

Unitarian Universalist Church of Bloomington, Indiana

Seeking the Spirit, Building Community, Changing the World

Approved Board Minutes

May 20, 2020



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Board members attending: Stuart Yoak, Abby Gitlitz, Steven Gilbert, Rich Slabach, Julie Lawson, Jane McLeod, Drew Schrader

Board members absent: None

Ministers attending: Revs. Mary Ann Macklin and Emily Leite

Present by invitation: Arzetta Hulst-Losensky

Submitted by: Steven Gilbert, Secretary

Attached Documents:

- A. Connections Coordinator's Report
- B. Senior Minister's Report

I. Call to Order

President Stuart Yoak called the online meeting to order at 7:03 p.m.

II. Chalice Lighting and Reading

Julie Lawson lit the candle and provided the reading.

III. Check-in (All)

IV. Approval of the Minutes

Jane McLeod moved for the approval of the April board meeting minutes. Rich Slabach seconded and the motion carried without discussion.

V. Connections Coordinator's Report

Ann LeDuc submitted the Coordinator's Report (Attachment A) in writing but could not be present to present it. President Yoak offered particular praise for the work she has done in meeting the new demands for online interaction imposed by the pandemic, as well as subsequent efforts to reach out to comfort especially vulnerable members of the congregations. He also noted the high attendance numbers at the exclusively online services in comparison to attendance numbers prior to the pandemic response. Facebook has proven to be a particularly valuable resource for outreach.

VI. Senior Minister's Report

Rev. Macklin delivered the senior ministers report (Attachment B), which primarily addressed the issue of when and how to reopen the church for interpersonal gatherings, such as services and chalice circles. After discussing some of the issues and concerns identified in the report, the Board and ministers agreed that the congregation should be informed that the safe resumption of church gatherings will not be rushed, rather it will be based on continuous reassessment of the Covid19 situation with an eye to making the best decision possible in light of competing factors. The current situation may continue well into next year.

VII. Budget Report 2020-2021

Treasurer Rich Slabach and Arzetta Hults-Losensky presented the current draft of the 2020-2021 proposed budget. Arzetta pointed out that there are still too many unknowns to propose a complete budget as usual; rather she supported the plan for the board to present a budget for approval at the June

congregational meeting with the proviso that a revised budget may need to be presented at the December congregational meeting.

The major points of change from the budget draft presented in April include an increase in expenses brought about by the need to move office operations online, the need to purchase more capacity for online meetings, and the need to plan for multiple former ministers participating part-time in various church operations, as well as in the pulpit.

Rich pointed out that the difference between anticipated income and expenses is low in this proposed budget: only about a thousand dollars. Even so, Arzetta suggested that drastic reductions in expenses be avoided at this time; rather reductions should be made, if necessary, in the December budget.

In general, the Board and ministers agreed that creative adjustments to normal activities such as the fall Bazaar would likely be needed in the upcoming year to maintain revenues. Rev. Macklin expressed greater concern about the effect of an economic downturn on the budget than fewer or lower pledges, which at the moment appear to be doing well.

President Yoak proposed that the Board vote by email on the budget to present at the June congregational meeting. No objections were raised to this plan.

VIII. New Business

A. June Congregational Meeting Agenda - Information

President Yoak presented a tentative agenda for the June 7 congregational meeting.

B. Board Retreat to Discuss Extended Virtual Meetings

President Yoak and Revs. Leite and Macklin proposed setting up a short board retreat (half-day or less) to discuss the handing of future meetings and related issues. Dates and times will be sent by email for response by Board members.

C. Revised Announcements and Sign-up Modifications

VP Abby Gitlitz provided a revised copy of the announcements template to be read by board members at Sunday services. The revision addresses new needs raised by the large number of new visitors at said services. Rev. Macklin will do some revision prior to its use.

Rev. Macklin requested that either Julie Lawson or Jane McLeod be present at each of the services through June as she would like a soprano to be heard singing the hymns. Space for signups on Sign-Up Genius is now available for two people per service through June.

