

**Minutes of Wesley-Knox Leadership Council Meeting
Wednesday, March 18 2020 at 7:00 pm**

In Attendance: Topher Beck, Sheila Carson, Jen Cline, Bob Hahn, Lynda Laskey, John McFall (Chair), Rev. Joyce Payne (Regional Representative), Glen Pearson, Tara Pegg, Alex Walker

Guests: Cathie Banks, Margo Bettger-Hahn, Liz Dunlop, Carl Hearn, Trevor Johnson, David Knoppert, Sheila LeClair, Marilynne McNeil, Linda Olson, Arlene Roberts

Attachments: Liaison-Chairs Assignments, Minutes of February 19, UCC Emergency Plan Reference document

| Item | Summary | Action |
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| 1. Gathering, Growing and Grounding | <p>John McFall opened the meeting at 7:07 pm. John welcomed those present in person and those attending via Zoom. During the COVID-19 crisis, face-to-face meetings have been discouraged. Joyce Payne led the meeting with a prayer.</p> <p>MOTION: to make everyone in attendance be corresponding members (Lynda Laskey/Alex Walker) CARRIED</p> <p>Correspondence – The resignation letter dated March 9 from Paul Stewart was accepted with regret and appreciation. Paul will submit a final report. Consideration will be taken to reapply, taking into account the limitations of the application process.</p> <p>MOTION: To approve the minutes of February 19 2020. (Lynda Laskey/Glen Pearson) CARRIED</p> <p>Business Arising – nothing needing immediate attention.</p> | <p>John to meet with Paul to determine future project activities. Cathie will have an exit interview.</p> <p>Review Minutes of Feb 19 to gather agenda items for a future meeting.</p> |
| 2. Today's Tasks | <p>Ministerial Search Committee Carl Hearn reported on the work of the search committee and how ChurchHub functions. Eleven applicants expressed an interest. Interviews have been conducted and one candidate has been selected for a second interview to take place on March 19, 2020.</p> <p>Pastoral Supervisor John has been working with Lynne Allin to obtain a pastoral supervisor to fill our requirements following Rev Tom's exit and until a Supply Minister is hired.</p> <p>COVID-19 John gave a brief synopsis of the current state of Ontario and Canada's response to the COVID-19 crisis. As of today, Canada has reported over 500 cases; Ontario has reported over 200. A recommendation memo from General Council was shared. Among the recommendations:</p> <ul style="list-style-type: none"> • Continue salaries of staff. | |

