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St. Paul's United Church of Canada

Leadership Team Meeting

Estevan, SK — June 23, 2020

Call to Order

Chairperson Cheryl Deren opened the meeting at 7:05 pm via videoconference.

Attendance

Cheryl Deren, Astrid Friesen, Gail Schlamp, Sandi Klatt, Don Kindopp, Mike Little, Diane Wrubleski, Vic Wiebe (Pastoral Charge Representative)

Regrets: Greg Suchan, Julie Frostad

Devotion

Cheryl Deren

Guidelines for Reopening the Church including to Outside Parties

Motion: Sandi Klatt / Gail Schlamp

That we accept the guidelines that were circulated.
CARRIED.

See Appendix A, Page 22

Signage

- We should order signs from other places, and look to make our own (using our printer)
- Sanctuary capacity seems to be around 45 people but we can open up the balcony to around 25 more people.
- Entrances and exits are a big thing for signage

Carrie Frostad – Youth Leader

- Carrie Frostad's last day is June 30, 2020
- She had a meeting with Cheryl Deren, Wilma Woods (St. Gilles Anglican), and Lori James (Trinity Lutheran) saying what she did in her job, and what could be done in the future
- It is highly recommended that a youth group committee be formed with members from all 3 churches so that the new youth leader does not have to go all 3 churches. Sandi Klatt can join this potential committee as the St. Paul's United representative.

Sharilee Schnell Holidays

- Sharilee Schnell will be taking the first two weeks of August off for holidays.
- She is asking for someone to check the messages and have the phone calls forwarded. (In past years, the minister and/or summer student handled these duties.)

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- For Pastoral Care, we have arrangements with other churches.
- Don Kindopp will check the mailbox for mail and bills

Trim on the Building

- With the window replacements, the trim on the south side was replaced.
- A quote was requested to replace the brow wooden trim on the east and north sides of the church. This quote was for approximately \$10,000.00.
- It has been suggested, that at this time, we should consider re-staining the trim for a fraction of the cost.

Adjournment

Motion: Mike Little

The meeting to be adjourned.

Cheryl Deren, Chair

Astrid Friesen, Recording Secretary

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Appendix A – Re-opening Guidelines
In-Person Worship and Tenancy
in an age of COVID-19

Category	Person Responsible	Do ne
Communicating with Worshippers		
Communicate places of worship may resume services providing social distancing of two metres can be maintained between each individual household (bubble). The allowable number of people in the worship space is 30% of seating capacity of the facility to a maximum of 150 individuals.		
Communicate that worshipers, not from the same family, are asked to keep physical distance of two metres at all times, practice good hand hygiene and sneeze into their elbows. It is recommended that worshipers wear non-medical masks when in the church.		
Communicate that staff, volunteers and worshipers who are ill or who have been exposed to COVID-19 must stay home.		
Communicate that those with underlying medical conditions and those over 65 years old are at a higher risk of experiencing worse symptoms than others if they contract the virus.		
Communicate changes to worship space. Physical distancing will be promoted by visual clues marking the directional flow of people through buildings and areas.		
Communicate that registration of worshippers will be required and such record maintained for three-weeks.		
Communicate children are to remain with their parents at all times.		
Communicate all personal items (coats, jackets, etc.) are to kept with the person at all times.		
Communicate changes to the worship service in advance (e.g., no congregational singing, no greeting or coffee hour before or after service, no shared food).		
Communicate changes to the worship service in advance of the reception of the Sacrament of Communion.		
Communicate these guidelines apply to all worship services, including celebrations of life, weddings and outdoor ceremonies.		
Preparing the facility		
Clean and disinfect high-touch/shared surfaces such as doorknobs, light switches, toilet handles, faucets and taps, elevator buttons, railings.		
Ensure designated washrooms are always well stocked with liquid soap and paper towels, and that warm running water is available.		
Designate any separate entrance and exit with signage.		

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Place hand sanitizer containing at least 70% alcohol that is approved by Health Canada (DIN and NPN number) at the entrance and exit and throughout the facility. If the Sacrament of Communion will be celebrated, have hand sanitizer available for worshipers as they proceed to the table.		
Put up signage educating worshipers about COVID-19 and distancing protocols.		
Clearly indicate the route worshipers are to use from the entry to the worship space and indicate proper physical distancing, perhaps with markers on the floor.		
Close common areas not in use.		
Close rooms that will not be in use.		
Remove all shared items such as Bibles, brochures and hymnals, coat hangers and any soft surfaces such as children's busy bags and stuffed animals.		
To indicate proper physical distancing, rearrange chairs or rope off every second pew.		
Ensure that worship leaders will have appropriate physical distance from each other.		
Ensure microphones are not shared between individuals due to the difficulty of cleaning and disinfecting these devices. Minimize the number of attendees providing readings or performing other activities that would require the use of a microphone.		
Place floor indicators to show physical distance for those who are waiting to receive Holy Communion.		
Designate how many people will be allowed in which washrooms at one time; post a sign with floor indicators in the hallway to show physical distance for those who are waiting.		
Preparing to Worship		
Ensure worship is planned in accordance with Public Health guidelines.		
Ensure the allowable number of people in the worship space is 30% of the defined occupancy rate of the facility to a maximum of 150 individuals. A plan must be in place to determine how many services will be offered in order to accommodate those who would wish to worship.		
Ensure a plan is in place to determine who will worship when.		
Ensure a plan is in place to continue to include in worship those who will not attend in-person worship.		
Ensure a list is kept of worshipers, staff and volunteers at all services in case someone later tests positive for COVID-19 and their movements must be traced. This list will be kept for three weeks before it will be destroyed or deleted.		

