

**Minnedosa United Church Council Meeting  
Wednesday September 16, 2020 7:00 pm  
Online with Zoom**

**2020 - 30**

**PRESENT:** Julie Hutton (Chair), Wilf Taylor (Past Chair), Mary Dalton, Alf Iverson, Carol Frost, Maxine Gray, Jean Garbolinsky, Olive Cameron, Michelle Gunderson (Clerk/Treasurer), and Kathy Platt (Minister).

**REGRETS:** Barry McNabb, Lorna Hislop and Barb Kingdon

Quorum present.

**CALL TO ORDER:** Meeting was called to order at 7:02 p.m. by Chair, Julie Hutton.

**REFLECTION** Kathy said a Prayer.

**HOLY MANNERS**

**ADDITIONS TO THE AGENDA:** None

**ADOPTION OF THE AGENDA:** for this September 16, 2020 online meeting.

**MOTION:** moved by Wilf Taylor and seconded by Alf Iverson.

**"...That we, the Council of the Minnedosa United Church accept the agenda for the September 16, 2020 online meeting as circulated."**

**CARRIED**

**ADOPTION OF THE MINUTES:** Minutes from the August 31, 2020 online meeting.

**MOTION:** moved by Carol Frost and seconded by Olive Cameron.

**"...That we, the Council of the Minnedosa United Church accept the Minutes of the August 31, 2020 online meeting as circulated."**

**CARRIED**

COUNCIL MINUTES ARE POSTED ON OUR CHURCH WEBSITE

**BUSINESS ARISING FROM THE MINUTES:**

- Moving Forward:

(Refer to "Re-opening Plan" document prepared by the Worship Committee: Appendix Q)

Julie has spoken to other churches in Minnedosa, and to the Prairie to Pine regional office. She shared some of the stories she heard from the other churches about how they are offering Sunday worship currently. Julie encouraged us to be united as a Council with our message regarding how we move forward in planning possible in-person worship.

Using the "re-opening plan" document prepared by the Worship Committee as a starting point, a conversation ensued around questions and concerns from the council members. It was confirmed that for the purposes of worship, we may have up to 30% of capacity in the Sanctuary, with physical distancing in effect. Inquiries regarding our level of liability should be made. Most people were feeling good about going ahead and trying in-person worship at this time, though the Covid restrictions do seem a little daunting. Most felt that continueing with online Zoom worship is a good plan, for those who are not comfortable with in-person at this time. Good communications and simple instructions for the congregation will be helpful in easing anxiety. It was agreed to have a couple of trial in-person services with the council/committees in attendance to test out the proposed plans.

Maxine brought an update from the Ministry and Personnel committee.

Eleanor Taylor has requested a leave of absence.

**MOTION:** Moved by Maxine Gray, seconded by Carol Frost

**"... That we, the Council of the Minnedosa United Church approve an indefinite leave without pay for Eleanor Taylor effective immediately."**

**CARRIED**

Alexis H. has agreed to play the piano as an unpaid volunteer during Eleanor's time away.

The M&P committee would like to propose that the church office hours be increased to: Tuesday, Wednesday and Friday - open from 9 am to 3 pm. (No office hours on Thursdays, as we do not wish to have too much traffic re: Covid, when the food bank is operating.)  
Kathy will continue to come to the office Tues/Weds/Thurs and work from home on Fridays.

The Property Committee gave an update on facility use. Alf has done a walk-through with Hilton. The sanitation should be manageable (wipe high contact surfaces, pews and clean floors). The committee recommends that we do not have outside user groups in the building until we as the church are also beginning to use the building again. This item will be revisited at the October council meeting.

**CORRESPONDENCE:** None

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**NEW BUSINESS:**

- Food Bank: Julie was approached by the Food Bank, asking if they might be able to use our meeting hall for their annual meeting, and if they could use the kitchen once per month. Due to Covid 19 restrictions these plans will be tabled for now. The food bank is currently storing a deep freezer in our storage room.
- Survey committee (Survey document see Appendix R)  
Colleen Wallace and Jean Garbolinsky will review the responses after the deadline and bring a report to the next Council meeting in October.

