

Humbercrest United Church
Minutes of Church Council Meeting
September 22nd , 2020
Via Video Conference
(commenced 7:00 pm.)

Attendance: Fern Steggles, Dianna Seth, Marg Garrie, Beverley Burke, Aileen McGregor, Linda Steggles, Charlie Evans, Howard Gaskin, Brian Packham, Paul Stott
Invited guest: Dorothy Lothian

Gathering, Land Acknowledgement,

1. Welcome by Linda
2. Prayer : Paul Stott
3. *Administrative Ministry of the Church*

Approval of Minutes of the June 23rd 2020 Council meeting.

Motion: Fern/Howard **CARRIED**
That council approve the revised minutes of the June 23rd 2020 meeting.

4. Approval of the Agenda
Motion: Dianna/Beverley **CARRIED**
That council approve the agenda for the September 22nd 2020 meeting.

5. Chair's Report - September 2020

On behalf of Council, I'd like to acknowledge with much sadness, the death of Ted Hill at the end of July. While Ted will be missed, we celebrate his wisdom and advice generously given over a number of decades, and his tireless stint as Treasurer of HUC. Condolences have been offered to his family. Much gratitude goes to Brian Packham for the wonderful services during the month of August on the theme of FAITH. Brian included a variety of hymns sung by congregations around the world as well as some variations on Christian classics sung in a fresh way to support his messages. We are truly grateful. Many thanks to Mel for continuing to provide music for our services during July from Sask. as he normally would have scheduled musicians for the summer and been off during that time. I'd also like to thank the Rev. Rose Ann Vita for her great job as Pulpit Supply this month. Although brief, we have benefitted from her thought provoking services and wish her the best in the future. As you will note in the Transition Team and the Re-opening Team's reports, this has not been a summer of leisure. Dorothy graciously replaced me as Chair of the Transition Team, once I realized I'd bitten off more than I

could chew, what with planning re-opening and B and G. She has worked without cease on getting an Intentional Interim Minister and complementary Short Term Supply minister in place so that we can continue the work of discerning our future. Many thanks also goes to the rest of the Team: Catherine Lococo, Colin Grant, Natalie Cakebread and Isaac Anderson, as well as Regional Reps, Lydia Pedersen and Paul Stott. We greatly appreciate all your hard work and support on this journey. Aileen also has been a tireless partner on the Re-opening Team, as we planned out various details, not only for Worship in-person, but for all our current and future users. Beverley has had a bit of a reprieve, being at her cottage, but has contributed her perspective to these plans at major junctures. David Drake has also been very helpful to our work and continues to be key to the implementation of our plans. I'd also like to thank the Rental Committee for welcoming the Re-opening Team to its work to help us clearly understand the pieces that needed to be in place. Finally, thanks to Sandra and Dianna for staying in touch with the needs of Roncesvalles' Dining with Dignity program. Our most recent donation was \$500.00

Correspondence : A letter was received from the Director of Music. Linda responded to Mel to clarify the issues.

6. Follow-up / New Business

Dorothy attended Council as the Chair of the Transition team to present their report and Proposal from the Rev. Mary Jo Patterson. Linda thanked Dorothy and her team for all the extensive hard work over the summer. Isaac Anderson has resigned due to University commitments and the team would decide whether to seek a replacement.

