

EXECUTIVE SUMMARY

A COVID CHRONOLOGY of Actions and Decisions (in which the Rev. Debbie McMillan directly participated) at the Cayuga Pastoral Charge Wednesday, March 11, 2020 to Friday, April 3, 2020

Submitted as part of the Minister's Report
Wednesday, April 22, 2020

All confidential information has been removed.

DAILY PASTORAL INTERACTIONS ARE NOT TRACKED HERE

1a) Wednesday, March 11, 2020

The Official Board meets for the first time since the congregational meeting on March 8. (minutes below were sent March 29th)

**Cayuga Pastoral Charge
Board Meeting Minutes
March 11, 2020**

- 1) **Call to Order** – Rev. Debbie McMillan called meeting to order at 7:08pm. **Explained if no chairperson, the chair position falls to the minister.** Rev. Debbie McMillan will step out of chair position while giving minister's report. Carolyn Hamilton has agreed to step in as chair while Rev. Debbie McMillan gives minister's report.
- 2) **Opening Devotions** – Carolyn Hamilton shared from Our Daily Bread, "We are Dust."
- 3) **Minutes** – Donald Mitchell motion to accept the minutes of the February 12, 2020 as presented, second by Betty Balanger. All in favour. Passed
- 4) **Business Arising from the Minutes:**
 - Strategic direction – no new report, update was given at the AGM on March 8, 2020

- Constitution – deferred to minister's report
- Chair of Board Applications – no applications so far

5) Correspondence:

- New program available to help rural congregations staff positions that are difficult to staff. Document will be printed and emailed to the Board. Can discuss at next meeting or as needs arise.

6) Minister's Report – *Carolyn Hamilton stepped in as Chair at 7:17pm, Carolyn accepted.*

Minister's Report

Wednesday, March 11, 2020

1) A draft of the Constitution from 2013 was found by Aase Buckle and presented to me on February 23 following the service. It was not in an electronic format. We need to thank Christine Kish for converting the document into an electronic format. On the surface, it looks as if this will make our work easier; however, it may not.

Whereas presbytery has no record of the document

Whereas presbytery no longer exists

Whereas The Manual has been changed significantly since 2013

Whereas all churches must reorganize themselves to be in compliance by 2021

This document will be used to aid us in our discussions but cannot supplant the work which we need to accomplish by creating a new constitution.

2) I will be sending the 2013 document Rev. Warner Bloomfield for his information as we continue to work on our constitution. I will also be sending for your reading and awareness for the next meeting.

3) I am waiting to hear if my vacations and study leaves have been approved.

4) I was present at the Pancake Supper, February 25 at St. John the Divine and will co-preside on Maundy Thursday with The Rev. Holly Klemmensen. I have a copy of the services scheduled for the Anglican Church and will post.

5) We have received one new member formally: Melanie Ruigrok joined the congregation on March 8. Thank you to all the board for accommodating that.

6) I will be kicking off a coffee cup fund-raising campaign to co-inside with roll up

the rim.

Respectfully Submitted,
The Rev. Debbie McMillan

Carolyn relinquished the chair at 7:20pm.

7) Congregational Designated Minister:

- Preached 3 of the last 4 Sundays as per schedule. Schedules are completed for Greetings, Openers, Readers. They will be posted tonight at the Church.

8) Team Reports:

- **M&P** – none
- **Finance** – had at AGM
- **Property** – no report
- **Worship** – have not had meeting. Meeting on March 24, 2020. Mt. Olivet wanted to change back to the old benediction, Carolyn looked back in the minutes and it was approved that the Music Director could go ahead with what they would like. Hazel has been informed. Dorothy VanOsch will supply music here at Cayuga United while Mt. Olivet does their anniversary Sunday.
- **Community Outreach:**
 - Pam Jarrett will be running the Pancake Breakfast. Have not heard from anyone else for volunteers.
 - **Bev Richert stepped forward at the stating that she made phone calls to get someone to help with the auction, she has not received the support she needs and will not be running the auction. Therefore, there will be no Auction in 2020 as it stands.**
- **Congregational Care** – Some visits have been done. Has been told not to go to Anson Place in Hagersville due to the ongoing health virus.
- **Christian Education** – VBS for this year has been scheduled for the week of August 10-14, 2020. “Little Hands, Big Hearts.” The children will learn about their God given gifts and talents. An exotic animal show is being planned for Friday of that week. Melanie Ruigrok will be organizing the week with songs, videos, games, and crafts.
- **Communication & Technology** – Our Google listing for the Cayuga United Church has been associated with a calendar from another church in the United States. Contacted our website designer, it has nothing to do with the website. Suggestion to take ownership of Google listing, will look further into this.
- **Other Team Reports:**
 - *Blended Team* – on hiatus

9) **New Business Goals for 2020:**

- Donate 1500lbs of food to the Cayuga Food Bank
- Increase givings
- Compliance for March 2021 – need to have congregation ready

10) **Suggestion Box:** nothing

11) **Next Regular Meeting:** Wednesday April 8, 2020 at 7:00pm

12) **Devotions Volunteer:** Betty Balanger

13) **Minutes Volunteer:** Christine Kish

14) **Closing Prayer** – Glenn Rowell, 7:39pm

Betty Balanger:

motion for the meeting to be adjourned,

Donalda Mitchell: second.

Passed.

2a) Thursday, March 12, 2020

Rev. Debbie lets finance chair and treasurer that she is going to call a congregational meeting for April 5, Palm Sunday to discuss finances.

2b) Thursday, March 12, 2020

Rev. Debbie emails Board and Worship Chair to co-set up a date to have conversations about defining terms (short term vs. long term)

2c) Thu, Mar 12, 4:44 PM

Rev. Debbie notifies M and P Chair, worship chair, bulletin editor/musician and Congregationally Designated Minister about the Emergency Plan put into place by the United Church of Canada.

3) Fri, Mar 13, 5:31 PM

—EMAIL from Moderator Forwarded to The Cayuga Pastoral Charge through our Info Line

4) Mar 14, 2020, 4:42 PM

Rev. Debbie (as ordained clergy and as board chair) informs the congregation of conversations she has had with the chair of M and P and the Congregationally Designated Minister earlier that afternoon. (She has added the highlighting).

5) Sat, Mar 14, 9:21 PM

Cayuga Pastoral Charge

6) Sun, Mar 15, 2020 at 4:32 PM

Rose Anne makes reference to one of the conversations she had during Rev. Debbie's prayer and presence morning earlier that day.

6) Sun, Mar 15, 2020 at 5:24 PM

Rev. Debbie informs the congregation that the church will be closed until April 12 (Easter Sunday) based on the best information she, Rose Anne, Glenn and Carolyn had at the time.

7) Monday, Mar 16, 2020 at 11:05am

Rev. Debbie —following the direction of the Moderator and conversing with colleague (The Rev. Kate Jones in New Brunswick) takes advantage of a "free license" made available to all clergy until April 15th 2020. She does this because she decided to lead

some kind of worship out of her basement. She spoke with Glenn Rowell the previous afternoon, informing him of the license.

8) Monday, Mar 16, 2020 at 12:15pm

Rev. Debbie lays out a vision for an online service.

8) Monday, Mar 16, 2020 at 12:39pm

Rev. Debbie asks the Finance Chair and the Treasurer if they would like to make a statement to the congregation about making donations and offerings. The statement will appear in the bulletin and/or in weekly communication with the congregation.

9) Monday, Mar 16, 2020 at 2:30pm

Rev. Debbie speaks with local United Church clergy about what they will be doing in their respective congregations during the crisis. The correspondence is confidential and ongoing. The final email in the thread is exchanged on Tuesday, March 17, 2020 at 2pm.