**REPORTS:**

- 1. OFFICE:** Michelle Gunderson  
No report.
- 2. FINANCIAL:** Jean Garbolinsky  
See FS 20-08

Financial Statement from August 2020 was circulated.

**MOTION:** moved by Jean Garbolinsky and seconded by Wilf Taylor.

**"....That we, the Council of the Minnedosa United Church, accept the Financial Report for the month of August 2020 as circulated, including the cheque register for each of the above month."**

**CARRIED**

Julie read a letter from Vern Phillips, which informed us of a generous estate bequest to the Legacy Fund in memory of Lois Phillips.

Property committee asked the Council to approve the repairs to 2 speakers (for the meeting hall) at Ted Good Music shop in Brandon. Repairs are estimated at \$500 plus labour.

**MOTION:** moved by Alf Iverson, seconded by Wilf Taylor

**"....That we, the Council of the Minnedosa United Church, agree to have repairs completed on two speakers at Ted Good Music, to be paid from the General Fund."**

**CARRIED**

**3. PRAIRIE TO PINE REGION 5**

- Regional Gathering planned for the evenings of Sept 30 and Oct 7<sup>th</sup>, will be online. Barb & Michelle will participate with Kathy.

**4. FUNDRAISING: -**

**5. NOMINATIONS: -**

**6. COMING EVENTS: -**

**7. MINISTER:**

I continue to offer pastoral care wherever possible through e-mails, phone-calls and sometimes through face to face visits. Leading worship has most definitely become a team effort with deeply appreciated support in technology, music and future planning. While at times figuring out how to offer leadership has felt overwhelming, the support of this community to just breathe and do the best I can is what makes it all possible. For continuing education, I am taking part in an on-line conference for 2 days in October, plus I will be taking a reading week at the end of October, meaning that I will not be leading worship on November 1st. I will work with the worship committee to make sure there is someone to lead worship for that Sunday.

**COUNCIL COMMITTEES**

**PASTORAL CARE:** Olive Cameron

See Appendix S

**CHURCH LIFE / OUTREACH:** Mary Dalton

See Appendix T

The committee is working on Care Packages to deliver to door steps.

**WORSHIP, MEMBERSHIP and LEARNING:** Carol Frost

("Re-opening Plan" document: Appendix Q see above)

**PROPERTY:** Alf Iverson

See Appendix U

**MINISTRY and PERSONNEL:** Maxine Gray

See Appendix V

**FINANCE AND STEWARDSHIP:** Jean Garbolinsky

Our committee is preparing the Fall Appeal letter, to be sent out soon.

HOLY MOMENTS (a moment from the meeting that "gives you life") & PRAYER

NEXT REGULAR COUNCIL MEETING: October 21, 2020 at 7 pm (likely Zoom)

**MOTION:** moved by Wilf Taylor

**"....That we, the Council of the Minnedosa United Church adjourn this meeting at 8:43 p.m."**

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Michelle Gunderson, Clerk

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Julie Hutton, Chair

**APPENDIX Q**

**Minnedosa United Church - Building re-opening plan**

for Council meeting Sept 16, 2020

Phase or step of provincial “re-opening” that this plan corresponds to: under advisement of MB Public Health  
 This plan outlined the steps required in a limited reopening in Compliance with Manitoba government and  
 Public Health directives and recommendations from The United Church of Canada:

- We will use current Manitoba guidelines for occupancy numbers.
- Contact information is required from all attendees to enable contact tracing.