IX. Rev. Macklin Wrap-up

A. Grant from Center for Congregations

UUCB has received a grant for technology improvements related to the provision of Sunday services online.

B. Pledge Drive

According to Rev. Macklin we have 60-70 more people pledging now than at this time last year, so she feels the pledging is going well.

C. Building Maintenance

Rev. Macklin pointed out that attention is being given to ensuring that the physical plant does not deteriorate due to disuse during the shutdown.

X. Executive Session

The Board entered executive session at 8:35 p.m.

XI. Adjournment

The meeting adjourned at 8:51 p.m.

ATTACHMENT A

Connections Coordinator Update to the Board

May 20, 2020

Ann LeDuc, Connections Coordinator

This report is a brief update of my work as the Connections Coordinator since March 11, 2020. A more detailed report will be provided in October, in my Annual Board Report.

Paypal

By March 11, it was apparent that worship services would need to be conducted completely via video to ensure the safety of our congregation, ministers, and staff. This necessitated that we set up a way to collect our offering online. I was able to quickly and easily set up a Paypal account for the church and before the end of the week (March 13, 2020).

Zoom

We also needed to be able to meet virtually, since in-person meetings were unsafe. I set up one Zoom account for the church prior to March 13. This necessitated that I set up a new meeting scheduling process, as well as provide instructions on how-to use Zoom, individualized Zoom training, and general Zoom related assistance as needed. I also had to educate myself about and put in place Zoom security measures, which I continue to keep abreast of and communicate to the congregation via the Prologue and Friday Update. (Examples are at the end of this report)

By April 7, many members of our congregation were using Zoom to meet and connect with each other. It became apparent that a second Zoom license needed to be purchased in order to meet our needs. I purchased a second Zoom license for the church. It had also become quite a bit of work to keep up with scheduling all the Zoom meetings, so I worked with Carol Marks and our Office Assistants to transition Zoom meeting scheduling to them. I remain the contact for Zoom technical issues.

Currently, we are seeing a need to purchase at least two additional Zoom licenses. As part of the committee to apply for a technology grant from the Center for Congregations, I ensured that this was added to our grant application. I just found out this afternoon that we have been awarded this grant.

Caring for our Congregation

Team Tend

I began by working with Sharon Yarber to create a list of the most vulnerable members of our congregation. This list consists mostly of elderly, and those who live alone and have underlying health issues.

On March 27, Sharon Yarber, Melinda Swenson, Reverend Macklin, Reverend Leite, and I met for the first time of what we later called “Team Tend.” We decided to split the list of our most vulnerable members between Sharon, Melinda, Reverend Carlson, and myself and call each person on the list to assess their needs. We continue to call many of these vulnerable members weekly to check-in with them. Team Tend meets weekly to review the status of the people we are calling. I maintain a detailed spreadsheet of our most vulnerable, those with dementia, members calling members, and those who are at risk of losing their income.

The questionnaire <https://forms.gle/v7QdxEMQet34R8at5>

We also realized that we needed to be in contact with every member of our congregation. Working with our ministers, I created an online questionnaire to help us know who in our congregation is struggling, or may face difficult times ahead as a result of the pandemic. This has provided us with a list of people who we will continue to check in with as the pandemic continues.

I matched the list of questionnaire responders to the list of our active community members to create a list of those who did not respond to the questionnaire. I also removed from the list of non-responders those people who Team Tend is calling on a regular basis. I then sent this shorter list of non-responders to our ministers and staff and asked them to let me know if there was anyone on the list of non-responders who they have been in contact with. Then I took this shorter list and sent an email asking the non-responders again to complete the questionnaire. After this process was completed, this left a short list of about 17 people. I recruited Glenda Breedon to call those 17 people to make sure they are okay.

Currently, Sharon Yarber and I are working to create a list of resources (housing, food, financial, etc) that we will send out via email to those who answered on the survey that they may be facing loss of income.

The questionnaire also collected emergency contact info, which the Office Assistance have recorded in our church database.