Report to Council from the HUC Transition Team - September 22, 2020 The search for an Intentional Interim Minister has been difficult. At several points along the way, it felt as if we had to start all over again. There is an extreme shortage of candidates in the GTA, and that has driven us to envisage a hybrid solution of a part-time Intentional Interim Minister and a Short Term Supply Minister. Recommendation: The Transition Team recommends the hiring of Mary Jo Patterson as our Intentional Interim Minister on a part time basis and Donald Gibson, as our Short Term Supply. Job descriptions have been circulated. In summary, Mary Jo would lead the transition work virtually until the pandemic is resolved at 20 hours per week. She would lead worship for 2 Sundays per month via zoom. The end date of our contract is October 2022. Don would cover the 2 or 3 other Sundays of the month, and provide Pastoral Care in urgent situations and guide us in doing the rest. He wishes to commit only until the end of December 2020. The transition team has been well supported by Lydia Pedersen, our Regional Liaison, who did a fantastic job of searching for every possible lead to a new IIM minister and by Paul Stott, our Pastoral Relations liaison, who has helped immensely on the administrative side of things, like job descriptions and forms for the Region (still to be completed). Thanks to Linda, for her readiness to answer questions and participate as needed. The committee met to interview Mary Jo and were all agreed on her suitability for the job of IIM. We have communicated extensively by email. I want you to know that a lot of work has been going on over the summer and the month of September. Salary Mary Jo minimum 70,796

Approved by HUC Council

Additional salary \$7080 total \$77,876, with reimbursable expenses
Communications \$1200 Continuing education \$1442 Total salary \$80,518 prorated
20 hours is \$40,259. Don minimum salary \$70,796 additional salary \$2,262 total
\$73,058 Reimbursable expenses Continuing education 1442, communications \$1200
total salary \$75,700 prorated to 8 hours a week \$15,140 13 weeks till end o
December will cost us \$3,785.

Motion: Aileen/Beverley **CARRIED**
To approve the Intentional Interim Minister 20 hour position description.

Motion: To approve the Short -Term Supply 8 hour position description

Motion: Fern/Marg **CARRIED**

To approve the appointment of Rev. Mary Jo Patterson as IIM for a two year term,
with the possibility of extension and to approve the recommended compensation
package.

Motion: Brian/Dianna **CARRIED**

To approve the appointment of Rev. Don Gibson as short term supply 31st
December 2020 with the possibility of extension, and to approve the recommended
compensation package.

Motion: Brian/Beverley **CARRIED**

7. Reopening Team Report – Aileen
Policies and Procedures for Re-opening Humbercrest United Church Detailed
Guidelines for Re-opening In-person Worship are included in a separate companion
document. Purpose The Policies and Procedures for Reopening Humbercrest United
Church is intended to provide anyone entering the church building with a clear
understanding of their responsibilities and what they can expect while in the building.
These Policies and Procedures focus mainly on pre-planned activities and events,
weekly and single day. There is also a section on general access, those wishing to
enter the building for other reasons (please see #13). Guiding Principles Two
principles inform these policies and procedures. The first is that all decisions by
Humbercrest United Church (HUC) regarding re-opening must follow government
and health department published guidelines. We intend to be conservative in our re-
opening process, and to exceed provincial and city standards and timelines whenever
appropriate for our community. We recognize that changes may occur quickly and are
subject to change. The second is that the health and safety of all who enter the
building will receive the highest level of care and attention that the church is able to
provide, either directly from our staff or church members, from individual renters, or
from leaders of other organizations that rent and use the facilities here. Policies and
Procedures A Shared Responsibility A representative of your group (Activity

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Contact) or you as an individual, (Guest/Staff) must agree to follow the most current provincial regulations, city requirements, as well as any applicable locally developed policies and procedures at Humbercrest United Church. Please see Sections #3 “Gathering Size” and #14 “Singing and Playing Instruments”. Humbercrest United Church values the safety of all the users of our building, but it is a group effort to support safety from infectious diseases. Policy and Procedures Decisions HUC’s Re-opening Team, made up of three members of the church, works with the Church Administrator to make policies and procedures for re-opening. It consults as much as possible and is accountable to the HUC Council. These Policies and Procedures will be updated as need be.

