

Wesley United Church  
Emergency Preparedness Committee  
Minutes  
March 23, 2020 11:05 am.

Present: Cindy Bourgeois, Al Goudie, Sheila Roske, Linda Gunningham, Kent Stewart.

The United Church of Canada Emergency Plan, Guidelines for Communities of Faith were reviewed and the following issues were discussed:

A. Communication and Administration

1. Coordination

- Establish an Emergency Preparedness Committee – done
- Identify fan-out lists. Val Stimpson and Lee Beck have called members who are less likely to have email.
- We should be aware of members' next of kin, especially for members who live alone or may be vulnerable. We should ask phoners to ask for that information
- We should set up a phoning tree. Cindy will discuss with Val and Lee the calls they have made and put out a call for volunteer phoners.
- It was agreed that everyone in the church directory should receive an initial call. The phoners will need a script.

2. Preparation and training

- The Property Committee will be asked to check the First Aid Kit

B. Human Resources

Leadership Plan

1. Ensure that a plan is in place to address how decisions will be made

- All staff members are to identify back-up: Cindy will follow up
- President and Treasurer of Council are to identify back-up: Dan and Jim will be notified
- Council has assigned to Cindy the power to make decisions in emergency situations and to report to the Executive

Pastoral Support

1. Maintain next of kin information as it is learned from the phoners
2. Establish pastoral "neighbourhood care" networks: Identify vulnerable persons in the phone out
3. Develop practices to contain the spread of infectious diseases: hand sanitizer stations are in place; Jonathan is sanitizing everything.

C. Liturgical and Sacramental Support

Cindy has purchased a Zoom account. She has a plan for a worship service on Sunday March 29 to live stream via Zoom. Detailed instructions on accessing the service will be emailed to the membership.

Cindy outlined discussions with the church tenants:

1. Al-Anon has been postponed
2. The Yoga Class would like to continue to the end of the month; the numbers are small
3. She told AA that they can continue with no more than 25; Jonathan will set up chairs at a safe social distance so we provide a safe meeting space
4. We will stay within the provincial guidelines
5. The kitchen will be out of bounds
6. The playschool asked about rent relief while closed – referred to Administration and Finance.

Cindy spoke about a daily prayer time. She will be talking to her colleagues in the other Regina churches tomorrow about perhaps taking turns, using Zoom.

Linda Gunningham expressed concern about stewardship and cash flow. We need to make a special announcement. Linda and Cindy will develop a message to go to the congregation.

Glen Schmuland identified a need to follow up on possible government assistance – referred to Administration and Finance.

This team will focus on emergency preparedness. The logistics of who and how falls to the Executive.

Lee Stubbe's hours in the office will be 10am – 2pm, 4 days a week. Cindy is working on a plan for staff to work from home if necessary.

Kent said that we should think about how to support those in quarantine, deliver groceries perhaps. We should ask for volunteers to deliver groceries and any other necessary tasks. This should be included in the phoning script.

Cindy will continue to take Friday and Saturday off.

Next meeting: Thursday, March 26, time to be determined by Sheila's work schedule.

Meeting adjourned at 12:06 pm.

Wesley United Church  
Emergency Preparedness Committee  
Minutes  
March 26, 2020 11:05 am.

Present: Cindy Bourgeois, Al Goudie, Sheila Roske, Linda Gunningham, Kent Stewart.

The following actions have occurred since the last meeting:

A. Communication and Administration

3. Coordination

- Fan-out lists. Lee Beck has recruited 10 phoners and they are making their calls.

4. Preparation and training

- Sheila checked the First Aid Kits and replaced a few items. There two kits at the church, now fully stocked.

