

## **ADMINISTRATIVE COUNCIL – MINUTES**

**Thursday, November 5, 2020 - Virtual meeting via Zoom**

**Ely United Methodist Church**

**Call To Order:** Chair Dan Johnson called the meeting to order at 7:03 PM.

**Attendees (10):** Lucy Diesslin, Craig Haberman, Linda Hane, Bev & Dan Johnson, Carol Linneman, Margie & Mark Olson, Jay & Jeanne Tomlinson.

**Opening:** Pastor Craig read Psalm 122 which ended in a prayer.

**Special Meeting Agenda:** Review status of our technology to allow for live-streaming, discuss payment of invoice received from Custom Theaters and discuss plans for the coming Sunday.

- **Status of technology:** Pastor Craig reported that he, Dan Johnson, Jay & Jeanne Tomlinson worked earlier that day on getting things set up & tested for us to live-stream our worship service on Sunday. Mauro from Custom Theaters installed the new cable we needed and filled us in on why our camera has been delayed – apparently it is the JVC model that is most in demand right now because of Covid-19. We tested all the connections and then, using two laptops, successfully broadcast a live-streaming event through Facebook Live as well as having the service displaying properly on the new downstairs TV. It took a few tries but we worked out the best set up for the sound downstairs. We discovered there is about a 10 second delay from upstairs to the broadcast downstairs. We still had some issues to resolve with getting the live-stream to come from the church Facebook page, instead of Pastor Craig's, and figuring out how to get a link to folks who don't have Facebook. Pastor Craig worked those out a bit later.
- **Custom Theater Invoice:** We had received the invoice for \$6,005.35 listing all the work the Mauro from the original proposal with an additional \$325 for the router which he had to install for the change from Frontier to Midco. We discussed when we should pay the invoice since the work still is not complete. After some discussion, Linda Hane moved that we pay \$3,000 of the invoice which should cover Mauro's current out-of-pocket costs and then pay the remainder after the camera is installed & checked and to use Memorial Funds for this payment. Second by Lucy Diesslin & Bev Johnson. Motion passed.
  - We discussed the Frontier router which is supposed to be returned to them. Jay had picked it up and had taken it home for now. Frontier was supposed to send a postage-paid box for the return and that has not yet been received. Mark will contact them about this. He also commented that he's not heard back about their decision on the excessive termination fee.
  - Pastor Craig reported that we should also get an HDMI cable for hooking the downstairs TV to laptops for meetings and other gatherings. Jay recommended we get one long enough to reach the back of the Fellowship Hall routed through the ceiling. Marge moved that we get ask Mauro to custom-make two HDMI cables of two different lengths. Second by Bev & Dan Johnson. Motion passed. Jay & Craig will take care of this.

- **Worship Service Plans:** Pastor Craig reported that the Conference has moved our Covid-19 status from Yellow back to Orange which discourages any in-house worship and specifies no more than 10 people in the building at a time. We decided that with the layout of our church and two separate entrances for each area, we could stay within this restriction by having a max of 10 upstairs and 10 downstairs.
  - It was suggested that we allow only those involved in the live-streaming and not have any others inside until things improve. Others felt we should allow some but to stick to the 10 max rule. Since we have the live-stream working, the folks most impacted by “no in-house at all” rule are the ones who don’t have the technology to watch the live-stream – which in our church are folks from the same group that has the highest risk. We estimated we have less than a dozen people in that category (highest risk/no technology). It was suggested that after we have the live-stream process working smoothly perhaps we could specifically allow those people to come for in-house worship – putting only 4 upstairs and the others downstairs and arranging for different folks from the group to be in the sanctuary each Sunday. Jeanne offered to call these folks to discuss the idea with them.
  - One suggestion was perhaps figuring out a way for folks to just get an audio broadcast perhaps with a conference call set up. This will need to be researched further to see what’s involved.
  - We talked about the music. We will be having hymns and having Bev Johnson singing along with the organ from the library on the hand-held mike. Everyone else would just hum. One thing Mauro pointed out is that Facebook is very vigilant at blocking any live-stream that has music for which a broadcasting group does not have the copyrights. Since the United Methodist Church has the copyrights for the music in our 3 different hymnals, we are allowed to copy & broadcast that music. Pastor Craig will discuss this with Sue to make sure that the prelude, postlude and offertory music are ok. It was decided that Pastor Craig will include copies of the hymns we’ll be singing/humming in the *Parish News* mailing. It was also decided that we’ll remove the hymnals and little handouts from all the pews to reduce possible virus spread and anyone in-house will get copies of the hymns along with a single sheet worship “bulletin” with order-of-worship.
  - For this first Sunday we decided to have a limited “beta” group with a few Ad Council members to come into the basement. Upstairs: Pastor Craig, Sue Germek on the organ, Bev Johnson in the library on the hand-held mike for songs, Dan Johnson & Jeanne Tomlinson in the back handling technical side. Downstairs: Jay Tomlinson TV control & ushering, Mark & Margie Olson and Linda Hane congregants
  - We discussed offerings. While Sue will play an offertory, we won’t actually be taking an offering. Mark mentioned that donations for this previous month have dropped. Pastor Craig will do a reminder in the 11/13 *Parish News* about dropping off or mailing in our offerings since it will be some time before we can have very many in the church for worship.
  - Discussion included putting the ready-made communion elements out on a table for folks to pick up prior to the service. Pastor Craig pointed out that the communion

elements needed to be blessed which occurs during the communion service, we could then have those blessed elements out on a table for folks to stop by and pick up the elements after the communion service. Pastor Craig agreed to order two more boxes of the ready-made communion elements from Cokesbury Christian Store.

- The Worship Committee will be meeting on Monday night via Zoom and will discuss & decide on possible modifications for subsequent Sundays.

The meeting adjourned at 8:38 PM with Pastor Craig leading the *The Lord's Prayer*.

Respectfully submitted,  
Jeanne Tomlinson, Ad Council Secretary