

MONDAY, MAY 18, 2020
REGULAR MEETING OF SESSION

On Monday, May 18, 2020, the 618th regular meeting of Session was held at Westminster Presbyterian Church. The meeting was set up as a Zoom video meeting due to recent developments with the Coronavirus pandemic. Dr. Lancaster opened the meeting with prayer at 7:01 p.m.

Session members attending were Dr. Lancaster, Rev. Rogers, Rev. Freyer and Elders Bacik, Burgess, Canose, Castelli, Conley, Davis, Dilly, Fraser, Galbreath, Heilman, Jenkins, LeBeau, Lee, McClintock-Comeaux, Myers, Null, O'Brien, Paul, Rex, Sheap, Singleton, Wagner, Walker, Weber, Widmar and Williams, constituting a quorum.

REPORT OF THE CLERK – A motion the minutes from the 617th (April 20, 2020) regular meeting (as reviewed and corrected) and to take action with respect to the members set forth below were approved.

DEATHS

Ross W. Lappe, Jr., April 28
Lorraine H. Sachse, May 7

SERVICE OF THE LORD'S SUPPER

At streaming worship services on Sunday, May 3, the sacrament of the Lord's Supper was administered to communicants.

BUSINESS ITEMS

Session ratification of application for and execution of loan through PNC Bank for funds available pursuant to federal Coronavirus Aid, Relief, and Economic Security (Cares Act) Paycheck Protection Program (PPP). At Session's April 2020 regular meeting, Session was advised that the federal government recently passed the Coronavirus Aid, Relief and Economic Security (CARES) Act which provides funding for forgivable loans to organizations closed by the Coronavirus pandemic to pay employee salaries and benefits and certain other non-payroll costs. On April 5, 2020, an application was filed with PNC Bank for a loan in the amount of \$448,300.00 under or through the PPP to pay eight (8) weeks of salaries and benefits to Church and WECEP employees and certain other approved non-payroll costs. The loan was subsequently approved and the loan documentation was executed by the Corporation's Treasurer and Secretary and the loan was funded on April 30, 2020. The Treasurer, the Church's Business Administrator and members of the WECEP Board are working to disburse the loan proceeds in accordance with applicable PPP disbursement and loan forgiveness provisions. The Clerk proposed a motion that Session formally acknowledge and approve actions taken to apply for and obtain the PPP loan, including application for the loan and execution of the loan documents

by the Treasurer and the Secretary of the Corporation. Upon receipt of a second to the motion and subsequent discussion thereon, Session voted unanimously to approve the motion.

Annual Election of Church Officers

Article VI, Section 6.3 of the Corporation Bylaws provides that Session shall elect a president, a treasurer and a secretary. The secretary shall be the Clerk of Session. Present officers of the Corporation are Patrick McClintock-Comeaux - President, John Null - Treasurer, and Brian Peck – Secretary. These officers were asked whether they were willing to continue to serve in their posts if re-elected, and affirmations were received from each officer. Dr. Lancaster asked for any nominations for president or treasurer from the floor. Receiving no additional nominations, upon motion duly made and seconded, Session voted to elect Patrick McClintock-Comeaux as President, John Null as Treasurer, and Brian Peck as Secretary of the Corporation for the calendar year 2020.

WECEP Insurance Claim

The Clerk advised Session that on May 11, 2020, Brotherhood Mutual Insurance Company reaffirmed its prior rejection of a claim for losses due to actions of the Church's former Business Administrator filed on behalf of WECEP, LLC. Having only recently received the insurance company's response, Church's counsel was not ready to render an assessment of the insurance company's response and evaluation of costs associated with further pursuit of a recovery on the claim if amicable resolution of the claim is unsuccessful. It was determined that receipt of Church counsel's update and recommendations will be addressed at Session's June regular meeting.

WECEP Issues

Reverend Rogers advised Session that parents of two children enrolled in WECEP's kindergarten program have demanded refunds of tuition payments due to the kindergarten closure mandated by the Governor in the wake of the Covid-19 pandemic. One set of parents have threatened legal action if a refund is not received. WECEP's Board of Directors seeks guidance from Session on how to respond.