Virtual Coffee Hour

By April 5, congregants were really missing coffee hour, so I created Virtual Coffee Hour.

If you have not attended, here's how it works-- Immediately following the worship service, coffee hour attendees click on the Zoom link published in the Order of Service, Friday Update, and on Facebook. They are then put into a Zoom waiting room, which enables the meeting host to check to see if it is someone they know and admit attendees cautiously, watching out for "Zoom Bombers." Once the meeting host admits them into the meeting, the attendee will see a Zoom "white board," which has two roles. It lists that Sunday's small group conversation breakout rooms, and prevents Zoom Bombers from screen sharing and showing offensive material.

The meeting host then places each attendee into the breakout room of their choice. Each Sunday we have breakout rooms for the Choir, General Conversation, and Worship Service Discussion. Often, we have additional breakout rooms for groups such as Gardeners (every fourth Sunday) and Families. We have also had rooms with topics such as mask making, how to stay fit during the pandemic, the auction, and pop culture.

Virtual coffee hour is scheduled to end at 12:15 pm, but often runs over until 12:30 pm.

This Friday I hope to train Mandy and Monica, our Office Assistants, on how to host our Virtual Coffee Hour.

Taking everything on-line

In late March and early April, I also began transitioning many other functions to online only. These included:

1. **New to UU**, our introduction to Unitarian Universalism and this church
Now offered every first Sunday at 2 pm via Zoom.
2. **Exploring Unitarian Universalism class**
Offered on April 19 and 26 via Zoom with six participants
3. **Guest Cards**
Now via a Google Form
4. **Petition to Fundraise form**
Now via a Google Form
5. **Membership Ceremony**
Seven new members on May 17 via Zoom, **bringing us to 551 members!**
6. **Young Adult Gatherings**
Via Zoom

The UU Auction

I serve on the Auction committee as the staff liaison and worked with Rich Slabach, Drew Schrader, and Debbie Fish to bring the UU Auction online this year. We made over \$13K!!!

Online Open Office Hours

Starting this week, I will be offering open office hours so that newcomers and members can drop in and ask me questions via Zoom. These open meetings are scheduled for every Friday, 1-2 PM.

Coming Soon!!!

UU Car Parade

This week, I began working with Ruellen Fessenbecker and a small committee to organize a car parade to bring our community together in a safe, socially distanced, way. Stay tuned for details!

The Usual Stuff++

I continue with all my usual duties, although they have changed in many ways.

Attendance tracking is one area that has seen a great deal of change. In 2019, there was a marked decline in attendance by the end of the year. This spring, attendance had been increasing.

Once we went to online services only, how we count attendance had to change and we have also seen much higher attendance numbers. Because more than one person can be viewing the service from a single computer connection, it is impossible to have an exact count.

For our live (at the time of broadcast) attendance, I record the highest number of computers watching the Facebook video at one time during the live broadcast, plus the number of computers watching via our website during the live broadcast. The number of viewers watching the recorded services is only taken from those who watch via our webpage (so the actual number is much higher). Facebook reports that each of our videos via Facebook is viewed over 1000 times. Those views may include many very short views, but any way you look at it, **it's a much larger audience than before the pandemic.**

Below are some recent attendance numbers. The number of computers watching the recorded services is much higher than in the past.

Date	Live	Recorded
3/22/2020	412	354
3/29/2020	386	482
4/5/2020	547	100
4/12/2020	450	277

4/19/2020	314	285
4/26/2020	247	42
5/3/2020	309	240
5/10/2020	300	208

Other tasks....

Learning how to use the new database, especially how to set up the membership portion.

Adding new members to the current database and the UU World subscription website.

Contacting members in celebration of their membership anniversaries.

Helping to create a list of those in our congregation who are grieving for the new grief support group.

Communications: Creating Facebook events and posts, writing Prologue, Friday Update articles, and Order of Service notes, sending many, many emails.

Recruiting coffee hour conversation hosts.

Calling my list of most vulnerable people.