1. Scheduling - Activities must be booked with the Church Administrator (CA), at least 7 days in advance, to allow for all health and safety measures to be fully considered and in place. Please see guidelines for general access, #13.
2. Contract Tracing - Providing your contact information is required. As an individual, you will sign in to our log, or sign a contract with us stating that you agree to follow the guidelines for your event as above. For higher risk activities, you may be required to submit a checklist every time you engage in that activity in our space. Please see appendices.
3. Gathering Size (# of participants) - Please follow the provincial and city requirements as well as HUC’s number for gathering size for your activity, if any. The lowest number of participants required by the policies above, in effect at the time of your activity or event, will apply. Please see Appendix B for HUC’s guidelines for weddings, funerals and receptions.
4. Attendee Hygiene and Protection - Events and their participants will respect the current distancing guidelines of 6 feet (2 metres) between persons (unless they are of the same household). Use only the washroom designated to you for your activity. Masks must be worn at all times. (There may be allowances to this for “Schools” under provincial regulations.)
5. Attendee Health - Persons exhibiting symptoms of Covid-19 and/or have been in contact with persons showing such symptoms, are not permitted to enter the building.
6. Screening - All Staff, Guests and Activity Contacts will personally commit to their own state of health either by signing the log in book at the Centre Office door entrance or by signing the checklist, if required by the nature of the activity.
7. Cleaning and Sanitizing - the Church Administrator, in consultation with the Re-opening Team, will coordinate activities and events so that cleaning and sanitization of the areas defined for the activity, including the designated washroom(s) will be cleaned and sanitized, if required depending on when the space was last used, prior to the event. Cleaning will be performed by HUC Staff, or HUC members and our cleaning company S-6.
8. Elevator Use - We recommend that one person only use the elevator at a time, if possible, unless from the same household. Physical distancing must be respected when entering and exiting the elevator.
9. Kitchen Food/Drink - Our kitchens are closed at this time. You may bring your own water bottle.
10. Event Monitoring - Participants are expected to comply with the P&P, and to communicate any and all concerns immediately to the Activity or Event Contact, or the CA.
11. Doors Propped Open - Doors will be kept open to reduce touch points within the building.
12. Use of Chairs and Pews - Events requiring chairs will use the hard chrome and vinyl chairs or wood chairs (for musicians). These surfaces can be cleaned and sanitized. Fabric pew cushions will be removed and stored.
13. General Building Access - Tight controls will continue to be in place for

entering the building, both for activities and for individual entry. No one shall enter the building unless they have permission from the Church Administrator, have a pre-arranged appointment with a member of HUC staff, or are registered to attend a scheduled event. At this time, no other entry is permitted. This allows for coordination of cleaning and safety for all. Please see appendix A for detailed entry guidelines. 14. Singing and Playing Instruments - Indoor singing and the use of wind instruments (flutes, clarinets, saxophones, trumpets, or horns) live at rites and ceremonies as well as recordings for rental income, is suspended. Please see Appendix C and Ci for locally developed guidelines for recordings. 15. Occupational Health and Safety - HUC staff diagnosed with Covid-19 will remain away from the church for 14 days and cleared by the local health unit. Coming in contact with someone who has been diagnosed will require testing negative before re-entering the building. Appendices A. HUC Procedures for General Building Access B. HUC Policies and Procedures for Ceremonies and Receptions C. HUC Procedures for Singing and Playing Instruments and Diagram (Ci) D. HUC Guest/Staff Checklist for Singing and Playing Instruments E. HUC Agreement for Organ Students F. HUC Agreement for Activity Contacts G. HUC Sign In, Sign Out Log

Appendix A Guidelines (Ed. 3) for General Access to 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 coordinate all entry and activity in the church. Email info@humbercrest.ca or call the Office 416-767-6122. 2. Enter and exit through the Centre "Office" door. Please maintain physical distancing (2m) from others at all times. Masks are mandatory. A). Sanitize hands. Please take a mask only if you have forgotten your own. Please touch only one and take only that one. Gloves are optional. B). Sign in and sign out. Carefully dispose of wipes, paper towels 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 unless you have permission. 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, washroom C, is for Staff Only. All other washrooms are closed. A washroom is designated by the Church Administrator to each user group to ensure that each group has a clean and sanitized washroom for their use. Please follow health and safety guidelines posted in washrooms. F) The Church Administrator and Custodian continue security checks. They also wipe 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!