10) Monday, Mar 16, 2020 at 3:46pm

Nora Sanders, general secretary of the United Church of Canada addresses ministry personnel, informing them that the Council Offices will be closed until further notice. The office continues to encourage churches to begin online worship services (where possible). The office also encourages clergy to seek ways to delay funerals.

11) Monday, Mar 16, 2020 at 6:03pm

Finance cancels its schedule meeting for March 24th. By 6:24, the Finance Chair and Treasurer have drafted statements which will be included in the weekly communication with the congregation.

12) Monday, Mar 16, 2020 at 11:58pm

*Rev. Debbie receives **the statement from the Provincial Government ordering all places of worship closed**. She forward the information to key leaders.*

13) Monday, Mar 17, 2020 at 2:09

After speaking with Rev. Debbie, the Chair of Worship Monica Grabham gets a congregational list from Communications chair, Christine Rowell. She is inviting them to online worship and doing an informal check in with people who haven't been to church in years.

14) Monday, Mar 17, 2020 at 8:29pm

Rev. Debbie had an online meeting with Nova Scotia minister, The Rev. Nick Phillips at 7:30pm (Ontario Time). The meeting addressed questions about media platforms and online broadcasting. Attention was given to what would be the easiest option for Rev. Debbie to use. (Rev. Nick knows Rev. Debbie personally and knows and her computer. He also knows and her lack of skill with tech.)

15) Monday, Mar 18, 2020 8:30pm

Rev. Debbie receives and reads formal communication from the Horseshoe Falls Regional Council. The communication is comprehensive. It contains information about accessing restricted funds, migrating worship to online formats, where to get reliable information and conducting meetings using technology---Zoom is recommended. This information is given to Patti to add to the bulletin. Rev. Debbie forwards this information to key leaders on Tuesday, March 19, 2020.

16) Tuesday, Mar 19, 2020 5:25pm

Rev. Debbie receives the music file from Patti.

17) Tuesday, Mar 19, 2020 6:45

Rev. Debbie completes her sign up with Zoom so she can begin chairing meetings.

18) Tuesday, Mar 19, 2020 8:25pm

Rev. Debbie forwards the comprehensive email from Regional Council to key leaders. She sends it as a link. She gives the key leaders a "heads up" that key committees will be expected to meet on line ASAP.

19) Friday, Mar 20, 2020, 12:28pm

Rev. Debbie receives first draft of bulletin.

20) Friday, Mar 20, 2020 7:15

Rev. Debbie receives the email from the National Offices concerning retaining staff. She forwards this email to the M and P chair as an F.Y.I.

21) Saturday, March 21, 2020

Rev. Debbie contacts Communications Chair Christine Kish asking her to let the congregation know that worship will be taking place online tomorrow. Her plan is to go live at 10:30am. Rev. Debbie decides to call it Church Together because it will bring all of the worshipping congregations together...along with communities outside of the Pastoral Charge.

22) Sunday, March 22, 2020 12:38pm

Rev. Debbie has a pile of technical issues which prevent her from going live with her service at 10:30am. She has to settle for recording her service and uploading it to YouTube. The process takes her longer than expected. The music file Patti sent couldn't be added to the video recording. Rev. Debbie had to hold the phone near the computer speakers. It was too quiet. This is the first online service.

<https://youtu.be/o5hGpMRnA1A>

23) Sunday, March 22, 2020

Rev. Debbie receives six emails expressing support and appreciation for offering the online service.

23)Monday, March 23, 2020. 7:41pm

Rev. Debbie receives notification from the Region about a Town Hall meeting taking place on March 26th.

23) Monday, March 23, 2020, 8:38am

Rev. Debbie receives notification that the Cayuga Food Bank will be closed until April. Only emergency food orders will be taken.

24) Tuesday, March 24, 2020, 12:53pm

Rev. Debbie shares information to Key Pastoral Charge Leaders (M and P, Board, Worship Chair, Mount Olivet Rep and Staff) from the Region about keeping buildings completely closed for the foreseeable future.