Connecting with newcomers and members.

And more.

Zoom related Prologue articles:

Zoom Security

Many of you have contacted me regarding concerns about Zoom security, including concerns about video recording and something called "Zoom Bombing." <https://en.wikipedia.org/wiki/Zoombombing> We have taken the following precautions to make our Zoom meetings safer:

1. We do not allow recording of our church Zoom meetings. This feature is blocked for all our meetings. If a meeting organizer wants to record their Zoom meeting, they must

contact me (Ann LeDuc) and provide written permission from all the meeting's attendees.

2. We do not allow public posting of our meeting links and meeting ID numbers, except for Coffee Hour and our New to UU class, which have additional safety precautions in place.

3. We use unique meeting IDs for each of our meetings. If one of our meetings is zoom bombed, it should not impact our other meetings.

4. For public gatherings such as Virtual Coffee Hour, that require the public posting of meeting links, a meeting host is present in the meeting and additional security measures are taken. Additionally security measures include removing screen sharing abilities in the main meeting room, using the waiting room feature, and the meeting host has the ability to place zoom bombers on hold and remove them from the meeting.

What to do if your meeting is Zoom Bombed: In our small group meetings, the best course of action is for all participants to leave the meeting and notify me at connect(at)[uubloomington.org](mailto:connect@uubloomington.org).

In addition to the precautions we are taking, Zoom has been working hard to put additional security measures in place, and Zoom Bombing is now being considered a federal offense.

Thank you all for your concern and assistance regarding Zoom security. It's wonderful to be part of this community of caring! --- Ann LeDuc, Connections Coordinator

Be Prepared for Zoom Meetings after May 30!

After May 30, Zoom will require all users to download a completely new Zoom version in order to participate in Zoom meetings. Download the new application now, so you don't have to wait through the download and installation process before entering your meetings after May 30. [Go to this link](#) and download the updated version today! If you have questions about using Zoom, please contact me at connect(at)uubloomington.org . --Ann LeDuc, Connections Coordinator

ATTACHMENT B

Unitarian Universalist Church of Bloomington

Board Report May 20, 2020

Reverend Mary Ann Macklin

Since early April, I have in contact with other Unitarian Universalist lead ministers as well as Mid-America Regional staff to assess the impact of Covid19 on our congregational life. Numerous documents have been created, depending on the location of the congregation individual state's guidelines. Last Thursday, May 14th, a message was sent to Unitarian Universalist congregational leaders from the President of the Unitarian Universalist Association, Revered Doctor Susan Frederick Gray (who, by the way, preached here during her campaign and is also a molecular biologist) that stated in part:

Over the past several weeks, the UUA has consulted with multiple public health officials in order to update the guidance we provided on March 12 recommending congregations stop gathering in person.

Based on advice from experts, we continue to recommend that congregations not gather in person. We also recommend that congregations begin planning for virtual operations for the next year (through May 2021).

Take a moment to breathe. I know this is significant.

See full letter attached.

Personally and professionally, I agree with this recommendation. Of course, the UUA serves congregations, it does not dictate what we can and cannot do. I applaud the courageous stance of this recommendation and also feel relief that such a challenging position was named. Who will be our decision making body for this congregation, ultimately the Board of Directors and perhaps the Senior Minister? Details, of course, would be determined with key ministers, staff and lay leaders.

Now, as of this past week, there are many businesses in the Bloomington area attempting to return to business-as-usual in the re-opening of Indiana. At UUCB we have the good fortune to not be in the category of needing to open our doors in order to continue with key components of our ministry. We are successfully facilitating various virtual forms of worship, religious education, administrative operations, committee and task force meetings,

Chalice Circles, coffee hour, gaming group, building care, social justice work and other gatherings. We had our first major fundraiser, Talent Auction, which exceeded expectations. In a few weeks we will have our first virtual congregational meeting. Overall, perhaps we are well-advised to be one of the last organizations in our area, not the first, to return to our building and previous mode of operations. I am very curious and concerned to learn how Indiana University will handle the upcoming fall semester. As we consider things, we must allow our congregational vision of Seeking the Spirit, Building Community and Changing the World to lead us, by keeping our spiritual needs and values in the forefront, and not let our decision be dictated by a societal model that is driven by the needs of capitalism rather than our covenantal needs.