Appendix B Guidelines for Weddings and Funerals in the Sanctuary of HUC during Covid-19 While you will be following the provincial regulations and city requirements for Indoor Gatherings, we would like to help you make your ceremony or service go as safely and as smoothly as possible and require the following safety considerations.

Number of Attendees and Physical Distancing: Our sanctuary can accommodate 80 to 100 people physically distanced. Pews are 20 rows deep on two sides, including two short rows to accommodate those wishing accessible seating on the East side. By seating attendees at either end of a pew, and by alternating rows (1, 3, 5... on one side and 2, 4, 6... on the other) 80 people can fit comfortably and safely: two at each end of a given pew. That's 76 people seated in pairs, plus 2 accessible seating areas. There may be some attendees from the same household, in which case, six in a pew, seated closely together, could mean that up to 100 people in total may be seated in the sanctuary. Likewise, sole attendees would reduce the total number of attendees per pew in order to ensure physical distancing. We recommend your Greeter and Screener position themselves at the main front doors. Likewise at the end of your service, we recommend that your attendees exit the same way, distanced, one pew row at a time. You will be assigned (a) designated washroom(s) for your service which will have been cleaned and sanitized prior.

Receptions: Heritage Hall is our usual reception space. At this time, our kitchens are closed and no food nor drink is permitted. While the province allows gatherings of up to 50, owing to the dimensions of the space, HUC can permit 35 people only in Heritage Hall at this time in order to allow for physical distancing of 2m. (6 ft) The West Hall and the East Hall, both being larger, can accommodate up to 50 people physically distanced. Toronto is currently in Stage 3 of re-opening

Appendix C Singing and Playing of Instruments Indoor singing and the use of wind instruments (flutes, clarinets, saxophones, trumpets, or horns) live at rites and ceremonies as well as recordings for rental income, is suspended. Pre-recording for Worship Services in the safety of musicians' homes is highly encouraged and is the preferred method of preparing music for services. Pre-recording of singers or wind instruments may occur only for the purpose of HUC Worship Services under the following circumstances: - masks are required when not singing, playing or recording -only 1 singer or wind player and an accompanist may be in the recording space at one time -a minimum of 3 hours must elapse before a different singer or wind player is recorded on the same day so that aerosols fall out of the air and settle on surfaces -a minimum of 4m (12 feet) must be maintained between an accompanist and a singer or wind player (please see Diagram 1 attached) -the singer or wind player must face away from the accompanist and be positioned a minimum of 2m (6 ft) forward of the accompanist so that aerosols project forward and away from the accompanist. (see diagram) -fans and heater blowers must be turned off -the accompanist must not walk near or through the invisible "aerosol fog" created by the singer or wind player but rather only use the pathway designated for this activity -all recording devices must be disinfected after recording Keyboards and Strings, Percussion Playing of Keyboard instruments, Stringed instruments and most Percussion instruments is permitted under the following circumstances: -masks are required; however, if the musician is the only person in the space they may remove their mask

Approved by HUC Council

while playing, then put it on again before moving in the space -musicians must distance at least 2m (6 ft) from one another, unless from the same household -each musician should have their own stand and if applicable, mike -keyboards and high-touch areas of the organ or piano should be disinfected every time after being played -please use the wipes provided -all recording devices must be disinfected after recording

Appendix D HUC Guest/Staff Activity Checklist Protecting the Safety of Everyone Who Enters our Building (Church Administrator or Activity Contact emails one copy to Guest/Staff. Guest/Staff completes and returns it to the Church Administrator at the end of the activity. Church Administrator keeps this form for one month for contact tracing purposes and then destroys it.) Name:

_____ (please print) Date:
_____ Activity:
_____ Room:
_____ Signature:
_____ Phone:

*While answering this question is not mandatory, we'd appreciate it if you would indicate whether you did enter the designated washroom today to help us coordinate our cleaning and sanitizing efforts, thank you. HUC Reopening Team

Appendix E Agreement The following is an agreement between Humbercrest United Church and _____ using the Sanctuary space for organ lessons and practice. Safety Guidelines

_____ agrees to follow the most current guidelines as published in "COVID-19 Guidance for Indoor & Outdoor Events & Gatherings" as published by Toronto Public Health, as well as the locally developed procedures "Singing and Playing Instruments" at Humbercrest United Church. Pdfs of both guidelines follow this agreement. Please keep in mind that, as of this date, the region of Toronto is in Stage 3. Liability _____ understands the risks inherent in taking organ lessons and playing the organ during the Covid-19 pandemic and assumes all liability associated with these risks, including potential exposure and infection.

Humbercrest United Church values your safety but it is a group effort to ensure safety from infection and we cannot guarantee that our venue is free from infectious diseases.

User's signature _____

Appendix F Activity Contact Responsibilities Checklist Date:

_____ Activity:
_____ Name: (Please print)
_____ Signature:
_____ Phone Number:

_____ # Actions prior to the Activity √ 1
Book the activity at least 7 days prior with the Church Administrator (CA). 2 Review the P and P document forwarded by the CA prior to the activity. 3 Review the provincial regulations, city requirements and local HUC guidelines for your activity, if applicable. Actions during the Activity 4 Sign in and out using the Log provided. This indicates that you have self-assessed for symptoms of Covid-19. 5 Screen and record each Participant's contact info. 6 Ensure Participants only use the washroom designated to your group. 7

Approved by HUC Council

Follow activity requirements as stated in #3. Actions after the Activity 8 Retain Attendance and Contact Tracing form for 1 full month.

Appendix G - Humbercrest UC Visitor and Staff Sign In/Out Record Signing here indicates that you have pre-booked your visit with the Church Administrator, self-assessed for Covid-19 and sanitized your hands. Please provide your phone number if not in the HUC Directory, thank you. Date Name and Phone (see above) Time In Time Out

Framework and Draft Guidelines for Safe Worship at Humbercrest

The purpose of this

framework is to provide information on how the guidelines for worship at Humbercrest (HUC) have been 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 October 2020. However, we will not rush into inperson 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 will require extensive consultation with Council, the Interim Minister, the Director of Music, the Worship Committee, the Community Team and others. These will evolve over time as regulations change. These current guidelines provide detailed starting points. 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. Staff, Volunteers and Attendees • All worship leaders, service participants and attendees must self-screen prior to each in-person worship service to ensure they are healthy and have no symptoms. • Any in-person service participant who feels sick during the week prior needs to inform the Worship group's Reader Rep (or the Council Chair in the case of the minister), so that a replacement can be found. • Pre-registration for services by emailing info@humbercrest.ca or by calling the Office at 416-766-6122 will be required to help with contact tracing. Walk-in guests will fill in a contact form. References • A Framework for Reopening our Province – Stage 2 (Province of Ontario – 8 Jun 2020) • Covid-19 Advice: Religious Services, Rites and Ceremonies (Ministry of Health, Province of Ontario - Version 2 August 21, 2020) • COVID-19 Guidance for Reopening Places of Worship (City of Toronto – 11 June 2020) • COVID-19 Guidance for Places of Worship (City of Toronto - Revised 8 July 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

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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. (By-law July 7, 2020). Members will be asked to bring their own mask. Disposable masks will be available for those who forget. 5. Services will be Intergenerational. Infants and toddlers must remain with their families at this point. Physically distanced Sunday School (age 4 and up) will only be provided in-person if families have pre-registered by Friday noon. Otherwise, a Children's Time will be included in the on-line service only. 6. No singing by the congregation, choir or soloists is allowed unless pre-recorded and no wind instruments may be played. The Minister, and any other Worship participants will speak using a different microphone each and must be further distanced from the congregation.