Category: <b>Tracking changes to provincial plan and rules; updating this plan in this and other respects, as needed</b>		
Task	How/ what	Who is responsible
Tracking changes to provincial plan and rules	Listen and adhere to Public Health Guidelines as outlined. All of this is dependent on the latest information on the spread of COVID-19, and directives from the Manitoba government and the United Church of Canada. In the case of a “second wave” of the virus, a return to closure may be necessary.	Minister , Council and Worship Committee

Category: <b>Communicating</b>		
Task	How/ what	Who is responsible
Signs re: Covid 19 will be posted, including the 3 questions that must be answered ‘No’ for entry	Posted signs placed appropriately at designated entrances will assist with self-screening; physical distancing while walking, standing, or sitting in the sanctuary and hall; and personal health protection.	Office Administrator
Building reopening plans will be communicated on the MUC website, social media, and at congregational Zoom services/meetings.	This will offer the congregation an opportunity for clarification and discussion of the implementation of this plan. Any changes to the plan, either to loosen or increase restrictions will be communicated in a similar fashion.	Responsibility MUC Council

Category: <b>Cleaning</b>		
Task	How/ what	Who is responsible
Cleaning and Sanitization	Established cleaning procedures will continue to be the responsibility of custodian. High contact surfaces (doors, washrooms) will be wiped down each day there are people in the building. Custodian will clean and sanitize the sanctuary, narthex, hall and bathrooms following Sunday service. Group leaders will be responsible for sanitizing their groups’ assigned space after use. A checklist of surfaces to be sanitized, gloves, cloths, sanitizing solution, will be provided.	Custodian  Group Leaders  Office Administrator

Hand sanitizing upon entering the building is mandatory.	Hand sanitizing stations will be located at building entrances, back of sanctuary and in the hall. The use of these, along with frequent hand washing is strongly encouraged.	All
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<b>Category: Ensuring distancing is followed and communicated</b>		
Task	How/ what	Who is responsible
Physical Distancing	Two-meter physical spacing must be maintained during worship and all other church gatherings, including entering and exiting the building, and in any social interactions before or after gathering with others.	All
Numerical Restrictions	Proposals are based on current Manitoba guidelines which limits occupancy to a percentage of room capacity. Occupancy includes worship leaders, staff, tech. team, ushers and greeters, Sunday School children and teachers.	Worship Committee to monitor guidelines. Office Administrator will adhere to guidelines when pre-registering congregants

<b>Category: Masks or Face Shields are mandatory</b>		
Task	How/ what	Who is responsible
All those wishing to enter the building should bring and wear a mask or face shield.	Masks will be provided if people do not have one. If people are not able to wear a mask, they will be asked to consider face shields, which will be available on a very limited basis. Distribution of masks is responsibility of the group leaders or worship greeters. Exceptions will be made for those speaking/singing while they are in the chancel, and for children in Sunday School who may choose to wear a mask but are not required to do so.	Usher/Greeters
	<p>Masks should be worn until people are back to their car/heading home. Please respect this rationale for wearing a mask:</p> <p>I wear a mask in public for three reasons:                      1.HUMILITY-I don't know if I have COVID as it is clear that people can spread the disease before they have symptoms.                      2.KINDNESS-I don't know if the person I am near has a child battling cancer or cares for their elderly mom. While I might be fine, they might not.                      3.COMMUNITY-I want my community to thrive, businesses to stay open, employees to stay healthy.                      Keeping a lid on COVID helps us all.</p>	All

<b>Category: Greeters and Ushers</b>		
Task	How/ what	Who is responsible
Duties re: sanitizer and masks	The greeters (wearing masks) will be inside the front doors. They will ensure that people are wearing masks and direct them to the hand sanitizer.	Greeters and Ushers

	People without a mask will be provided one and asked to wear it while in the building. Hearing devices will be given to preregistered participants who requested them.	
Confirm pre registration	They will confirm people's names and ask if there have been any changes in their answers to the questions since Friday.	
Escort to seats	People will then be escorted by ushers to seats without lingering in the narthex. One household at a time will go through the double doors into the sanctuary.	
Offering Collection	A donations plate will be secured inside the doors to the sanctuary and ushers will indicate this when they show people to their seats.	
Unregistered Congregants	If unregistered people arrive and the registration list is full, they will be informed that we are at capacity, but are encouraged to leave their name and to call the church first thing on Friday morning and that they will be given priority for the next service. If there is still room on the registration list, the greeters will ask them the questions relating to COVID. If they answer no to all questions, they will be asked for their contact information and then escorted to their seats by the ushers.	