Before the statement of the UUA was released, many of us were exploring several options for the future of our congregational life, based on large part upon the recommendations of the Wisconsin Council of Churches. These options include the option to wait to return to our building completely until there is a vaccine OR to begin a phased approach to our return similar to those suggested by the Indiana Governor, and myriad of options in between. There are many questions to be asked about this: What is best for our people? What is safest? What puts us in the best financial position? What will keep us in step with the society around us? The UUA has also created a list of more detailed questions and concerns to be considered on their web-site. In addition to these questions, however, some issues about our particular church and the community we serve, should be deeply considered:

- Given that a large part of our church population or their households is in a high-risk group, is returning before vaccine even practical?
- Considering that a large part of our leadership and their households, including some ministers, staff, board, and key volunteers, are in a high-risk group, thus making this difficult or even impossible to implement?
- Is creating a two-tier system, where some folks are return and a large group does not is the best way to serve our community?
- Is creating a two-tier system where each part of the church life is happening both in-person and online such a drain on volunteer energy and resources that it decreases our effectiveness?
- Does any return plan put pressure on ministers, staff, and volunteers in key positions to return before it would be advisable? Does it pressure people to hide medical concerns or ignore them?

This document will discuss two possible courses of action, waiting until there is a viable and time tested vaccine for the return to the building OR a cautious phased approach to an earlier return, and outline the steps of what the second could look like.

Resources Consulted

Again, the following resources helped inform these options, particularly the Wisconsin Council of Churches who were “all over this” from the beginning. Sometimes you have to get credit to the cheese-heads. Those who are part of the decision-making process around returning to church are encouraged to read these sources to help inform this decision.

- “20 Questions Your Church Should Answer Before People Return,” Ken Braddy: <https://kenbraddy.com/2020/04/18/20-questions-your-church-should-answer-before-people-return/>
- Interim Guidance for Communities of Faith (draft), CDC: https://www.washingtonpost.com/context/white-house-is-reviewing-detailed-guidance-for-gradual-reopening/f263df1b-f48c-4ede-affa-76803d94ff2f/?itid=inline_manual_20
- “Returning to Church,” Wisconsin Council of Churches: <https://www.wichurches.org/2020/04/23/returning-to-church/>

Additional resources consulted, and worth reading before making this decision, include:

- “When Is It Safe to Ease Social Distancing,” National Public Radio: <https://www.npr.org/sections/health-shots/2020/04/25/844088634/when-is-it-safe-to-ease-social-distancing-heres-what-one-model-says-for-each-sta>“
- Opening Up America,” White House: <https://www.whitehouse.gov/openingamerica/>
- “Badger Bounce Back,” State of Wisconsin: https://content.govdelivery.com/attachments/WIGOV/2020/04/20/file_attachments/1431309/EMO31-BadgerBounceBack.pdf
- “Guidelines for Reopening Your Church Building,” Georgia Baptist Mission Board: <https://gabaptist.org/reopening-your-church-building/>
- “We Still Don’t Know How the Coronavirus Is Killing Us,” New York Magazine: https://nymag.com/intelligencer/2020/04/we-still-dont-know-how-the-coronavirus-is-killing-us.html?fbclid=IwAR0vnKzOLbIsPBryb4BD9KUJI3FTLZKwIYfZ6HIQhFUopM4QGT4aT75_tDU
- “COVID-19 Outbreak Associated with Air Conditioning in Restaurant, Guangzhou, China, 2020,” CDC: <https://www.sciencenewsforstudents.org/article/coronavirus-covid-19-6-foot-social-distancing-not-always-enough>
- “Six Foot Distancing Will Not Always Be Enough for COVID-19,” Science News for Students: https://wwwnc.cdc.gov/eid/article/26/7/20-0764_article?fbclid=IwAR1c9M04ItWKfKOFHPezqXGlo3Uu44UsCqgGrZiYkaf_5B6XyKPjlfyl2ys