Approach for Oct – Nov (to be reviewed) • Attendees will queue outside the church along the sidewalk on the south side of the East building, on distance marks. • A tent sign board will point out the queue, offer caution on symptoms and note masks mandatory. • Screening will be outside the Centre Office door or just inside the door if it is bad weather. • Attendees will move up in household groups. The Greeter/Screenener will ask them to review the COVID-19 symptoms and confirm they have none. • Names will be checked off the pre-registered list. If they are not on the list, the Greeter/Screenener add their name and phone number for contact tracing purposes. Summary of Greeters' and Opener Roles • Greeter/Screenener - checks names on pre-reg list; adds guests' names and phone numbers • Greeter/Usher - handles seating • Opener/Safety Support - ensures distancing as people merge from the elevator and the Office Entry door - ensures the Greeters/Openers' kit is ready for the greeters Risk Management • The Re-opening Team is working hard to ensure that the process is safe, that signs minimize the need for conversation and that appropriate PPE and hand sanitizer is available and used. • The Greeter/Screenener role could be somewhat higher risk due to the time spent with people to answer their questions, although distancing will be maintained, and everyone will be wearing masks. • Face guards will be available to the greeters in addition to their own required mask (face guards are optional, provided by HUC). Sanitize it before using. • Gloves (optional, provided by HUC) • Masks are mandatory (please wear your own, or you may use one of HUC's, then discard) Greeters and Opener's Responsibilities • Manage the arrival and departure of congregants in a safe way • Answer questions and be prepared to make decisions on the spot when issues arise • Be familiar with the procedures and assessment of COVID-19 risks Time of Arrival Opener: 9:30 Greeters: 10:10 Greeter/Screenener (Outside Centre Office doors) • Greet everyone in a friendly manner, with a hand over the heart or a nod, physically distanced • Check off attendees on pre-registered list; add any additional names not on the list, including a phone number. List will be printed off by the Church Administrator the Friday before and ready in the Greeter/Openers' kit • Ask "Any symptoms?" referring to the list of Covid-19 symptoms, getting a "No". If "Yes" tell the person that they cannot attend today, to go home and to consult with their Public Health Unit. • If the attendee has no mask, direct them to wear one provided by HUC • At the end of the service, be inside to direct pew by pew exit from the sanctuary, East side front to back, then West side, forward and out the Centre

Office doors, the same as at entry. • Help with physical distancing, no bunching up. Greeter/Usher (Inside Centre Aisle) • 10:10 - Wipe the infrared headsets and batteries with sanitizing spray and paper towel provided, ready for congregants • As people file up the centre aisle (having come down the East side and turned in the Narthex) seat them in the first available pew, on one side then the other, every second row • On the West side, three individuals distanced to a pew, skip a row, then two to a pew, skip a row, then three and so on • Or 1 large family group in one row or 2 sets of couples in one row. • The key is to maintain 2m between individuals or groups in pews • A seating map with safe options will be in the Greeter/Opener's kit • Seat no one on the East aisle as congregants will be entering the sanctuary and walking down that aisle. On the East side, seat only in the middle and centre. The exception would be those using the accessible seats who will be slightly to the east side of centre. • At the end of the service, direct pew by pew exit from the sanctuary, East side first, front to back, then West side, forward and out the Centre Office doors, the same as at entry. • Help with physical distancing, prevent bunching up. Opener/Safety Support • Unlock Centre Office doors and Elevator door • Pick up Greeter/Opener kit on landing and place on side table by couch (contains pre-reg list and clipboard, seating map suggestions, face shields, tape) • Turn off blowers and fans (TBC), open double side doors from foyer. • Open sanctuary windows as reasonable (choir loft too) • Unlock/Open wide, infrared cabinet (Greeter/Usher will sanitize units) • Ensure the positioning of the table to be used by the minister, if applicable and the projection screen (see positioning marks) • Place directional signs in position - one inside the sanctuary side double doors pointing down the East aisle and one in middle of the Narthex pointing up the Centre Aisle • Set out tent sign boards: 1 for Covid-19 self-screening outside the Centre Office entrance doors and 2 to place at the front of the side walkway directing people to the wide East sidewalk. Line will form on the sidewalk south of the East building (Heritage Hall and East Hall) • Refresh directional painters' tape on rugs and on sidewalk outside if needed • 10:10 - Open (hook or tie back) left Centre Office exterior door • Position yourself inside the sanctuary facing the side entry doors and help with physical distancing as congregants enter from the stairs and from the Elevator. They follow the sign and continue down the East Aisle. • If they missed hand sanitizer on entry suggest they use the station in the Narthex. • Please assist those wishing accessible seating to enter from the East aisle, but ensure they sit well in from the aisle, towards the centre • All others should walk down the East aisle and up the Centre Aisle to be seated by the Greeter/Usher • Please stay in the foyer area during the service to screen and seat any latecomers and to monitor the open door. • After the service, return everything to the place, position or state you found it. Please turn on blowers.

