

## **Ministry Council Meeting Minutes**

**June 1, 2020 at 6:30pm via Zoom conference call**

Attending: Judy Belter (chairperson), Rev. Jason Valendy, Rev. Estee Valendy, Melanie Grice (recording secretary), Lou Tiner, Erik Skaarer, Amanda Stansberger, David Gerig, Polly Soulsby, Michael DeLaune, Keith Bierley, Toni Bliss, Jules Plewes, Ellie Skaarer

Judy called the meeting to order at 6:34pm.

Pastor Estee opened in prayer.

### **Meeting Minutes**

Judy asked everyone to review the minutes from the meetings on April 27 and May 18.

Dave moved to accept the minutes from April 27. Toni seconded. Passed.

Keith moved to accept the minutes from May 18. Erik seconded. Passed.

Erik asked if minutes should be approved before being posted, as the minutes just approved in this meeting are already posted on the Keller UMC website.

Judy proposed approving in the future via email in the day or two after each meeting.

Erik asked if this needed to be consistent across committees. For example, does Finance Committee also need to follow this model?

Judy did not want to make directives for other committees.

Michael moved to approve future minutes via email. Keith seconded. Passed.

### **Finance Update**

Erik reported that giving remains strong and the Paycheck Protection Program money was received. Melanie explained to the Finance Committee in their May meeting how the money would be tracked to request forgiveness. Most expenses are in line with what was expected at the time the budget was created. Building Blocks numbers will be off because of the circumstances. Erik and Amanda met with Kristin Springer and Nancy Smith to gain more information to keep an eye on the BB financial situation.

Amanda reported that KUMC is in the process of conducting a 2019 audit with an external firm, PSK. The Finance Committee created two goals for themselves: to insure that an audit is conducted by an external third party and to evaluate and update internal control policies.

Judy asked if an audit is conducted annually.

Melanie explained that audits have been performed internally, but not since 2013 by an external audit firm.

Jason said that the Book of Discipline does not require an outside audit, but that our conference recommends one every three years.

## **Worship Ministry Sub-Committee Report**

Estee shared her screen (Appendix A) and reviewed the proposal for Vine and Branches Midweek Worship on Thursdays.

Lou added that entry would only be through the front doors near the Sanctuary and explained how painter's tape would be used to mark available seating.

Michael asked about kids attending and wearing masks.

Lou said that everyone should feel welcome. He felt there would be enough distancing for most to feel secure except at the 4pm service intended for those at higher risk. The hope is that families with children would choose to attend later services.

Dave pointed out that as the Atrium would be closed and only one entrance would be allowed, there may be a need for golf cart service.

Lou said there was sufficient parking in the front lot to accommodate small services, as these are intended to be.

Michael said there might be a need for additional handicapped parking at the 4pm service.

Erik pointed out the proximity of the driver with a person or family in a golf cart.

Jason said he has heard that other churches are not utilizing golf carts as they re-open because of the proximity.

Erik proposed allowing access from the entrance at the top of the stairs since golf carts do not seem to be an option.

Lou said this could be accomplished safely by adding the cleaning of stair rails between services.

Keith was concerned about potential overlap and cross traffic if attendees are allowed to linger.

Lou said ushers could be trained to watch for lingering and effectively deal with it.

Keith suggested directing traffic flow at the front door by designating one entrance and one exit.

Jules liked the idea of multiple entrances to keep the number coming through each door lower. She thinks there would not be much risk of overlap and cross traffic because people would not linger very long after each service.

Erik asked if the intention is to still not turn anyone away from worship. If so, is there a difference between Thursday worship and Sunday worship?

Michael suggested preparing the congregation in communications to potentially give up their spots if the Sanctuary becomes too crowded.

Lou thinks attendance will be lower on Thursdays than on Sundays. The intention is try to find a way for some form of worship to happen as soon as possible.

Estee pointed out that it is impossible to do in-person worship and online worship in its current form at the same time on Sundays. She recommends using Thursdays as an alternative.

Erik said we need to either be prepared to turn people away or just not move forward with the plan.

Michael said that multiple worship times give some flexibility. Another worship service could be added at the end if demand is high.

Judy asked what the team needs from Ministry Council. Estee responded that they need advice on whether to proceed and when. The team is open to plan modifications.

