

Humbercrest United Church
Minutes of Church Council Meeting
June 23rd 2020
Via Video Conference

Attendance: J. McCrae, F. Steggles, M. Garrie, B. Burke, A. McGregor, L. Steggles, C. Evans, H. Gaskin, B Packham, D Seth

Gathering

1. Welcome by Beverley
2. Worship: Jessica provided a moment of prayer.

Administrative Ministry of the Church

3. Approval of Minutes of the May 26th 2020 Council meeting.

Motion: Brian/Dianna **CARRIED**
That council approve the minutes of the May 26 2020 council meeting.

4. Approval of the Agenda

Motion: Howard/Marg **CARRIED**
That council approve the agenda for the June 23 2020 meeting.

5. Chair Report/Correspondence

We met informally on June 10th and there was agreement to approve 4 soloist calls per week September 1st to December 31st 2020

6. Follow-up / New Business

Motion: Aileen/Brian **CARRIED**
To approve 4 soloists calls per week September 1st – December 31st 2010

Motion: Howard/Dianna **CARRIED**
With regret we accept Beverley's resignation as Chair of Council and accept her appointment as member at large on Council, Beverley will remain as part of ERT committee.

Motion: Brian/Marg

To Appoint Linda as Chair of Council

CARRIED

7. Long Term Rental Report

Motion: Marg/Dianna

CARRIED

To change the name of Use of Hall and Long term Rental Committee to Rental Committee.

It is noted that The Rental Committee is part of the Facilities Team as is the Building and Grounds Committee as per the Constitution.

Marg reported that the following items were discussed at the June 5th zoom meeting.

1. Revision of the rental contract: Katja's suggestions to David were reviewed and some changes made. The insurance amount required by renters is under review pending further information from our risk Management group.

2. Long term leases are individually prepared.

3. Changing Use of Halls/LTR committee to the Rental Committee better reflects the current mandate of the committee. It will provide advice/guidelines for David when it's requested.

Does this require a change in the Constitution? If so, placing it under Resources Team would be a better fit than Building & Grounds Committee.

4. David Drake will ask Andrew Hadji to add a new email rentals@humbercrest.com. When requests for space are received, he will forward them to the committee so we are all informed.

5. Wedding Wire advertisement is on hold until COVID 19 restrictions are lifted.

6. Job position at TUCC.: It was decided to cancel our participation and TUCC will be notified.

7. Zoom Meeting with Katja was held June 19th to discuss our two requests for summer children's camps, Jack of Sports and Toronto Kidz. Katja will proceed with negotiations with Toronto Kidz as the owner put forth a detailed proposal and her rental budget was better at \$800. - \$1000/ week including daily cleaning. At the moment there would be two camps of eight children + two leaders. Depending on enrollment she may add a third camp of eight children. Camp would run July 13th to Aug.28th.

Katja is also following up on a possible recording/film rental for 4 days July 7th to 10th. No further information at this time.

8.ERT Committee report

Motion: Linda/ Aileen

CARRIED

We move that the “framework for Safe Worship at Humbercrest be approved in principle by Council

Guidelines for Entering HUC

Corona Virus Self-Screening

Do You Have Any of the Following Symptoms?

- fever
- chills
- new or worsening cough
- shortness of breath at rest or an inability to lie down owing to difficulty breathing
- sore throat
- difficulty swallowing
- loss of taste or smell
- headache
- new unexplained muscle aches
- unexplained extreme fatigue or illness
- diarrhea
- abdominal / stomach pain
- nausea / vomiting
- pink eye (conjunctivitis)
- runny nose (not related to seasonal allergies or other known causes or conditions)
- stuffed nose (not related to seasonal allergies or other known causes or conditions)

If you or your household do have any of these symptoms, please do not enter the church. Please stay home and call your local Public Health Unit for a consultation.

1. All entry to church premises must be booked in advance (building emergencies excepted) through the Church Administrator, who will

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coordinate all entry and activity in the church. Email info@humbercrest.ca

2. Entry and exit through the “Office” door. Please maintain physical distancing (2m) from others at all times.

Guests and staff, please wear your own gloves and mask if possible.

A). Sanitize hands or gloves, choose 1 glove, (only if you do not have your own) then choose 1 face mask, (only if you do not have your own). Please touch only one and take only that one.

B). Sign in with a gloved hand. Sign out when exiting. Carefully dispose of gloves and masks in the receptacle provided.

C). Items intended for the Church Administrator must be left on the landing of the Church Office in the tray marked “In”. Please do not mount the second half flight of stairs to the Office, nor enter the Office. Items to be picked up will be left in the tray marked “Out”.

D) The Church Administrator and the Custodian only, should enter the Office, (emergencies excepted). The Treasurers only (Council, Trustees and the Pastoral Fund Administrator) should use the Volunteer Office.

E) Washrooms: The washroom at the west end of the Stage will be designated as Staff Only.

Visitors should use the Accessible washroom off Heritage Hall only. Please follow health and safety guidelines posted in the washrooms.

F) Office Administrator and Custodian continue security checks. Include wiping high-touch surfaces such as light plates and door knobs as part of routine when visitors/workers have been in.