The Waiting Until a Vaccine (or Herd Immunity) Option

Some UU churches are declaring that they will not return to full operations in their building until a viable and time tested vaccine is available. Again, the UUA is also recommending this as

a favorable approach. Given the health concerns, ethical concerns, and the great number of unknowns in this situation, this is a viable option for UUCB, and should be heavily considered. Some arguments in favor of waiting for a vaccine or at least until there is herd immunity include:

- **Attendance has been higher**, and steady, since moving to online worship. Connections Coordinator Ann LeDuc will report about those numbers this evening. The hurdles that were there for people to attend worship have mostly been conquered. Those who are still having trouble connecting are being worked with to see what options can work for them.
- **Two-tiered worship, two-tiered church:** The type of community we've been able to create through online worship would be impossible to do with both in-person and online worship. In going back before a vaccine, we would be creating a two-tiered church where our most vulnerable members are shut out from areas of church life, or feeling like second-class citizens where the offerings are somewhat adapted for them, but not geared towards online participation.
- **Church is an "optional" gathering for many people.** We are more analogous to attending the theater than to going grocery shopping. Our members will return to public life one step at a time, and church may be a logical last step for them, as they can avoid it.
- **The interconnected nature of our church community** makes us a place that brings people into contact with people across generations, across multiple geographic communities, and across walks of life. And as our groups are all interconnected, this makes the virus easy to spread among us, even if we're taking precautions.
- **We serve a population that is particularly at risk.** Our congregation, like most UU congregations, has a high percentage of people age 60 and over, and we have numerous people with other at-risk categories. This means we should be one of the organizations that will be late in returning to operating at our physical location. We must also recognize that returning to our building in phases could put pressure on people to disclose sensitive medication information or return to staff and volunteer roles before it would be advisable for them to do so.
- **Our building is large with many different areas** since it has been "added onto during several phases" thus, cleaning frequently and thoroughly would be a complex and difficult operation. In addition, our custodian is a staff member in the at-risk category.

All these factors make a strong case for continuing with virtual church until a vaccine is found, or at least until herd immunity seems to have been achieved and the rate of virus transmission has become extremely small to non-existent in our state.

The Phased Returning to Church Option

The White House criteria for moving into Phase One are:

- Downward trajectory of documented COVID-19 cases reported or positive tests as a percentage of total tests within a 14-day period.
- Hospitals able to treat all patients without crisis and no PPE shortages.
- Needed supplies, from hand sanitizer to toilet paper, are readily available.

A recent NPR article suggests the criteria for moving into Phase One is when infections are down to one per million people in the state.

This plan would call us to move conservatively, moving into Phase One after (1) the White House criteria are met, (2) following the State of Indiana's easing of restrictions, and (3) in keeping with the latest scientific research and expert recommendations. In addition, needed supplies for our return, such as hand sanitizer, disinfectant wipes, and toilet paper must be readily available in the stores before Phase One can be considered.

One option is that we can choose to skip both Phase One and Two, wait longer in our online mode, and then move directly into Phase Three. Also, Rev. MAM believes that ministers and staff members working at home should be allowed to remain working at home until they discern it is safe to return to the building.

Phase One Phase One will include allowing gatherings of up to 10 people with social distancing requirements and opening up some additional operations with social distancing requirements. Vulnerable people should continue to shelter in place.

Recommendations:

- **Worship:** Church will continue holding online worship services only. We would continue having a team of people producing worship in the sanctuary together, maintaining social distance.
- **Coffee Hour:** Virtual
- **Rites of Passage:** (weddings, funerals) may be held online or in person with less than 10 in attendance.
- **Religious Education:** continues with their current virtual presence.