Session engaged in a lengthy discussion of options to be considered including the inability of any kindergarten program to offer in person socialization experiences during the state-mandated school closure caused by the pandemic and WECEP's effort to provide a Pennsylvania Department of Education certified online curriculum to ensure each kindergarten student's successful completion of the kindergarten curriculum. At the conclusion of the discussion, a motion containing two alternative options was presented and seconded, specifically that WECEP provide the refunds demanded, or that WECEP refuse to make said refunds. Session voted to advise WECEP's Board of Directors to refuse

to make the refunds. Reverend Rogers will advise WECEP's Board of Directors of Session's determination.

Vision Task Force Covid-19 Guidelines

Dr. Lancaster reviewed and received approval for written COVID-19 Guidelines prepared by the Vision Task Force and distributed to Session prior to the meeting. A copy of the Guidelines is attached to these minutes. Dr. Lancaster will issue a letter to the congregation advising members of the adoption of these guidelines.

COMMISSION & COMMITTEE REPORTS AND ACTIONS

Finance. Elder Lee reviewed a written Finance Commission report for the period ending April 2020 which had been distributed to Session members along with a Summary Analysis of Revenues and Expenses for April 2020 prior to the meeting. Current cash position remains favorable. Review and reorganization of restricted accounts has been completed but due to a prioritization effort now in progress, the Commission has revised its timeline to present its final recommendation to Session to no later than the end of the year. The Internal Audit Committee also decided to defer an external audit of the Church's finances to 2021, certifying that such a deferral is not in conflict with the Church's obligations under Section G-3.0113 of the Book of Order.

Property. Elder Galbreath reported that restoration of the Spire and repaving of the Church parking lots, funded by Forward on Faith contributions, will begin shortly.

Stewardship. Elder Heilman reported that the Commission is focusing on reinforcing the congregational commitment stewardship in its upcoming stewardship campaign.

Children and Family Ministry. Reverend Rogers reported that this year's vacation bible school will be provided online. Announcements will be sent out by email and in the Spire.

PASTORS' REPORTS

Dr. Lancaster provided Session with the names of the persons recently appointed to the WROC Advisory Board. Dr. Lancaster also indicated a growing concern that persons living through the current pandemic may decide that they don't need church anymore. He also expressed his deep appreciation for the work done by Church staff during the course of this pandemic.

Rev. Rogers noted that May 31 will be Pentecost Sunday. She also expressed her appreciation for the special offering received to support a special food collection for

Pittsburgh children with no current access to schools and school meals. Arrangements can be made to drop off items at the Church.

Rev. Freyer reported that a special meeting of Session has been scheduled for Sunday, May 31, 2020 at 5:30 p.m. to welcome members of the Spring 2020 Confirmation Class.

ADJOURNMENT WITH PRAYER

There being no further business, the meeting was adjourned with prayer at 8:50 p.m. The next regular meeting of Session will be held on June 15, 2020. A special meeting of Session has been scheduled for Sunday, May 31, 2020 at 5:30 p.m. to welcome members of the Spring 2020 Confirmation Class meeting of Session

IMPORTANT DATES

May 31 – Pentecost Sunday

Respectfully submitted,

H. Brian Peck
Clerk of Session

Attachment:

- Vision Task Force Covid-19 Guidelines for Governor's "Yellow Phase" of Reopening

Date approved: June 15, 2020

**Westminster Presbyterian Church
Vision Task Force COVID-19 Guidelines**

Bruce Lancaster

A Vision Task Force was formed to develop policies and guidelines for the programs and usage of the church, including worship, during the current pandemic. This Task Force will adhere to CDC and Department of Health guidelines as we work to build the confidence and comfort of church members in returning and being in a group setting.