B. Human Resources

Leadership Plan

1. Ensure that a plan is in place to address how decisions will be made

- All staff members are to identify back-up: Cindy reported that Russell from Eastside, Trish from Sunset, Jim from Broadway and herself have agreed to back each other up as needed.
- President Dan has not identified a back up. He assumes that VP Laura will do this but has not confirmed. The committee noted that it is essential to have confirmation, in case the proposed back up person is ill or unavailable
- Treasurer Jim has confirmed that his back up is Glenn Schmulnad
- Glenn confirmed that he is the ADP (payroll) contact with June Blau as back up.
- Lee Stubbe will email a copy of the church directory to President Dan

Pastoral Support

1. Maintain next of kin information as it is learned from the phoners – in process.
2. Establish pastoral “neighbourhood care” networks: Identify vulnerable persons in the phone out – in process
3. Develop practices to contain the spread of infectious diseases: hand sanitizer stations are in place; Jonathan is sanitizing everything – in process.

C. Liturgical and Sacramental Support

Cindy conducted a Zoom prayer meeting last night, which went very well. Having folks check in was especially good.

Her plan to conduct the Sunday service via Zoom is uncertain. There are concerns that the WIFI connection is not strong enough for that many participants. In the alternative Cindy plans to record a

service, likely on Saturday, with participation from Lee and Maureen Kolot and put it on youTU.be. An announcement with instructions for accessing the service will go out to the congregation. Cindy mentioned that Lee has been a great help in the office, especially with the technology challenges.

Cindy outlined discussions with the church tenants:

1. Al-Anon, Yogo and AA have been postponed.
2. There has not been more than 4 persons at the church at any time
3. The kitchen is out of bounds
4. The playschool asked about rent relief while closed. Sheila asked on Darwin's behalf who should make this decision. It was agreed that this committee's job is to make sure decisions are made, not make the decisions. Cindy suggested that Admin & Finance should make a recommendation to Council Executive and the Executive will make the decision. Cindy also clarified that this committee can make decisions regarding health, safety and social issues, while other issues should be referred to Council Executive.

Cindy spoke about a daily prayer time. The Regina ministers met yesterday and will be organizing daily prayers city-wide. In reply to a query from Sheila, rural congregations will be included.

A notice regarding stewardship and cash flow still has to go out by a special announcement. Linda and Cindy talked about recording a video message to go to the congregation. PAW and dropping off cheques will be mentioned. Dave and June Blau are picking up cheques from the church mailbox.

A callout for volunteers to deliver groceries and any other necessary tasks for people who are self-isolating will go in the announcements.

Ty, a choir and handbell member, has asked for permission to rent space in the church. He paints murals and large paintings and has lost the use of his studio at the U of R during the shutdown. He works alone. The committee agreed to offer space and to ask Ty for a donation for the use of the space.

Al noted that the Regional Council meeting in Humboldt has been cancelled. It was suggested that Linda Gunningham could keep the committee up to date on any relevant Regional happenings.

Next meeting: Tuesday, March 31 at 11:00 am.

Meeting adjourned at 11:43 am.

Wesley United Church  
Emergency Preparedness Committee  
Minutes  
March 31, 2020 11:05 am.

Present: Cindy Bourgeois, Al Goudie, Sheila Roske, Linda Gunningham, Kent Stewart.

The following actions have occurred since the last meeting:

A. Communication and Administration

5. Coordination

- Fan-out calls are going well. Next of kin information is being forwarded to Lee Stubbe.

B. Human Resources

Leadership Plan is in place.

Pastoral Support is under control.

C. Liturgical and Sacramental Support

Cindy is working on another Zoom prayer meeting Wednesday at 7:30 pm.

A Maundy Thursday shared service with Sunset and Broadway is being planned.

Cindy suggests continuing Sunday worship as a recorded service made available on youtu.be. Recording last Sunday's worship was not without its challenges. The sound was good but the picture was fuzzy. Cindy will be meeting with Greg Bawden for technical support.

Cindy has been in touch with Ty about setting up his studio.

Pam Thomas, Linda Gunningham and Cindy will be meeting tomorrow about stewardship.

A callout for volunteers to deliver groceries yielded some volunteers but no one has asked for help.

Next meeting: Tuesday, April 7 at 11:00 am.

Meeting adjourned at 11:25 am.