25) Wednesday, March 25, 2020, 11:30am

Rev. Debbie receives word that Lenore Harrison has passed away. At that point, the United Church of Canada has no clear policy concerning funerals: only suggestions. She begins reaching out to the family to set up a graveside service.

26) Thursday, March 26, 2020, 1-2:30

*During the scheduled Regional Town Hall Meeting, Rev. Debbie and the rest of the participants hear that the Funeral Policy for all United Church presiders has changed. Effective immediately, clergy and laity who preside over funerals are being directed to refuse funerals. The statement will be created within a week to two weeks. **Rev. Debbie informs M and P chair as well as Mark Miller and the family of Lenore Harrison.***

For now, all that can be provided as proof is the words of Cheryl-Ann Sampa: Cheryl said this during the question time at our regional ministry personnel meeting. Three times, to every possible question. -- not outside, not at graveside. No exceptions. We are called to be models, she said, and hard though it is, it's what we have to do.

27) Friday, March 27, 2020. 11:07am

Rev. Debbie sends a letter to the Moderator and the General Secretary urging the denomination to communicate with funeral homes about withdrawal of service so that families can be advised immediately, clearly and professionally.

27) Friday, March 27, 2020. 11:13am

Rev. Debbie hears back from the General Secretary. They correspond. The General Council Office agrees to reach out to funeral homes in Ontario (and in other parts of the country where needed).

28) Sat, Mar 28, 2020 at 11:34 AM

The weekly communication for the pastoral charge contains information about **Monica phoning people to let them know about worship, creating large print orders of service, offering prayer/receiving prayer.** It also informs the congregation that a Zoom Tech Test will be taking place. **Rev. Debbie sent a Zoom link to key leaders to offer them the chance to learn how to use technology so meetings can continue. There is some pressure/expectation from the region and from the national offices that meetings happen so operations can be discussed.**

29) March 29, 12:36pm

a) Church Together is loaded up after technical issues. The music volume of the music has been increased. It still sounds distorted. (Rev. Debbie is disappointed again because she can't add the clip to her computer.)

b) Rev. Debbie and Christine Kish work together to make sure the website is updated.

30) Monday, March 30, 11:55am

a) Rev. Debbie receives news that one resident at Anson Place has passed away from COVID-19. She sends a letter through the info.line.

31) Monday, March 30, 12:21pm

b) Rev. Debbie notifies M and P as well as Finance of new/official information concerning finance and employment.

32) Tuesday March 31, 6:10pm

a) Rev. Debbie has been in touch with Sean Cook. He introduces her to OBS: a streaming software that should facilitate the addition of music video clips to the service. Rev. Debbie also learned that there was a virus which entered the Pogson's computer system after they tried to upgrade their software to make their video. This could be one of the reasons why she couldn't get the video to work. In any case, she must upgrade her computer system.

33) Tuesday, March 31, 7:00pm

Rev. Debbie attends the Zoom worship committee meeting. She receives support and feedback. She also shares feedback she has received through email and text. She explains that she is planning on offering a Good Friday Service as well as the Easter Service.

34) Thursday, April 2, 9:06am

Knowing that there was a Finance Webinar, Rev. Debbie asks if Rose Anne and Jim can debrief with her.

35) Thursday, April 2, 1pm

Rev. Debbie attends finance debrief. Aase Buckle as a trustee and Monica Grabham as a former CRA employee are also invited to attend. During the meeting, having a Donate Now button added to the website is discussed. The Donate Now button is added by Canada Helps. This will facilitate the connection of online donations.

36) Thursday, April 2, 3:06pm

Rev. Debbie receives “minutes” from the worship committee meeting outlining the musicians schedule.

37) Friday, April 3, 3:48pm

Rev. Debbie registers the Cayuga Pastoral Charge for Donate Now through CANADA Helps.