### **Adult Ministries and Program Sub-Committee Report**

Polly reached out to about 30 small groups, including Sunday school classes, UMW circles, and Stephen Ministries. She shared her screen with the feedback received (Appendix B). When the task force studied the DAC diagram, they determined that many small groups would be able to meet and allow for sanitizing procedures.

Toni praised Victoria for being especially helpful in providing information. One of the things asked of small groups was the number of couples and singles. This information will help determine how many people could feasibly meet in a space and still have social distancing. Most groups felt they are currently able to meet the needs of their members and they are staying close using other methods. The majority were not ready to start meeting in person. Most also identified new opportunities that have arisen during this time to fulfill our mission of Know, Love, Serve.

Polly said most UMW circles are using Zoom. She specifically cited the great work of the Sisters of Sewing, who have over 1200 masks to share with church members and the community. She also shared a newsletter example from the Journeys circle, a tool they use to stay in contact and motivate each other to service. Stephen Ministers are continuing to meet in other ways since they are unable to do in-person care. Polly suggested assisting the less tech-savvy members of our church by offering tech classes.

Judy asked what the group proposes and what they need from the Ministry Council.

Toni said Sunday school classes are fine, continuing with using tools such as Zoom.

Polly said other groups are waiting for the church to provide guidelines. She anticipates that small groups returning will be easier logistically than returning to worship in the Sanctuary.

Amanda suggested that it would be helpful to gauge attendance at small groups as they return to help anticipate expected attendance for larger groups.

Michael said there is no good way to predict demand. He proposed a survey asking who plans to attend without actually making a reservation.

Lou asked about the comments in the feedback regarding advocating for in-person activities to resume immediately with no masks. Polly said all those related comments came from one respondent.

Judy suggested leaving the issue open and for the group to meet with Lou to set re-opening guidelines in the future, after staff returns.

### **Staff Re-Opening Sub-Committee Report**

Keith said he is in the process of drafting a document for Jason and Estee to take to the District Superintendent (DS). The document envisions both the transition from red to yellow and the later transition from yellow to green. It proposes a staggered opening with different staff groups returning in different weeks.

There will be a document for staff that explains what it will look like to be in the building. Accommodations will be made as much as possible for those who are not yet comfortable returning. There will be very limited access for anyone not on staff. The intention is to always err on the side of caution and protect the health and safety of staff.

A meeting is set for Thursday, June 4, to finalize the draft. The draft will be sent to Jason and Estee to share with the DS. After that, it will return to Ministry Council. Once the plan is in place, it will be shared with staff in a full staff meeting for review at least one week before re-opening.

Michael inquired if the office will be open to others.

Melanie shared what she learned in speaking with staff members individually, that there is concern that they will have to tell people no and bar them from the building. It is important for there to be clear communication from Ministry Council to the congregation in several forms stating that the office is open, but only to staff and very limited others, such as check signers with appointment times.

### **Children and Youth Ministries Sub-Committee Report**

Keith said the challenge for this group is the large number of people and the variety of ages, everyone from infants to the age of 18. The programs will have to adjust and adapt with constant, ongoing evaluation as the stoplight moves from red to yellow.

This group also involves a lot of adult volunteers, not just kids. There is a meeting scheduled for tomorrow (June 2) in which the committee will split into smaller groups to discuss the various challenges. If any Ministry Council members have input, they can send it to Keith, Ellie or Lou.

The plan is to present ideas by July.

Erik said there is an opportunity for adult ministries group and children's ministries group to coordinate since families often split up to go to different classes.

Keith will follow up and see if there is a way to coordinate. There may be a hybrid of online and in-person opportunities for a period of time as some people are ready to return and others are not.

### **Changing Spotlight Sub-Committee Report**

Jason reported that the team met on May 26. They found it difficult to divorce the "when" from the "how". The committee recommends using guidelines provided by the Central Texas Conference, Tarrant County judge, and the governor on best practices. Community spread level would determine which guidelines to follow. Committee members put procedures in place to keep track of these resources and update the statuses on a common spreadsheet.

Jason shared a couple of examples of individual items (Meals on Wheels, a scheduled Eagle Court of Honor). He suggested empowering staff and/or Ministry Council to evaluate calendar items individually to determine if it would be safe to resume.