Staff is responsible for wiping high-touch surfaces in their own work spaces at this time.

We’re in this Together!

Humbercrest UC Re-Opening Team

Framework for Safe Worship at Humbercrest*

The purpose of this framework is to provide information on how guidelines for worship at Humbercrest (HUC) will be developed in a COVID-19 environment. Our goal is to provide a safe and enjoyable approach for a hybrid in-person and online worship experience, hopefully beginning in November 2020. However, we will not rush into in-person Worship. We are committed to continuing online Worship indefinitely.

These guidelines are being developed and coordinated by the ERT - Reopening Guidelines Team, Beverley Burke, Aileen McGregor and Linda Steggles. The guidelines will be approved by the HUC Council. Developing guidelines for worship in our church building requires extensive consultation with Council, the Minister, the Director of Music, the Worship Committee, the Community Team and others. These will evolve over time as regulations change.

Context

We will be guided by Ontario Government and City of Toronto Public Health, the United Church of Canada and Shining Waters Regional Council recommendations. We are also in communication with neighbourhood churches for ideas and approaches.

While the Reopening Guidelines Team will endeavour to keep these guidelines current, Humbercrest staff and volunteers should always take into account changes in public health and government guidelines and any notices regarding outbreaks or vulnerabilities.

Managing Risk

No set of procedures can remove all risk in a COVID-19 environment. Many in our faith community are at high-risk and will remain so until a vaccine is available. For these reasons, HUC is committed to providing online worship for the indefinite future so that everyone can be included in worship.

References

- A Framework for Reopening our Province – Stage 2 (Province of Ontario – 8 Jun 2020)
- COVID-19 Guidance for Reopening Places of Worship (City of Toronto – 11 Jun 2020)

- Moving Forward: Living Faithfully (Shining Waters Regional Council - May 26, 2020)

Mandatory Rules as of June, 2020

1. Anyone who has communicable disease symptoms of any kind or has received a positive test for COVID-19 or who has travelled out of the country in the last 14 days must not attend worship in person. (We are offering worship online so that everyone can be included, regardless of their health situation.)
2. Everyone must maintain physical distancing of 2 metres separation with all other people outside of their immediate household, during the services and also when entering and exiting the church.
3. Capacity under COVID-19 must be less than 30% of sanctuary capacity, and also meet the requirement of physical distancing.
4. Masks must be worn by all attendees while in the church. Members will be asked to bring their own mask. Disposable masks will be available for those who forget.
5. Services will be Intergenerational as children must remain with their families at this point.
6. No singing by the congregation or choir is allowed. The minister, and any other Worship participants will speak using a different microphone each and must be further distanced from the congregation.
7. We will minimize touching of shared objects, so we will not have traditional communion and we will not pass offering plates. There will be other modifications to the worship process to be determined.
8. The maximum number of people we can have in a worship service is set by their province, but may be modified based on updated government guidelines or local needs. HUC reserves the right to set a smaller capacity for HUC worship or fellowship than recommended by public health or governmental bodies.

Reopening Timing for In-Person Worship

- Worship in the sanctuary will be resumed when HUC Council affirms a recommendation from the Reopening Guidelines Team on timing, based on guidelines to be developed based on the requirements above.
- HUC hopes to resume in-person worship in a hybrid model by November 2020.
- We will have on-line Worship only in the interim.

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* This framework is adapted from excellent guidelines prepared by the Reopening Guidelines Committee of Runnymede United Church. Special thanks and appreciation goes to Chair Brian Traquair.

These two documents (Guidelines for entering and the framework for safe worship) are similar but the scope of the first is purely mandated safety for current users, while the second is a framework explaining the principles and guidelines that future detailed worship decisions will be based on, and are subject to approval by Council.

Discussion took place around the reopening of church for worship. It was agreed that this would be a slow opening with both zoom and in church worship, which would take place according to the previously stated guidelines, in October, with trials in late September.

Transition team Report

Motion Linda/Brian

CARRIED

That the following people be approved as the Transition Team of Humbercrest United Church. Catherine Lococo Colin Grant, Isaac Anderson, Natalie Cakebread and Linda Steggles (HUC Council Rep)

Linda thanked those who thoughtfully nominated congregants to be considered for the Transition Team After reaching out, an enthusiastic and dedicated group has agreed to guiding Humbercrest into the future. Once approved, the Team Members and Humbercrest's initial goals, which were approved in May, will be sent to Regional Council.

Search Committee

Linda reported that a decision has been made guided by Paul Stott. Further information will be sent when possible.

Discussion took place around resources for new interim minister and it was agreed by all that a new laptop would be purchased to replace the one which is 9 years old.

Stewardship of Our Resources

9. Treasurer's Report

Charlie presented the May 2020 financial report previously distributed. He noted that there were two generous donations in May which has helped alleviate the May

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Sale cancellation. There was an HST rebate for 2019. There is strong support for Mission and Service. Stewardship continues to include information on givings in the Beacon of Hope newsletter.

After discussion it was agreed that Humbercrest would make application for wage subsidy programme.