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Ensure a plan is in place to help worshipers participate in the service. The bulletin and Order of Worship are projected on a screen or available online.		
Ensure no congregational singing is permitted. Recorded or streamed music may be played. Soloists and instrumentalists may provide music following recommendations for safe distancing and/or barriers.		
Ensure children remain with their parents, even if a children's time is offered.		
Ensure The Peace is shared without physical contact.		
Ensure a the offering plate is neither circulated nor presented at the altar. Ensure there is a plan to receive gifts safely. Encourage worshipers to make contributions through PAR or electronic means.		
Ensure people are designated to clean and disinfect the worship space between services.		
Ensure dismissal of gatherings is done in a way that supports physical distancing.		
Sacrament of Communion		
Initially, communicants will be asked to bring their own bread and wine and remaining in place for Holy Communion.		
Those preparing the elements and vessels for Holy Communion use excellent hygiene procedures.		
Pastors and assistants wash and sanitize their hands before blessing the elements and distributing Holy Communion.		
If the presiding minister has underlying health conditions (although not sick) or is otherwise vulnerable, they may have an assistant distribute Holy Communion.		
Pastors and assistants wear a mask when distributing Holy Communion. Communicants are advised to also wear a mask.		
Pastors and assistants do not wear gloves when distributing Holy Communion.		
Worshipers are directed to servers in an organized fashion, leaving physical distance between family groups.		
Communicants sanitize their hands as they proceed to the table.		
It is recommended that to minimize close contact, the communicant pauses two metres away from the minister, who says, "The body of Christ," to which the response "Amen" is given. The minister should take special care not to touch the communicant, or should pause to wash hands again, if necessary.		
Wafers or gluten-free crackers require less handling than bread.		
Common cup and intinction are not permitted.		
If wine or grape juice is offered, it must be distributed in individual glasses, with enough room around each that worshipers touch only their own glass.		

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Worshippers are directed back to their seats in an organized fashion, leaving physical distance between family groups.		
Pastors and assistants wash and sanitize their hands after distribution.		
Sacrament of Baptism		
The font is sanitized and remains as a symbol. Water should come from individual cups or a bottle for each person, not the common font.		
The person to be baptized, if an infant, remains in the arms of their family.		
Family groups at the font maintain physical distance.		
The pastor wears a mask at the font.		
Water is poured on the baptized with a shell.		
The baptized is anointed with oil in a cotton ball.		
A member of the baptismal party lights the baptismal candle from the paschal candle as the words of presentation are said.		
Weddings and Funerals		
Outdoor gatherings must have measures in place to ensure people maintain two metres of separation. No shared food or beverage service is allowed. All other services must be suspended, including picnic and play areas.		
Weddings and funerals held within the church building must follow the same guidelines as other worship services.		
General		
Staff and volunteers receive information and training about new processes.		
Staff and volunteers have access to masks and hand sanitizer.		
Offering counters have access to gloves.		
People are designated to clean and sanitize high traffic areas, including washrooms, between services.		
Leaders remain aware of new Public Health guidelines. Be prepared to discontinue in-person worship if levels of infection rise.		
Tenants/Outside Groups		
St. Paul's may permit outside groups to use the facility. The group shall follow all health guidelines in effect at the time of rental. Facility rentals will be suspended to groups that cannot or will not adhere to gathering guidelines.		
The congregation/rental groups shall provide written details as to how their group will meet health guidelines, prior to their use of the facility.		
Cleaning Guidelines		
Increase cleaning and disinfection of commonly contacted areas, including seating areas, doorknobs, handles, ceremonial objects, elevator buttons, railings and light switches.		