Amanda spoke about the excellent resources available from this team, such as a medical doctor who is willing to help train staff if needed.

Judy said it is important for Lou and the custodial/maintenance team to put a concrete plan into place.

Lou said the sub-committees have been helpful in determining what is needed to prepare and sanitize/clean. The custodial team is ready.

David asked who decides about access for individual groups.

Jason said it should be either Ministry Council or staff – a group close to the matter who has the necessary information to make a decision.

Judy said she doesn't see a reason to change from staff making decisions as long as standards are followed and documented protocol is given to groups.

Estee said the Ministry Council should not spend valuable time going over individual requests.

Keith advocated for making the transition for staff and allowing them time to be comfortable with the new routine before allowing any outside groups to meet in person on campus. A plan to integrate other groups would follow 2-3 weeks later. It is difficult to stop the tide of requests once doors start to open.

Lou reminded the group that we agreed on not exerting pressure to return too early.

Jason said that there have been lots of requests, the two he chose to present were just examples. The staff is deciding each request case-by-case.

Judy said the next step would be a communication to the congregation drafted by Keith regarding the return of staff, what to expect, and who will be in the building.

Keith said he would coordinate this communication with Estee to include in a pastor message.

Estee said that during this meeting she is coming to a new conclusion that we need to take reservations for the Thursday worship/prayer service to avoid the issue of ushers having to turn people away.

Lou was concerned about the issue of accommodating both those who want to wear masks and those who do not.

Judy said as the council is aware of the need for sacred space, this pilot would meet that need. Although we would rather not have to ask for reservations, it may be necessary at this point.

Estee said that as Sunday mornings are still online, reservations would only be required for a new opportunity.

Amanda asked if people would reserve spots for every week, thereby blocking available spaces.

Melanie recommended releasing the reservation forms (created in Shelby) one week at a time.

Jason said there seemed to be a consensus to pilot the Thursday program with a reservation form.

Estee said she would take the Vine and Branches proposal to the DS.

Michael asked where we landed on how decision are made about which groups may be in the building.

Judy said Lou would develop protocols and decisions would be made by staff, but no groups will be allowed in the building until the staff is in place and comfortable.

Michael said the Council should review the protocols and provide communication to the congregation about a consistent decision-making approach.

Jason commented that he was impressed with how the Council came together on this issue and rallied sub-committee teams to meet quickly to make decisions.

Jason closed in prayer at 8:50pm.

Minutes distributed by Melanie Grice and approved via email June 3 and 4, 2020.

## Appendix A

### Vine & Branches Midweek Worship

#### Proposal for Yellow Light Phase Worship at Keller UMC

This mid-week offering is provided as an opportunity for in-person worship and sacred space while Sunday morning worship continues in an online-only format.

#### When

The Keller UMC Sanctuary will be open on Thursdays (*enter specific dates when approved from Ministry Council*) from 4:00-7:30pm for prayer time.

- Every hour on the hour, a brief, 20-30 minute worship service will be held with song, prayer and a guided devotional.
  - No congregation singing will occur; to begin, music will be in instrumental only
- A total of 4 services, at 4:00, 5:00, 6:00 and 7:00pm
- In between the 20-30 minute services, people may stay in the pews for prayer and personal reflection. Instrumental music will be provided.

Estee and Jason's recommendation: Pilot the services by committing to three Thursdays to begin. Plan for ushers and worship leaders to meet on the fourth Thursday for evaluation. (example, June 18 & 25, July 2, and then meet for evaluation on July 9 and plan next steps).

#### At Risk time

The period between 4:00-4:45 is designated as time for "at risk" church participants only.

#### How

In order to maintain social distancing, participants will be seated in every other pew, on alternating ends of the pews. If participants come as a family unit, they will be seated together (see seating chart on last page).

\*\*Ministry Council decision, June 1: begin this service by taking reservations. Only by taking reservations can we adequately prepare. After the first week or two, as we observe how many people attend, we can perhaps discontinue reservations.

The capacity for seating is:

23 locations/spots in the pews that can seat a minimum of 23 individuals

If family units come in sizes of 2-8, the maximum seating capacity is 111

When the 20-30 minute service concludes, participants are welcome to stay in their seats and continue in prayer. Music will continue to play as reflective time is observed.