To approve comprehensive Policies and Procedures for Reopening Humbercrest United Church.

Motion: Aileen/Beverley

CARRIED

To approve detailed plan for reopening In- person worship at Humbercrest United Church

Motion: Howard/Fern

CARRIED

To delay reopening in person worship services until November 1 2020 subject to review at the special October 13th Council meeting

Approved by HUC Council

Motion Brian/Fern

CARRIED

8. Rental Report

Rental Committee Report to Council Sept. 2020

Despite Covid 19 we have had several rentals since our last June meeting.

Toronto Kidz Summer Camp 7 weeks+ 4 days after Labour Day

2 cohorts of 8 children + two leaders.

- They were happy with accommodation in the East Hall and especially liked the large lawn.

- HUC sponsored a family of two children for a camp.

- They want to book the East and West hall for next summer.

- starting in Oct. once a week after school program from 4 to 7 pm with the hope of expanding to 5 days / week. in the future.

Rainbow Songs Babies and toddlers once a week 9.30 a.m. to 12.30 pm on the lawn.

- finishes Oct. 15th

- She is fully booked for all sessions.

Stage Coach - Starting in Oct. All day Saturday.

David is checking last rate increase as they are paying less than Toronto Kidz . We are not considering a raise for this term but will gradually increase rental fees.

Tai Chi - They want to come back but not decided yet when.

Recording in the Sanctuary - Took place in Sept.

Wedding - scheduled for mid Oct. 20 guests. Two weddings have cancelled but want to re book at a later date.

Film Shoot Sept.25th-26th We should receive about \$3,000.

On going negotiations

TMH is rethinking their method of church , at the moment they are on line with the main church in Oakville but are interested in renting the East Hall one evening /week for small groups not the whole congregation.

Approved by HUC Council

Flick the Switch Arts group A for profit small business where the owner rents out space to artists/craft people. She has space in two other churches. They want 2 rooms (15 and 16) in the upper Heritage Hall area with the idea of expansion. This would be exclusive 24 hr/day rental. Renovations needed eg electrical upgrades, security for our areas, fixing water leaks. We need to cost out these items.

Our contract with Katja Brittain has expired. We would like to extend it further to 6 days as she has been a great resource and help to us.

To approve the additional funds to allow the Consultant to help Humbercrest with rental opportunities up to an additional six days of work.

Motion: Marg/Dianna

CARRIED

Stewardship of Our Resources

11 Treasurer's Report

Charlie presented the August financial statements. The statements have been previously circulated. Charlie agreed to write a report for the Beacon of Hope newsletter on September 25th updating the congregation on our financial status. Charlie reported that the furnace fund campaign had secured \$84,910. There has been \$2,400 memorial donations.