Motion: Charlie/Dianna

CARRIED

That the May financial statements and cheque register be approved as circulated.

Charlie presented an update on the Fund the Furnace campaign. He noted that A total amount of just under \$80,000 has ben donated this is very encouraging.

A Time of Reflection and Discernment

10 Minister's Report

It is hard to believe this is my last council meeting with you. I have been spending time over the last few weeks not only saying goodbye but also reflecting on what I have accomplished here, what I have learned, and how we have grown together. There are many things that I have learned and many experiences for which I am very grateful. There will be many memories and much wisdom that I will carry with me from my ministry here.

At our covenanting service together when I arrived I asked you to bring water from somewhere special and add it to the baptismal font. To your water I added water that I brought, which was a bit of water from all my previous covenanting services. It was the water from those who I had walked with, learned with, worshiped with, rejoiced with and cried with, and it was added to your water. I told you that once the water is combined it can never be separated, it all flows together, not unlike ministry. Having been together for these 9 years we will always be connected and we will each carry memories, learnings, blessings and struggles from these years, with us.

I want to say a very special thank you to Meredith and the Community Life Team for organizing a wonderful trivia party and time of gratitude for me earlier this month. It was a lot of fun and I appreciate the many heartfelt speeches, well wishes, laughter and of course the gifts as well!

Ministry life continues in the midst of transition. This month I presided over the funeral of Bruce Dyer. On July 2 I will do the interment for Helen Keown at Prospect cemetery. I have continued to connect with the congregation and community through Reflections and social media accounts. I have had numerous pastoral care appointments over the phone, by email and by Zoom. I am planning a small prayer service for a family in the sanctuary in July and have been working actively with a family in need to provide support through the

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pastoral fund for groceries and rent assistance. They know to contact the office phone in September if that need should persist in the Fall.

I have also continued my participation in covid related webinars and Zoom calls with the Region as well as my role on the Climate Advisory Circle with General Council.

I am making a list of the many passwords that need to be transferred and social media accounts that will need to be assumed when I leave.

Emergency pastoral care coverage has been arranged for the month of August.

This Sunday our scripture talks about welcoming prophetic voices. My prayer for council is that you will be welcoming of those who will come after me to lead you, and that in your welcoming you will be open to listen for the Spirit of God, even when it calls you to stretch and make changes, in order to realize new life.

May God richly bless us all in our ongoing ministry!

Jessica shared a farewell blessing with Council.

Our Shared Ministries

Committee Reports -

11. Trustees

No report No report

12. Devotions

Brian told Council that he would be delighted to bless Jessica as she goes to her new charge. This would be on 26th July at her last Church service.

13. Facilities

No report.

14. Resources

No report.

15. Community

Fern reported that our annual Strawberry social took place after worship on June 21st at a distance in our own homes and backyards while thinking of our church friends.

16. Ministry and Personnel

M&P Report for June 23, 2020 Council Meeting

Sam from S6 Cleaning was at church on Monday June 22, 2020 to clean the main entrance area, David's office and washrooms. Sam also installed 2 Touchless Hand Sanitizer units (\$170 per unit) – 1 at the main office entrance and 1 at the East Hall entrance. Sam was able to source a supply of masks, sanitizing wipes and hand sanitizer which were dropped at the church for our use as we prepare for a modified re-opening of the church building.

Section Leads – After discussion at our council meeting on June 10, 2020, it was proposed that Humbercrest give Mel the opportunity to use the section leads in the Fall. Howard has been able to assist Mel with pre-recording the soloists in their own homes and then making their recording available on Zoom at the Hymn Sing. Howard is committed to assisting with this element of our Zoom worship and hymn sing in the Fall as we plan to continue our online Zoom worship using the church account. Brian Packham is also available as a backup host if needed to assist with the technical aspects.

We agreed upon 4 'calls' per week from September through until December 2020, when the situation will be revisited and further decisions will be made depending on the circumstance at that time. This should be discussed at November council meeting.

It will be up to Mel to decide how he will choose which section leads to use and when, but the budget is for 4 calls per week (Perhaps 2 section leads on Sunday and 2 on the Thursday evening hymn sing).

Music Director – Mel has been sent his new contract for review. As he is now using the section leads in a modified manner and is involved in their pre-recording of hymns, we anticipate that his remuneration be reduced by 30% with the start of his new contract on July 1, 2020. When we are able to safely resume congregational singing, choir and section lead rehearsals at the church his pay will return to 100%.

Entrance to the church building is being carefully monitored, anyone who has just reason to be in the building has to **pre-book an appointment time with David Drake** (at info@humbercrest.ca or 416-767-6122), who is keeping track of the comings and goings, this is being done to avoid overlap if possible and for tracking purposes should the need arise.

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17. Closing Remarks/Adjournment

Linda thanked Beverley for her leadership. Beverley has always stepped forward to help in good times and in difficult times. We are thankful and grateful to Beverley.

Adjournment Dianna 8.15

Next regular council meeting is September 22nd 2020 at 7 pm

B. Burke – *Council Chair*

D.Seth – *Secretary*