- Worship leaders will say that participants are welcome to remain in their pews until 45 minutes to the hour and the chime tolls. Participants can leave anytime they are ready, but as they exit please maintain a safe distance between one another
- At 45 minutes after the hour, a chime is played to send people out. Ushers will come through the pews with spray bottles to disinfect

#### Ushers

- Greet people at the entrance and offer a mask (2-3 Ushers needed)
- Seat people - (2-3 ushers needed)
  - Use the seating chart developed by Lou Tiner
  - Keep track of available spots and seat people
  - Clean spots where people were seated at 45 minutes after the hour with a spray bottle
  - Place new handouts on seats at the 45 minute mark
- Recruit volunteers to serve as ushers in 1 hour shifts:
  - 3:45-4:45; 4:45-5:45; 5:45-6:45; 6:45-7:45
  - 4-6 Ushers needed each shift - a total of 16-20 Ushers for the evening
- Ushers will need to be trained in advance, time and date TBD
- Entry only through the front doors

### **Other Considerations**

#### Bathrooms

Bathrooms will be open and will be cleaned every hour by the janitorial staff

#### Collection Box?

Some people are going to bring their contributions. We will not pass offering plates.

*We need to make offering boxes available in the Sanctuary*

#### Remove materials from pews

All materials in pew backs need to be removed before implementation (hymnals, Bibles, papers, pens, etc.)

#### Nursery

No nursery or childcare will be provided. Children are welcome to sit with their parents.

Use blue painters tape to mark off areas

If all 23 positions have people in them, we can identify additional spots

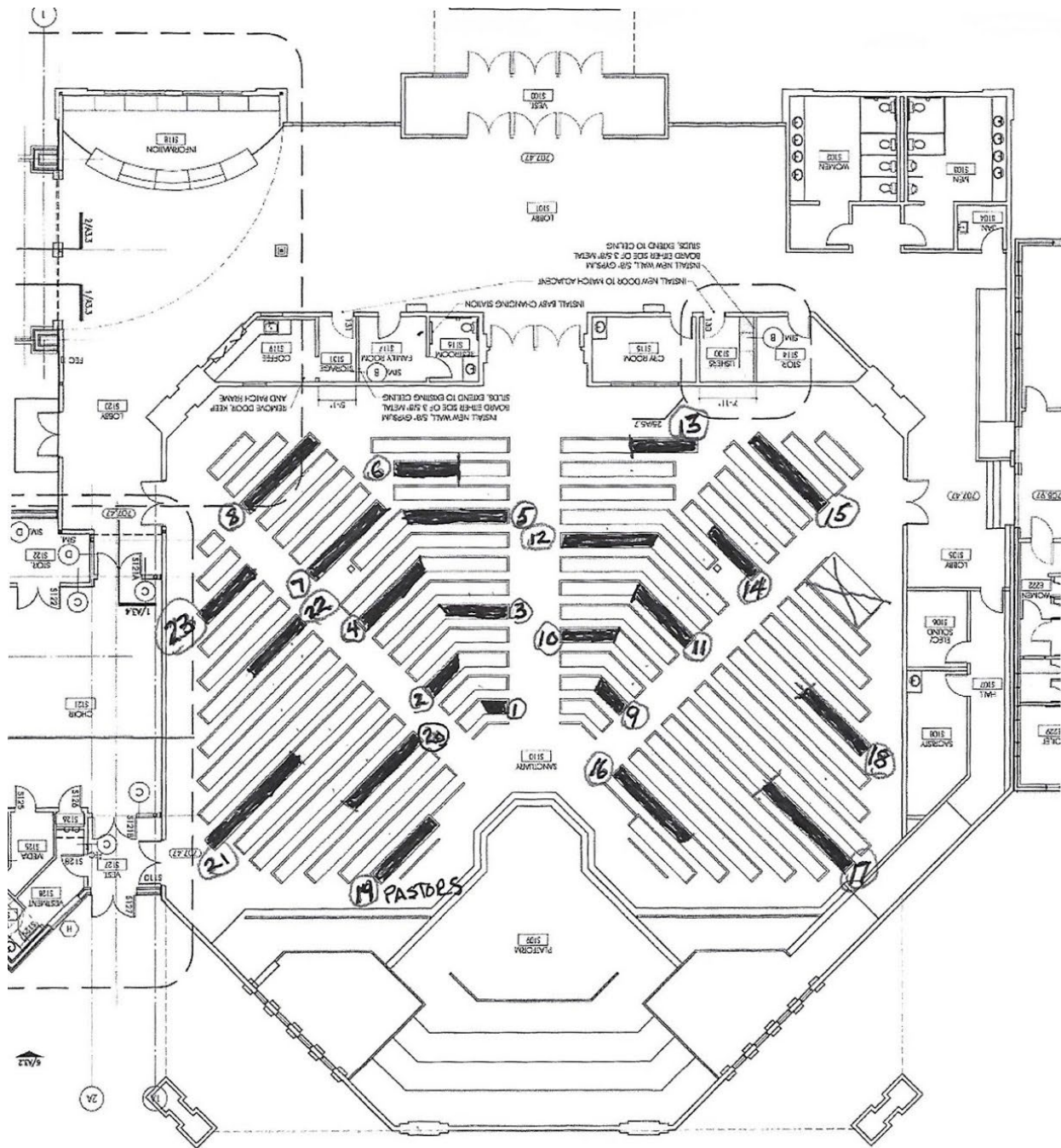
Lou thinks that could be an additional 10 locations