- **Chalice Circles, Adult Programs, Social Events, and Social Justice Task Forces** continue to meet online.
- **Church board, task forces, and committees:** may meet in person in groups smaller than 10 wearing masks and maintaining social distancing or may continue to meet online, after assessing their groups' needs.
- **Fundraisers** will be allowed virtually only.
- **Office and Building:** Anyone in the building for office work should be wearing a mask; people should log their attendance with Church Administrator, remotely, and sanitize surfaces when working in office space.
- **Renters:** not allowed.
- **Pastoral Care Visits:** Pastoral care visits to senior living facilities, hospitals, and high-risk individuals are prohibited.
- **High-risk individuals and their Household Members** (people over 60 and those with underlying conditions), whether ministers, staff, or volunteers, should continue to shelter in place.

In short, Phase One is a very cautious move back into our building for small teams.

Needs of Phase One:

- Plan for cleaning/sanitizing church frequently.

Phase Two Phase Two could be implemented, if the trajectories encouraging trends of the epidemic continue. I doubt it. Phase two will include allowing gatherings of up to 50 people with social distancing requirements and some resuming of other operations with social distancing requirements. Vulnerable people should continue to shelter in place. Personally, I think this is ridiculous.

Rev. MAM thinks these are Ridiculous Recommendations:

- **Worship:**
 - In-person worship services indoors or outdoors of under 50 people (with a plan for managing the number of people per service) held in conjunction with online worship.

- Offer multiple services to allow for social distance.
- Members asked to wear face masks while at church.
- **Choir:** No choir or singing of hymns at in-person worship. *Singing is among the riskier behaviors when it comes to spreading droplets/aerosols which can carry the virus a significant distance and remain suspended in the air. A cloth mask is unlikely to be enough to protect you or your neighbor. We recommend against singing in the sanctuary when the congregation is gathered.*
- A no-touch process for any greeting.
- Remove hymnals
- No paper orders of service provided. Electronic copies and television screen used instead.
- Offering collected by people placing it in a receptacle as they leave. Volunteers pay particular attention to cleaning hands after dealing with the offering.
- Distancing: Have people spread out in sanctuary space with one family unit per pew; keep empty chairs between.
- **Coffee Hour:** No coffee hour/virtual only. Continue encouraging people to leave the building rather than mingling. Small groups are allowed to gather with social distancing in parking lot.
- **Rites of Passage** (weddings, funerals, confirmations) can take place staying under the 50 person limit using the same guidelines as worship. MAM will not be doing this.
- **Religious Education**
 - Consult with Minister of Religious Education and Director of Religious Education
 - No field trips are held.
 - No snacks unless in individual portions.
 - Strict cleaning protocols are established and observed. All kids and adults wash hands or use hand sanitizer prior to entering RE spaces.
- **Chalice Circles, Adult Programs, Social Events, and Social Justice Task Forces** may meet in person wearing masks and maintaining social distancing or may continue to meet online, after assessing their groups' needs.
- **Church board, task forces, and committees:** may meet in person wearing masks and maintaining social distancing or may continue to meet online, after assessing their groups' needs.
- **Fundraisers** will be allowed inside and in-person under 50 people, and outdoors and online. In-person fundraiser will follow the same masks, social distancing, and no-touch parameters as worship services.
-
- **Office and Building**
 - Post signs indicating symptoms and urging people to stay home/seek medical attention if they have symptoms.
 - Maintain a good stock of tissue, soap, hand sanitizer and disposable paper towels for drying hands.
 - Clean the building regularly and between user groups, paying extra attention to high-touch surfaces.

- If you become aware of someone in the church or a building user infected with COVID-19, put your communication plan into action, and cooperate fully with contact tracers.
- Regular office functions may resume while maintaining social distancing and wearing masks.
- **Renters:** Allow renters to resume operations, with a plan to address cleaning needs and agreement to observe gathering and distancing protocols.
- **Pastoral Care Visits:** Pastoral care visits to senior living facilities, hospitals, and high-risk individuals are prohibited.
- **High-risk individuals and their Household Members** (people over 60 and those with underlying conditions), whether ministers, staff, volunteers, or program participants, should continue to shelter in place. This includes MAM, by the way.

