.
- Each communicant places their empty cup into a separate receptacle.

Passing the Peace and the Offering Plate

- Social distancing must be maintained. Offering a phrase or pressing hands together in a prayerful bow can convey the message of passing the peace.
- Passing the offering plate should be avoided. Place the plate in the church for people to drop their offering into, and have gloves available for staff handling cash or cheques. Now is the time to suggest that people [give through PAR](#).

Singing

- There should be no congregational or choir singing.
- Soloists must be at safe distances from each other and from the congregation.

Source: [A Conversation: What Do Science and Data Say About the Near Term Future of Singing](#) webinar recording [May 5, 2020].

Cleaning

After each gathering, it is important to thoroughly clean bathrooms, door handles, hymnbooks, pew Bibles, backs of pews, microphones, musical instruments, and all other highly used areas.

Over 60 or Otherwise Vulnerable?

- People over 60, those with underlying medical conditions that have weakened immune systems, and those who have family members at home who are vulnerable are encouraged to participate only in online activities.
- Clergy who are in one of these categories should have a conversation with their Ministry and Personnel Committee to develop an alternate option where exposure to groups of people is limited and high-risk activities are avoided altogether.
- Ministry personnel who are at higher risk or who have family members at home who are at higher risk must exercise diligence in limiting their exposure to groups of people and higher-risk activities

Phase 2: Reopening In-Person Worship during the Pandemic

Worship and other activities resume in church buildings, with social distancing and other measures.

Masks, Social Distancing, and Limited Singing

- In-person worship could resume in church buildings where space allows social distancing, adhering to public health directives and allowable numbers. Masks may be worn.
- Only soloists can sing, appropriately distant from congregants, because singing by congregants can cause droplets to spread farther.
- Even after resuming in-person worship, online versions should continue to be available for those in high-risk categories who need to continue to avoid group activities.

Weddings, Baptisms, and Funerals

Small funerals, weddings, and baptisms may be held within local restrictions about numbers.

- Infant baptism: The parents/guardians of the child should be the only ones to hold them. The officiant will need to sanitize their hands before each baptism.
- Child and adult baptism: Water should come from individual cups or a bottle for each person, not the common font.

Administration and Maintenance

- Maintenance and administration functions resume more fully, but with provisions for social distancing. These might include such measures as alternating times for staff to be present in the office.
- Tenant use of church buildings may be staged back in, depending on the types of activities and the ability to implement appropriate safety protocols.
- Deep cleaning needs to be done after every gathering.

Phase 3: Full Return during the Pandemic

For worship and other gatherings, you will still need to consider the health and safety regulations of your province.

Worship and Gatherings

Worship services with people in attendance, in-person small groups, and in-person gatherings of all kinds may not be possible until a vaccine is developed and generally available. However, if public health directives say worship can resume fully, people may still want the option of distancing in the sanctuary and wearing masks.

For gatherings including coffee hour and congregational dinners as well as fundraisers with food preparation, you will need to consider all of the health and safety regulations for the province in this time of COVID-19 recovery.

Don't Forget Your Online Members

The ability to participate online may continue to be important for people in vulnerable categories. Many church members and regular participants may be from vulnerable categories.

Each council makes decisions on reopening for its areas of responsibility. The governing board of each community of faith should consult with its local public health unit, provincial health ministry, and regional council. The guiding principle is the safety of all who enter the building.

Election of General Council Commissioners for the 2021 Meeting of the General Council

Please see the nominations form here:

<https://uceast.ca/58700-44thgeneralcouncilcommissionerform/>

Currently, Region 15 is eligible to elect fifteen (15) commissioners, along with the President of the Region to the 44th General Council in Calgary, AB, in 2021. A minimum of 1/3 of the commissioners must be ministry personnel, and a minimum of 1/3 of the commissioners must be lay personnel. Attention should be given to diversity of age, gender, racial and cultural identities, and sexual expressions.

We will elect five (5) ministry personnel and five (5) lay representatives, as well as their alternatives, at the 2020 Annual Meeting of Region 15, on June 10, 2020 by Zoom meeting. The remaining five (5) commissioners would be elected at the 2021 Annual Meeting and would include the Youth Pilgrim, and four (4) others to offer balance and diversity. This would also allow for the ability to elect a commissioner who may be nominated for Moderator.

The procedure for electing 10 commissioners at the June 10, 2020 annual meeting are as follows:

Nominations will be collected by electronic form which is available through the link above on the Regional Council website until June 1, 2020 at 11:59pm Atlantic. At this time nominations for the ten (10) commissioners to be elected this year will close. Each Nomination must be moved and seconded by someone other than the Nominee (no selfnominations). These persons must be members of a community of faith within the bounds of Region 15. The Nominations Committee will make a formal nomination at the June 10, 2020 meeting to recognize the entire group of Nominees.

- Biographical information collected from the Nominations process will be posted on the Regional Council website for all attendees of the Annual Meeting to review before the meeting.
- A ballot will be created with all of the nominated names (one list for ministry personnel, and another for lay representatives). This ballot will be distributed to all voting members who are present to the Annual Meeting on June 10, 2020 through electronic means. Voters will be asked to choose 5 names from the list who they think will best represent the diversity and values of the Region.
- The votes will be tallied. The Nominations Committee will present the top five (5) names for both Ministry personnel and lay representatives to be elected as commissioners (for a total of ten (10)). The next five (5) highest votes, for both ministry personnel and lay representatives will be elected as the alternates (for a total to a maximum of ten (10), depending on the number of nominations submitted).
- The remaining five (5) members will be elected at the 2021 annual meeting, with criteria to be determined following the election of the initial ten (10) commissioners, to ensure balance of gender, age, cultural and racial identity, and sexual expression.

General Council Commissioners Role:

Commissioners begin their appointment with the General Council and are appointed to serve until the start of the next General Council, a three-year term. During that time they may receive updates, communications, and carry out their responsibilities in various ways during their term. The General Council reconvenes each fall for a virtual meeting.

Once you have attended the General Council and return to your Region you are asked to find opportunities to report on the meeting in your local community of faith, clusters of communities of faith, and regional council.

It is important for commissioners to be aware of how their region feels about an issue that is coming before the General Council; however, a commissioner is not required to vote on behalf of the Region. The United Church is a conciliar church and while Commissioners hear what those from their Region share with them, they must come with an open mind and heart and be willing to be moved by the Spirit of the Council as they hear and learn from others and vote as their conscience and the spirit leads.

The Commissioners are responsible for reading all material and taking part in all pre-General Council webinars and training in order to be fully informed and prepared to engage in the General Council meeting.

Thank you for your prayerful consideration to serve you church in this meaningful way.

If you have, any question please be in touch with the Nominations committee chair Alicia Cox, aliciadawncox@msn.com.