#### Emergency Response Team

Presence of the ERT will be requested for the duration of Vine and Branches.

### Tentative Seating Plan





Seating area	Capacity
1	2

2	3
3	4
4	5
5	6
6	4
7	6
8	6
9	3
10	4
11	5
12	6
13	6
14	4
15	6
16	6
17	8
18	5
19	4
20	5
21	6
22	4
23	5

There are obvious areas to expand seating to accommodate everyone. This allows for between 23 and 111 folks. Seating will be by 'group', which may be one person, up to eight persons.

**Appendix B**

**Ministry Council – Sub-team: Adult Programming**

**Data gathered: 5/27 – 6/1/20**

<u>Focus groups:</u> <u>UMW/Stephen Ministry</u>	<u>Sunday school</u>	<u>Onsite small groups</u>
# of classes 10	11	9
# & % responding 5(50%)	9 (82%)	4(44%)
Roster 165	316	179
Average 77(47%) (prior CV19) (10/6/19-3/1/20)	140(44%)	85(47%)
Average (3/29/20-5/17/20) attendance not tracked (No attendance from 5 classes)	99(31%)	attendance not tracked

**QUESTIONS ASKED OF EACH SMALL GROUP**

**Presently, how is your group meeting the spiritual and social needs and how is that working?**

- Only started zoom classes 2 weeks ago, attendance has been good and everyone is expressing if there are any needs
- Our class has had a Facebook page for several years, it continues to be a great way to connect along with email
- 2 Zoom classes every Sunday includes time for prayer concerns, social and a book study on aging gracefully, plus calls to those not having the ability to easily use Zoom
- Class meets through the Skype meeting format, audio only, it seems to be working well, sharing prayer concerns and weekly updates
- Class meets on Sunday through Zoom for study and 2<sup>nd</sup> Zoom on Wednesday for fellowship, both are meeting the needs of the class
- Weekly Zoom Sunday School, that is it until we get better direction State of Texas or significant others

- We communicate through phone calls, emails, text and “Thought for the Day” – no Zoom
- Not meeting
- Class meets nightly at 8:30pm with Zoom, Sunday nights are for bible study, currently the Book of Mark. Wednesday nights is game night and the other nights are for “pop on to say hello”
- Weekly Zoom on Thurs, have had one new member join, usually 9-10 attend, prayer concerns shared and highs & lows for the week
- Weekly Zoom on Monday, 15-18 attending, studying different books or chapters in the Bible, compile prayer list, encouragement and support for each other
- Monthly Zoom on 2<sup>nd</sup> Monday of month, connecting by phone, one member is now able to be a part of the group due to the Zoom format and plans to continue by FaceTime when onsite meeting begins. 6-8 attending
- Zoom twice (no day listed), all other activities had been cancelled
- All but 2 UMW circles are using Zoom to monthly connect with members. The SOS group members have sewed 1,200 masks for groups in the church and in the community. Their work was featured in the CTCUMW Crossties publication recently. Journeys Circle, in addition, to Zoom have a monthly newsletter keeping members connected. A copy of the most recent newsletter is attached.
- The Stephen Ministers meet twice a month using Zoom for their Supervision. The Stephen Minister Leaders meet monthly by Zoom for planning and updates. An effort was made to conduct the Continuing Education on Zoom, but since there is so much role playing and interaction, Zoom was not an appropriate format.