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| | <ul style="list-style-type: none"> • Staff work at home • Guidelines if a staff becomes ill <p>Reference was made to the United Church of Canada Emergency Plan document. Appendix D contains World Health Organization (WHO) Phases to describe the current health situation. It was agreed we are in the Pandemic phase. Such determination can guide our response.</p> <p>Below is a summary of what each committee is doing in response to the crisis.</p> <p><u>Spiritual Life</u> – Worship service is suspended. The last service was Sunday March 15. Last meeting was 3 weeks ago. Services were planned to April 5. Everyone who was booked to participate in services has been contacted. Shawn and Arlene are working on a guide for worship.</p> <p>Palms to be delivered to church. It’s too late to cancel the order, but in fact the order may not be able to cross the border. While not able to be used for the Palm Sunday service, other options were explored. Liz was to share the email that presented suggestions. Distributing should not be an option.</p> <p>A discussion followed to explore alternative means of connecting with the Wesley-Knox community.</p> <ul style="list-style-type: none"> • Video or live stream a modified service (music/prayer/sermon/ scripture) - keep congregants engaged and continue the opportunity for givings. • Use Glen and guest speakers. Need to organize the logistics. Post on YouTube. Also could use Zoom. • Live “concerts” on Facebook (Karen playing the organ, other musicians). • Virtual communion is possible. Everyone has their own elements and partake together through Zoom. <p><u>Resources & Renewal</u> – last meeting was Mar 3. Concern about revenues as envelope givings will be down. Investments are taking a real hit. PAR is not affected and is important. Need to promote alternative ways of giving. The Newsletter can promote alternative giving arrangements</p> <ul style="list-style-type: none"> • envelopes can be dropped off; • place a PAR form on website; • establish givings menu item on website, use CanadaHelps.org; • Telephone/letter to congregants – seniors <p>Property Use – NA is the only group continuing to use the building on Tues and Wed evenings. Is implementing sanitizing procedures before and after their meetings. Karen suspended voice lessons and choir rehearsals; has cancelled KSS concerts. All other rentals have been cancelled.</p> | <p>Arlene to place a blurb in the newsletter about the palms if there is an option.</p> <p>John M, Sheila L, Glen to work on producing a service for this coming Sunday March 22.</p> <p>John M to talk to Lionel (webmaster) about the requirements necessary. Sheila L to develop the message for the newsletter/letters/email.</p> <p>Cathie & Margo to reach out to seniors.</p> |
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| | <p><u>Trustees</u> – watching the investments. Solid investments: Canadian banks, utilities, communications. Fixed income investments have risen. Overall investments down 13% (Europe down 24%) It should come back. Dividends will be affected. Some cash available.</p> <p><u>Communications</u> – Any communications for website or Facebook should be sent via email.</p> <p><u>Reaching Out</u> – March 9 was their last mtg. Two Sundays collected for Loonies for Lent. Environmental Sunday guest speaker still booked.</p> <p>Out of the Cold and Community Breakfasts: expected number of attendees restricts an eat-in meal (over 50 attendees). Take out meal was a suggested alternative. It was decided a meal could not be organized for this month of March, as too many factors to consider – need a cancellation sign on the door. NOTE: Salvation Soup trucks outside Men’s Mission and Salvation Army 5:15 to 6:00 pm till April 30. A donation to this initiative was explored. An April Out-of-the-Cold will be considered – possibly a bag meal or served in the parking lot.</p> <p>Community Breakfast team might be able to organize an alternative serving arrangement for April.</p> <p><u>Ministry & Personnel</u> – Arlene and Bill are keeping their regular hours during the week. All staff are working. Mallory and Karen are doing various tasks. Mary Bee Haworth is in touch with choir families.</p> <p><u>Faith Formation</u> – All planned events have been cancelled. Summer camps may or may not happen. Trevor is planning to communicate with the families as to the current state and encourage families to reach out via the Church Office. Youth groups are not meeting.</p> <p><u>Community Life</u> – no report</p> <p><u>Pastoral Care</u> – difficult to work, as most care sites are closed to visitors. Planning to do phone calls. Anticipating an increase in the workload as many congregants who would normally attend church are secluded in their homes/apartments.</p> | <p>Arlene place a sign on the door and indicate the Soup truck. Cathie to notify the Health Unit of the cancellation.</p> <p>David to explore alternative methods of adult education – webinars, online discussions?</p> <p>Everyone send Linda Olson the names of members who should be contacted. Irolson@bell.net</p> |
| <p>3. Looking Ahead</p> | <p>Wesley-Knox Emergency Plan</p> <ul style="list-style-type: none"> It was decided to close the church as of Friday March 20 to March 31st and dependent on advice of London Middlesex Health Unit and government. Insurance requires someone check the building regularly. Arlene to pick up the mail each day. Bill to check the building each day. Coordinate the time, so they are together. | <p>Arlene to contact Bell about call forwarding. Arlene to check how to access W-K email remotely. Cathie to meet with Bill and Arlene on Thursday.</p> |

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| | <p>Church alarm will be on at all times. If there is a need to gain access, persons are to contact Arlene to arrange a time. A sign will be placed on the door – Please do not enter the church. The Alarm is active. If there is a need to get into the church, please contact the office.....</p> <ul style="list-style-type: none"> Establish a phone tree - a pastoral care issue and a need to pass on information. Database is Church Watch. Mary Bee Haworth and Trevor Johnson will contribute data from their contact lists. <p>It was agreed that the Chairs and Leadership Council would be the Wesley-Knox Emergency Ad Hoc committee.</p> <p>Wesley-Knox will continue to maintain staff complement and pay them, as recommended by General Council. Communication is expected from the Region regarding the access of restricted funds to cover payroll.</p> <p>It was determined there are enough signing authorities for paying expenses. (four)</p> <p>The backup person for ADP (salary application) is Sheila LeClair. The backup for the Leadership Council Chair – (would be VP but one has not been appointed yet) has not been established.</p> | <p>Arlene to contact Security. John to contact the key holders.</p> <p>Arlene to develop the tree.</p> <p>Bob to send Sheila the form to complete. Jen Cline to consider.</p> |
| 4. Moving Out Into God’s World | It was determined the Wesley-Knox Emergency Ad Hoc Committee would meet in two weeks - April 1 2020 – due to the rapidly changing conditions COVID-19 is presenting. | |
| 5. Adjournment | The meeting adjourned at 9:25 pm with a blessing from Joyce. | |
| Future Dates: | Meetings Wed April 1 Wed April 15 7:00 pm Wednesday May 20 7:00 pm Wednesday Jun 17 7:00 pm | |