In summary, Phase Two is a hybrid time where both in-person and on-line options are available for most areas of church life. Did I mention that Rev. MAM, being moi, thinks this is ridiculous.

Needs of Phase Two:

- Plan for limiting number of people at worship to 50. Seriously?
- Music plan for in-person worship without singing. Seriously?
- High need for cleaning that could be costly since our Custodian is at risk.
- Plan for cleaning/sanitizing church frequently.
- Removal of hymnals and other objects from areas where people gather
- Technical support for holding both in-person and online worship.

Phase Three Phase Three if the trajectories of the trends of the epidemic are encouraging. Phase Three will resume all gatherings, with more minimal protective and preventative measures in place for the general public and more protective measures for vulnerable populations.

Recommendations:

- **Worship:**
 - Continue to offer both in-person and remote/online options.
 - Offer our Two Services again.
 - Continue encouraging masks and social distancing, possibly relaxing empty chair restrictions or not.
 - **Choir:** Watch for public health recommendations on group singing as we arrive at this phase.
 - Continue to use no-touch alternatives for greeting, order of service, collecting offering, and continue with hymnals removed using electronic alternatives.

- **Coffee Hour:** Continue with no coffee hour but still offer virtual. Continue encouraging people to leave the building rather than mingling. Small groups are allowed to gather with social distancing in parking lot.
- **Religious Education** in-person for all ages with masks, social distancing and cleanliness guidelines.
 - Again consult with Minister of Religious Education and Director of Religious Education.
 - No field trips are held.
 - No snacks unless in individual portions.
 - Strict cleaning protocols are established and observed. All kids and adults wash hands or use hand sanitizer prior to entering RE spaces.
- **Small Group Ministries, Adult Programs, Social Events, and Social Justice Task Forces** may meet in person, still encouraged to wear masks and keep a social distance, while maintaining some online options for high risk individuals and those who do not feel comfortable being in public.
- **Church board, task forces, and committees** may meet in person, still encouraged to wear masks and keep a social distance, while maintaining some online options for high risk individuals and those who do not feel comfortable being in public.
- **Fundraisers** will follow the same masks, social distancing, and no-touch parameters as worship services.
- **Building and Office** can resume as normal, with attention to cleaning.
- **Renters:** Allow renters to resume operations, with a plan to address cleaning needs and agreement to observe gathering and distancing protocols.
- **Pastoral Care Visits:** Pastoral care visits to senior living facilities, hospitals, and high-risk individuals are allowed with diligent hygiene practices.
- **High-risk individuals and their Household Members** (people over 60 and those with underlying conditions), can attend in-person or online activities, based on comfort levels.

In summary, in Phase Three we are back in our building for most church activities, but online offerings are still available for key programs and worship for high-risk individuals

Needless to say, we have some decisions ahead of us as leaders and as a congregation. Meanwhile, UUCB continues on track with a proposed 2020-2021 budget that will be a temporary guide as we enter the summer and autumn season. However, I believe that a newly revised budget, based on income and expenses, be presented at the December congregational meeting to be approved by the congregation.

Through staff and lay leaders, the outreach to congregational members and friends from the onset of Covid19 has been exemplary and caring. The support of the congregation continues to be encouraging. At this time, since conditions do not favor hiring an Interim Minister, we are reconfiguring our ministry for 2020-2021 and have already secured the ongoing help from Reverend Barbara Carlson (pastoral care), Reverend Bill Breeden (social justice and preaching), Reverend Barbara Child (chalice circles and adult education class) and are exploring the

expansion of Reverend Emily Manvel Leite's ministerial responsibilities as her skills strongly demonstrated during my absence last September, October and November.

Our message and presence, albeit virtually, will be important as we go forward during these times which we know are uncertain; that's why I didn't say "these uncertain times".

In Peace and Love, MAM

Reverend Mary Ann Macklin