**What concerns, thoughts, and insights have you heard about entering the “yellow phase or the “green phase”?**

- Appreciative of the council and any suggestions for the transition phase
- Consensus of class is no hurry to return in person worship or class in the manner that we used to meet, consider themselves in the high risk group and do not believe it is safe
- COVID numbers need to be more reassuring before on site meeting
- Wearing mask, washing hands, social distancing would be required
- Like the stop light metaphor and agree it is a good plan of action
- Risk with reopening, but will happen at some point

- No one in class is willing to return, but when it happens, suggest more time between services to help reduce large groups, no collections in baskets, hand sanitizer everywhere, every other pew and each family 6 feet apart, maybe a worship service for 65 and older
- All in class are 65+
- Play it safe and slow and stay home for the foreseeable future
- Expect a lower attendance to the Women's Conference being scheduled for 9/26, a plan for social distancing, box lunches instead of catered, guidelines from the Ministry Counsel will be the answers
- Blood pressure screening will be difficult to resume along with other services offered, looking into programming on health issues/planning and preventive measures by other means.
- Open it up! Open everything up! Use precautions that can reasonably be implemented if you must, but get our lives back to normal! For people who are at risk or still frightened, they can still stay home and do on-line church.
- And NO MASK REQUIREMENT! If people want to wear a mask, and feel more comfortable wearing one, fine, but do not REQUIRE masks to enter the building. The scientific opinions fall on both sides of this issue, so it should be a personal choice.
- The whole shut down of life because of this virus was ill conceived and ill-advised and based on bad information. After a few weeks, things should have been opened back up. The death rate is minimal, most everyone in the world that has ventured out of their house at all has probably been exposed by now, and all of the "careful, slow, social distance" stuff now is just pointless.
- Some people are still going to catch the virus. Some will die. And the same can be said of many other things in life for which we don't suspend our lives. The over-reach of government on this issue has caused immeasurable damage to our economy, our culture, and our children's future. It has to stop!
- I would like to see the Meals on Wheels program return to our Church soon. We have been very fortunate to have one of the volunteers from the Friends of the Library open their facility on Taylor St every day since the shutdown started. We can't expect this to continue indefinitely and people rely on these meals every day. We are grateful that we can be a source of support for this vital mission to our community. Thanks.
- I don't feel comfortable starting back up until Sept. I will see how the virus is spreading at that point and make a decision then as to whether I'm comfortable coming back.
- As Senior Citizen over 65, I don't feel comfortable rushing into worshipping in the Sanctuary again (as much as I miss the community worshipping together). I miss our S.O.S. sewing group and believe with the proper restrictions that we MIGHT be able to start meeting again in the Fall. I'll feel safer when a vaccine is available.
- I am and would be comfortable in a small group setting such as our S.O.S. circle. Because we normally "socially distance" ourselves with our sewing machine and sewing space, I feel our group could meet sooner rather than later!!

**Has this interruption in the life of your group opened up new opportunities to Know, Love and Serve?**

- On line services and nightly prayers have given us new opportunity to feel connected; this knowledge will be very valuable once we return; now we know how to watch services that are streamed; loved a new way to love our worship team via a honk parade
- How fortunate we were living our lives unencumbered by fears of this virus; many are serving at the RCenter, sewing masks, meals on wheels, prayer teams and phoning others
- I think the Apostle Paul is our greatest example. The New Testament would probably never have been written if he had not been imprisoned for so long. This imprisonment we face every day has created opportunities to reflect, appreciate, and desire a better world.
- Having Zoom meetings, our attendance has actually improved
- We spend more time communicating with our friends.
- Having small children, the “convenience” of being able to join from home has increased our attendance
- A wonderful experience as each one joins the Zoom, two join only by phone; we are connecting, sharing, learning and praying together and bring light into each other’s lives.
- We continue trying to model after Jesus and we are encouraged to read and apply scripture to our lives.
- I would like for the church to consider technology classes that will enable members to comfortably move easily through the church website, take advantage of opportunities to participate in groups meeting online, and to enroll in webinars.