

ADMINISTRATIVE COUNCIL – MINUTES
July 2, 2020 - Virtual meeting via Zoom @ 7 PM
Ely United Methodist Church

Call To Order: Chair Dan Johnson called the meeting to order at 7:02 PM.

Attendees (9): Lucy Diesslin, Rich Floyd, Craig Haberman, Bev & Dan Johnson, Margie & Mark Olson, Jay & Jeanne Tomlinson.

Opening: Pastor Craig opened the meeting with brief comments about COVID-19 challenges and then did an opening prayer.

Minutes: The June 4 Ad Council minutes were approved as distributed. Motion to approve by Jay Tomlinson; second by Bev Johnson.

Since the purpose of the meeting was to focus on reviewing and approving just two new business items, there were no committee reports.

NEW BUSINESS

1. **Worship in Chairs Mask Update:** A sub-committee had met previously to develop some additional guidelines on wearing masks at our outdoor worship-in-cars/lawn-chairs services. There was a brief discussion about why masks needed to be on when singing but not when just sitting. It was generally felt that singing involved a greater possible disbursement risk than talking, hence the extra precautions. Jay Tomlinson moved that the mask guidelines for outdoor services be approved as submitted; second by Lucy Diesslin. Motion passed.
2. **Guidelines for re-opening church building for small group meetings:** The same sub-committee mentioned previously also developed guidelines to be followed for any small group meeting, including study groups, to be held in the church. A few wording changes and clarifications were added to the guidelines. Margie Olson moved that the guidelines be accepted as amended; second by Jeanne Tomlinson. Motion approved. Pastor Craig will distribute copies of these guidelines with the next Parish News. Marge asked about resuming our cleaning service and we decided to go with a monthly cleaning. Dan Johnson will coordinate setting up the basement to ready it for any small groups that might meet there. Margie Olson will buy table-top hand-sanitizers to allow for at least one bottle per table. It was decided to set July 13 as the re-opening date to allow for cleaning & set-up.

Other discussion items

1. **Summer FISH:** Jay asked about whether we need a summer issue of the *FISH* since the majority of the congregation is getting the weekly Parish News either by email or snail mail. It was felt that there was no reason for the time and expense of producing and mailing the printed summer newsletter.
2. **Zoom expense:** Margie Olson brought up the fact that Pastor Craig has been paying the \$15 monthly fee for our periodic Zoom meetings. Jay Tomlinson moved that we reimburse Pastor Craig for this expense, including covering the costs already incurred. Second by Margie Olson. Motion passed.

3. **Finances:** Mark was asked how it's going with our monthly giving and he reported that the donations have been good. He will send out a June finance report later this month after he gets the bank statements. He also said he hopes to complete the paperwork for converting the PPP loan to a grant by the end of the month.
4. **Church re-opening for worship:** The Worship Committee had met via Zoom the previous evening and had started working on ideas for worship when it starts getting too cold to have outdoor services. We briefly discussed some of the ideas and decided that regardless of which way we go, we should look into the technology required to do live streaming. Pastor Craig will put a note in the Parish News to see if anyone in our congregation has the expertise to help with this.

The meeting adjourned at 8:02 PM with a unison reciting of *The Lord's Prayer*.

Respectfully submitted,
Jeanne Tomlinson, Ad Council Secretary

Ely United Methodist Church Worship in Chairs Mask Update

Because there is some evidence that outdoors the risk of airborne Coronavirus transmission is less these are updated options for mask usage during our Worship in Cars Sunday morning service.

- I. Those placing "X's" on the ground for spacing between family groups sitting in chairs and between cars and people sitting in chairs are to make sure there is a social distance of at least ten feet.
- II. People are to wear masks while walking to where they are going to sit.
- III. Masks may be removed once they are sitting in their chairs.
- IV. People are to wear masks when singing and when they stand up or move around.
- V. If Pastor Craig does not have a mask on when moving around leading worship he is to keep at least a dozen feet away from where people are sitting.

July 24, 2020

Ely United Methodist Church Guidelines for Re-opening for Meetings and Study Groups During Covid-19 Pandemic

- I. During the pandemic liability issues are heightened, therefore there needs to be a member from Ely United Methodist Church present at all meetings held in the church. Each group meeting in our church building will also have a designated group leader who may or may not be a member of our church.
- II. Meeting size will be determined according to the reopening phases directed by our Bishop. For the Ely United Methodist Church building these sizes are sanctuary, 25 people; sanctuary overflow, five people; and basement, 15 people.
- III. Class participants will arrive and leave the church using the entrance on the level where the meeting is being held.
- IV. Tables and chairs will be set up in the shape of a large rectangle with pieces of tape marking safe indoors social distance – a minimum of six feet. They are not to be re-arranged or moved during group meetings. Family groups may sit together. Tables, chairs, doorknobs, and bathrooms are to be spritzed before and after class sessions. The designated group leader is responsible for seeing this is completed satisfactorily.
- V. Participants will arrive at church with masks, sanitize their hands, and then walk to a table, sitting in family groupings. Once at their table masks may be removed. Participants are to remain seated for the entire class gathering.
- VI. If participants need to use the restroom, it is necessary to put their mask on again, wash their hands following, and use hand sanitizer before returning to their seats. Once at their seats their masks may be removed.
- VII. Participants are to read these guidelines, sign and date a copy, and return to the designated group leader for inclusion in that group’s Covid-19 meeting file. Participants only need to do this once. The group leader will be responsible for maintaining current records and will keep attendance at each group meeting for contact tracing of the Coronavirus.

Name: _____ Phone: _____

Signature: _____ Email: _____

Address: _____