<b>Category: Pre-Registering/Current Health Survey Questions</b>		
<b>Task</b>	<b>How/ what</b>	<b>Who is responsible</b>
Everyone will be asked to pre-register for the worship services.	Everyone will be asked to pre-register for the worship services on the previous Friday morning between 9 and 12.	Office Administrator, Worship Team
They will be asked the standard 3 questions and confirm their contact info.	<p>These 3 questions will be asked at pre-registration and at the main door Sunday morning accepting pre registration and scheduling attendance, and the ushers greeting congregants at the door who will ask the following questions:</p> <ol style="list-style-type: none"> <li>1. Do you have a new appearance of any of the following symptoms, i.e. cold or flu like symptoms such as fever dry cough, tiredness, headache, sore throat, runny nose or shortness of breath?</li> </ol> <p>If someone answers yes, they will be encouraged to call Health Links at (204) 788-8200.</p> <ol style="list-style-type: none"> <li>2. Have you travelled to places other than Western Canada and North Western Ontario in the last 14 days?</li> </ol>	<p>Office Administrator for preregistration;</p> <p>Ushers/Greeters at the door Sunday morning to confirm no change to their answers from Friday pre registration.</p>

	<p>3. Have you interacted with anyone experiencing COVID-19 symptoms in the last 14 days?</p> <p>If they answer no to these questions, write down their contact information.          Anyone who responds “yes” to any of the COVID questions will not be permitted to enter the building.</p>	
<p>Information to be provided to congregants when pre-registering</p>	<p>Congregants will be asked to bring and wear masks. Once maximum numbers for assigned rooms have been reached, including leaders, the Office Administrator will keep a waiting list and give them first priority for upcoming related gatherings.</p> <p>Once the list is completed, the Office Administrator will print it and have it available for the greeters/ushers. These lists must be kept for 21 days to enable contact tracing.</p> <p>Congregants will be given an arrival time at the church so as to stagger entry into the building and avoid line-ups outside. Our musicians will be offering prelude music beginning twenty minutes prior to each service.</p>	<p>Office Administrator</p>
<p>Registration list</p>	<p>Once registration has reached the provincial limit of numbers for faith communities, the Office Administrator will print the registration list and have it available for the ushers along with the seating template for the sanctuary. These lists will be kept for 21 days to enable contact tracing.</p> <p>The Office Administrator will also keep a waiting list and give them first priority for the next Sunday if they call first thing on the Friday prior to the service. Worship leaders, sound booth crew ushers/greeters and Sunday School Teacher are included in the maximum allowable numbers. Some will be the same every week while others may change. Staff and lay leaders who are there every week need to self-monitor and check off their names on the sign-in list when they enter the building. If they cannot come, they need to let the office or the minister know so that space can be opened up for others. The check off list should include the 3 questions at the top and be clear that adding their names means that they are answering no to the questions.</p>	<p>Office Administrator</p>

Category: Use of Space		
Task	How/ what	Who is responsible
Use of space	Upon entering the building, participants in worship and all other activities are asked to go to their assigned space. Some areas of the building will be closed for the present time, and we ask all to respect the posted signs. This measure is needed to simplify cleaning and sanitation requirements in unused spaces.	Meeting Leaders
Use of Washrooms	Only one person at a time may use the room regardless of number of stalls. Lines will be taped on the floor outside of each washroom for line-ups. Signs inside each washroom will indicate hand washing procedures.	Property Team
Seating	Five meters must be left between the chancel and the first seated pews. Various seating arrangements will help us plan for any change in the restrictions. Ushers will lead people to their seats and encourage people to keep 2 meters between households when entering and leaving. Various templates of seating arrangements in the sanctuary and hall will be used to accommodate various sized groups while maintaining two meters between households.	Office Administrator and Ushers and Greeters
Musicians Piano, organ, stringed and percussive instruments	Musicians, Piano, organ, stringed and percussive instruments are fine. We can have two or three singers if they can be 5 meters from each other and anyone else.	
Singing	There will be no congregational or choral singing. Hymn books will be removed from the pews.	