Motion: Dianna/Brian

CARRIED

That the August 2020 financial statements and cheque register be approved as circulated.

A Time of Reflection and Discernment

Paul asked Council to reflect on two questions:

Ask yourself what do I value most deeply in my membership in this church?
What am I willing or eager to change as we move forward in our church life?

Our Shared Ministries

11. Committee Reports -

Trustees Howard reported that the Trustees would be meeting in late October.

Devotion No report

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Facilities

In the absence of a team lead, Aileen and I have stepped up to support the work of the Buildings and Grounds group. Aileen is HUC's contact with our cleaning company S-6, Sam and Besnik, our security and custodial support person. Thanks to Mike, Marg and David G. for letting us know what needs to be done.

1. Sean of Biss Heating is coming in the morning of Sept. 22 to begin to complete the Furnace/rad job.
2. Patrick Grayhurst and Bryden Pitt have volunteered to look after putting out our Garbage and Recycling this year.
3. Julian Drake has offered to take on the responsibility of Snow Shovelling position this winter.
4. Kurt Mlynek, Melanie's son has done two electrical jobs for us: replacing a timer on outdoor walkway and centre door lights and changing a faulty light switch in a washroom.
5. Keith McCaul, Peter and Dorothy Lothian, Charlie's family, and Colin's earlier in the summer, have all helped to move furniture either out for donation or to a better storage spot such as the Stage to allow for thorough cleaning in the two halls. The upholstered couch and chair from the area outside the Minister's Office are now stored in the Friendship Rm.
6. Much gratitude goes also to Brian and Donna for moving all pew cushions, hymn books, Bibles, pew boxes and offering plates to the Balcony to facilitate cleaning and to minimize infection once we re-open In-person Worship.
7. I'll be contacting two roofing companies for quotations for repair of the slate roof, which will include scaffolding as the upper East side of the building is being ruined. I'll report on these at October's meeting.

Resources No report

Community

Care and Welcoming and the five permanent Greeters have been informed of the in-person Worship changes in their role.

Hundred Mile (160 km) Tastings lunch would occur on World Food Sunday. So on Oct. 18, we can participate in having a lunch of local produce in our homes

Ministry and Personnel

David Drake (our church administrator) is back in the office at church, Tuesday through Friday. All people wishing to enter the church building should book an appointment with David ahead of time. Prior to coming to church people should self-assess for COVID symptoms and stay at home if any symptoms present. Anyone entering the church should wear a mask, sign in and sanitize hands.

David has been working closely with our user groups and renters to ascertain who will be returning in the Fall. The relationships David has established with our renters prior to the COVID pandemic have helped secure return bookings and establish new bookings, with a level of

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flexibility and cooperation between all, as we incorporate our newly developed Policies and Procedure Guidelines for Re-Opening Humbercrest United Church.

Besnik (our custodian) will continue with the weekly security check taking place on Mondays. At this point our community service groups (Scouts and Guides) are not returning to meet inside the church, choosing to gather online or outside, therefore Besnik will not be needed weekday evenings. As Fall progresses, we will have Besnik raking leaves and clearing the church yard as required. He remains on call if needed for future rentals.

Sam (S6 Cleaning) has been instrumental in cleaning and sanitizing the parts of the church building that have been used during rentals, for example the East Hall for the Toronto Kidz camp during the summer and the sanctuary for a recording earlier this month. He is also being called upon as needed for upcoming rentals and cleaning/sanitizing of high traffic areas in the church. He has assisted us by installing touchless hand sanitizer units at main entry points to the church building. He will be invoicing at his hourly rate accordingly.

Closing Remarks/Adjournment

Adjournment: Dianna 8.55 pm

Next regular council meeting is **October 27 @ 7:00 pm**. There will be a meeting on 13th October at 7 p.m. to discuss the timing of reopening in person Worship.

L. Steggle – *Council Chair*

D Seth – *Secretary*