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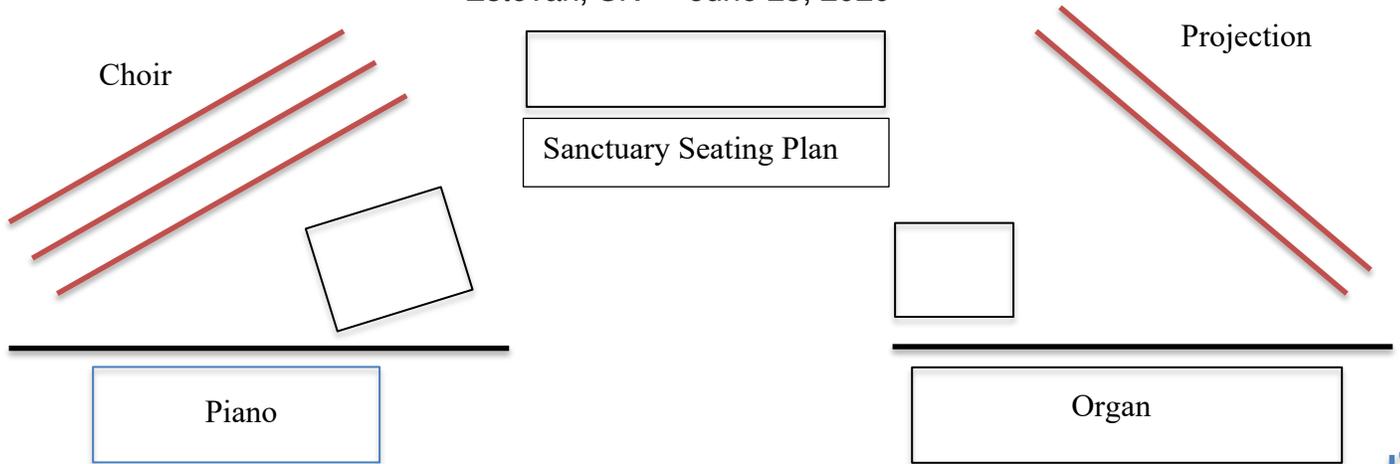
Common disinfectants include bleach solutions, quaternary ammonium (QUAT), alcohol (70 per cent) and peroxide. Vinegar, tea tree oil solutions, etc. are not proven to be effective disinfectants.		
According to Health Canada, a disinfecting solution can be made by mixing one part of bleach into 50 parts of water. For example, 1 teaspoon (5 mL) bleach into 1 cup (250 mL) water. These directions are based on bleach that is 5 per cent sodium hypochlorite.		
Do not mix soap or other cleaners into the bleach and water solution.		
Apply the disinfecting solution using a spray bottle or a clean wiping cloth.		
Always use appropriate PPE for working with bleach, including protective gloves.		
A log of cleaning and disinfecting procedures will be kept. Such log shall note procedure(s) used, person(s) doing the procedure and time and date of the procedure.		

We ordered these two signages from Dynamic Signs. The “welcome sign” will be placed at the entrance to the church. The sign will be supported by a A-Frame that we purchased. The A-Frame will have other uses for us. The “hand” decal is being placed on the mirrors in the two washrooms off the narthex and the two lower hallway bathrooms.

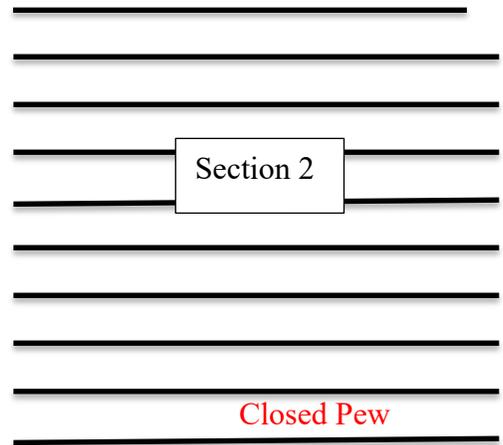
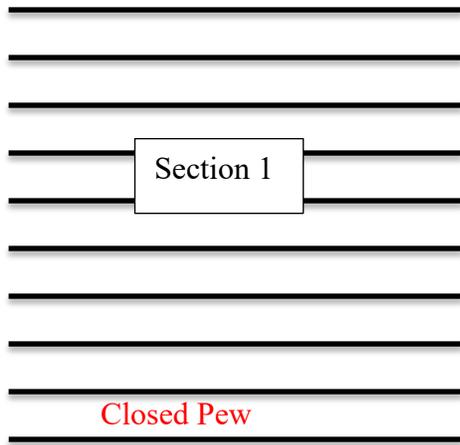


The sanctuary seating plan and filling order on shown on page 22.

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Please seat Guests according to numbered sections. Seats may also be filled from section 1 to section 2 per row depending on number of guests. Please maintain 2 meters distance from others outside of your household.



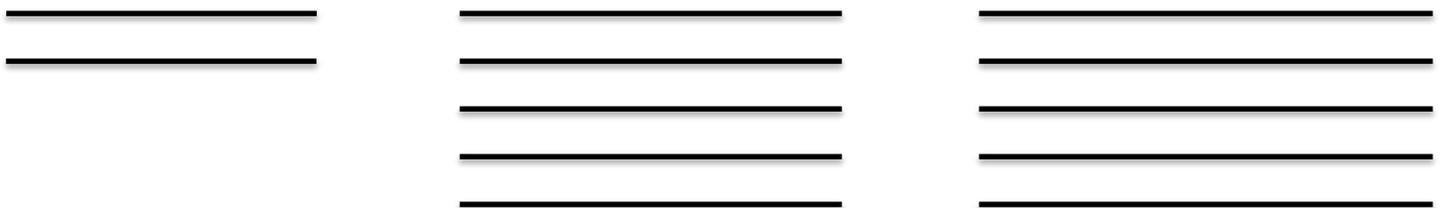
Lounge – Section 4



Cry Room – Section 5



Balcony – Section 3



Exit Only

Exit Only

Enter

Exit Only

Enter