Category: Entering and Exiting the Building		
Task	How/ what	Who is responsible
Pre-registration by calling the church office is required before entering	Households planning to attend worship will call the office. Group leaders will call the office on behalf of their group and receive a room assignment and the occupancy limit for this space.	
Entry	Two-meter intervals will be taped on the walk ways within all inside areas and drawn on front entrance and sidewalk. Only the automatic front door on the west side will be unlocked so that only one household at a time can enter at their pre arranged times.	Worship Committee and Ushers/Greeters

	Entry for worship services will be restricted to the front doors (West side). At all other times the East facing entrance will be used. Staff and visitors will sign a sign-in sheet at the door as they enter and leave. This sign-in sheet will be kept by the Office Administrator for 21 days in case contact tracing is needed.	Office Administrator
No coats and boots in the hall	Congregants will be asked to take all belongings, including coats and boots, with them to their pews.	Ushers/Greeters
Exiting	Congregants will be lead out by the ushers, respecting social distancing. No lingering in the hallway or outside the building. In order to avoid congestion, people will be asked to remain seated until the usher indicates that they may leave. Ushers will encourage people to keep moving through the narthex and out the front doors. They can visit outside while keeping masks on and keeping two-meter distance.	

The Worship Committee requests that the initial service be a trial-run to make sure everything works as planned including members of Council, Worship Committee, Sound Booth Techs, Musicians and Greeters in attendance.

Submitted by: the Worship Committee

**APPENDIX R** CONGREGATIONAL SURVEY

**A Minnedosa United Church Check-up!**

September 2020

In order for our Council to have direction for this unprecedented fall season, please take a few moments to fill out this survey and return it to the office by delivering it yourself, mailing it, or e-mailing it by Friday, September 18<sup>th</sup>. Check off (mark with an x) whichever items are true for you, then, for each question, please rank your top three, with 1 being your strongest point. Feel free to add words in the "other" line for each question. We will communicate the results in due course.

1. What do you miss most about Sunday morning worship?
  - Singing together and/or the Choir
  - Pre-service coffee/visiting time
  - Feeling the energy of the in-person gathered congregation
  - Hugging/hand-shaking/personal contact with each other
  - Other.....
  
2. What has worked well for you in this time?
  - Zoom coffee gatherings
  - Zoom Sunday worship

- E-mail study groups
- Hearing from members through Tuesday e-mails
- Phone-tree supports
- Financially donating on-line or by PAR
- Other.....

3. Where is anxiety gathering?

- Feeling isolated from community
- Worried that we will never be face to face again
- Worried that finances will drop off drastically
- Worried that someone in our community of faith will test positive
- Worried that I may be the one to unknowingly pass along the virus
- Worried that I may forget to wear my mask
- Worried that I will never be able to take off my mask
- Other.....

4. What worries you most about re-entry to worship?

- Won't feel "normal" without any singing & without choir
- Won't feel safe
- Will feel too "restricted" to feel the Spirit/God at work
- Will feel so constrained that I will leave feeling more anxious
- Will feel overwhelming with all the new policies (masks/sanitizing)
- Won't feel like "community" when we are all socially distanced
- Other.....

**APPENDIX S**

PASTORAL CARE REPORT

SEPTEMBER 2020

Pastoral Care Committee has not held a meeting.

Of course we will really miss Lois Phillips and we appreciate the time she did help us.

Our committee now consists of Heather Currie, Janice Richards, Alexis Harvey, and Linda Maliteare is back now. We appreciate Kathy's help. We hope council will contact us if there are church members that would like a visit.

We continue having problems visiting in hospital and care homes and now even in their own homes (except by phone). We have sent some e-cards to hospital and care homes.

We do need visiting cards if anyone knows where to buy them.

Olive Cameron for pastoral care.

**APPENDIX T**

Church Life / Outreach Committee Report

Zoom Meeting – September 3, 2020

Present: Lorna Hislop, Mary Dalton, Nicole McLenehan,

Regrets: Barb Kingdon

Committee met to discuss how we would/could move forward given the current situation – COVID19.

Focus of the discussion was on how we could reach out to those members of our Congregation that did not have access to Social media/internet.

Projects that we would like to move forward with:

- Hat/Mitten tree will be put out
- Music is such an important part within our Church – we would like to record some of our favourite hymns; put them on CD's and distribute them. Mary has agreed to look further into this. She will discuss with Jim/Eleanor/Clark. We will approach Shay McLenenan to assist with the production of the CD's. We would try to have the first recording completed/distributed by the first part of October. If successful, we would look at doing one for Christmas as well.
- Care packages – October / December. We discussed putting together small packages that would contain a card; possibly story/reflection; baked treat (cookies or muffins or individual cakes/pies) activity. These could be delivered with a visit (social distancing applied)
- "OUR FAMILY'S KEEPER/ WE CAN HELP" card – this is a small business card that would have a contact phone number that individuals could call if they needed help with things such as shopping; picking up mail/prescriptions; friendly phone call; etc. These cards could be distributed with the card packages.
- Meat Pie Fundraiser - we discussed the parameters of moving forward with the meat pie fundraiser – target date would be end of November/early December.

Nicole updated us with the "Together We Can" parent/child group. Denise has received grant approval and will be moving forward. There are 3 options at the moment:

- Zoom time Rhyme Time
- Handle with Care – Mental Health support
- combination of online/small group meetings.

Next Meeting: Zoom Meeting – Monday, Sept 21, 2020 – 7:30 pm.

## **APPENDIX U**

### Property Committee - Meeting Notes September 9, 2020

Members of the Minnedosa United Church Property Committee met at the church on September 9, 2020 at 10 am. Committee members attending were: Alf Iverson, Wilf Taylor and Jan Macey. Kathy Platt joined the meeting in progress.

Regrets: Gregg Kingdon, Clark McNabb

The Committee discussed Facility rental requests regarding zumba and Recreation Commission classes. Property Committee will not recommend to Church Council that these groups receive permission to be held in the church until full in-person church services are available.

The Committee then discussed hall speaker repairs. 2 speakers are currently at Ted Good's in Brandon awaiting repair, at a cost of \$250 plus labour for each. Property Committee recommends paying for these repairs.

The Committee next discussed Hilton's cleaning procedures, currently 10 hours per week.

Next the Committee discussed church maintenance. Furnace filters will be replaced within the next 2 weeks. Wilf will contact Jenkins regarding floor repairs. The furnace chimney will be checked by Ty Burton. Painting that was to have been done this year has been deferred until next year.

Finally, the Committee talked about the church service start up. This Sunday, September 13, the Zoom service will be recorded. Bill Wesley will be contacted. Church services will remain on Zoom for the present.

Adjournment: The meeting was adjourned at 10:30 am.  
Jan Macey, Member Property Committee

**APPENDIX V**

COUNCIL REPORT FROM MINISTRY & PERSONNEL – SEPT 16, 2020

During the Covid 19 pandemic, M & P have continued to meet by Face Time for a total of 4 meetings. The committee continues to have conversation with staff via telephone calls and emails. Some conversation with Kathy to assure her that she is serving the congregation as best that can happen during this pandemic time. M & P agreed with the Council decisions to close the Church as well as the office in the spring when Covid 19 make itself known.

The staff's vacations were approved and have been taken. Coverage was arranged. Kathy has requested 2 continuing education sessions during the month of October, which M & P committee approve.

Eleanor Taylor has requested a leave of absence for personal reasons. Music for zoom and Access TV church service will be arranged. This information will be shared through Kathy's Friday email to the congregation.

At this time the Family Ministries Co-ordinator position will remain vacant.

M & P Committee are recommending that the Church office be open Tuesday, Wednesday & Friday at regular hours and that Michelle be in the office on those day. She will work from home on Thursday when the Food Bank is open. Also that Kathy will be in her office Tuesday to Thursday and she will work from home on Friday.

We have appreciated the emails from Kathy as well as her weekly messages to the congregation. Her services through zoom have kept some of the congregation together. Conversations with others who do not have the ability to watch the zoom services continues by dedicated members. This has not been an easy time to be "church".

To the Council, we respect and pray for the guidance that you are providing.

Sincerely,

Linda Bertram