Effective May 15, 2020, Allegheny County will be in the "Yellow Phase" of reopening as outlined by the Governor with the following restrictions. Those that have direct bearing on the church are highlighted:

Work & Congregate Setting Restrictions

- **Telework Must Continue Where Feasible**
- **Businesses with In-Person Operations Must Follow Business and Building Safety Orders**
- **Child Care Open Complying with Guidance**
- **Congregate Care and Prison Restrictions in Place**
- **Schools Remain Closed for In-Person Instruction**

Social Restrictions

- **Stay at Home Restrictions Lifted in Favor of Aggressive Mitigation**
- **Large Gatherings of More Than 25 Prohibited**
- **In-Person Retail Allowable, Curbside and Delivery Preferable**
- **Indoor Recreation, Health and Wellness Facilities (such as gyms, spas), and all Entertainment (such as casinos, theaters) Remain Closed**
- **Restaurants and Bars Limited to Carry-Out and Delivery Only**
- **All businesses must follow CDC and DOH guidance for social distancing and cleaning**
- **Monitor public health indicators, adjust orders and restrictions as necessary**

The Vision Task Force recommends the following guidelines while operating in the Yellow Phase:

1. **WPC must follow CDC and DOH guidance for social distancing and cleaning.**
 - Stay 6 feet from others.
 - Wash hands often.
 - Wear masks while at the church.
 - Take your temperature prior to entering the church building.
2. **WPC will continuously monitor public health indicators, adjust orders and restrictions as necessary.** Decisions and actions will be made by balancing the

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safety of our church community with the mission to serve the gospel, to provide for the nurture of our members, and to care for those who are hurting.

3. **Telework will continue where feasible.** The church will continue operating on a limited, rotating staff at the church. Protocol for working at the church is as follows:
 - Anyone entering the building must sign in/sign out. This would provide for contact tracing, if necessary.
 - Hands to be sanitized upon enter the building.
 - Two people can meet in an office. No more gathering in the staff break room.
 - Upon leaving an office, stop at the door and, like crossing the street, continue if clear. And like traffic, when two are approaching in a hallway, one person yields by stepping into a vacant room or backing up.
 - Offices will be cleaned on a weekly basis.

4. **The Child Care Center can reopen.**
 WECEP is working on a plan to reopen the Child Care Center, and it will be presented to the Session for its approval. Strict protocols for cleaning the rooms and providing safety measures for Staff and children must be part of the plan.

5. **Gatherings of more than 25 are prohibited.**

6. **Gatherings of up to 25 are restricted to the Sanctuary, Fellowship Hall, and the Gym.**
 Protocol for large gatherings is as follows:
 - All worship services will be online, whether through Zoom or recorded.
 - Weddings and funerals can be held in the appropriate space with 25 or less (including Pastors) in attendance. See APPENDIX 1 for additional protocols.
 - Other gatherings, under 25, are permitted per the Governor's guidelines.
 For example:
 - Food to Go can have 5 to 7 people in Fellowship Hall to put together the food bags, all with proper social distancing, protective measures, and cleaning the room;
 - The Blood Drive will have less than 25 in attendance at one time, requiring pre-registration, and provide professional cleaning for the program;
 - Samaritan Counseling Center, Ed Sutter, and pastors could meet with individuals for counseling sessions with proper social distancing, protective measures and room cleaning.

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7. **Any gathering held outside of a staff office should be scheduled with Peg Kinsey two days prior so that this event can be put on the church calendar and the room can be cleaned.**
 - If a need arises for more than two people to meet, only Rooms 176, 208, 231, and 238 provide acceptable space for no more than 4 people to meet
 - with proper social distancing. All CDC guidelines (see Number 1) must be observed.

8. **In the event that a person who is confirmed COVID-19 has been in the facility, the church must close temporarily and follow the CDC recommended procedures as detailed in Appendix 2.**

9. Energy, intelligence, imagination, and love must be directed to what we can do together while we are alone. We should plan for this to last a long time, and be ready to respond if it doesn't. **We need to invest in online effectiveness in our Adult, Youth, Children, Congregational Care, Giving, and all our ministry areas.** For example, WROC offerings can stay visible through Facebook, YouTube videos, or onsite Zoom fitness recordings.

The Vision Task Force recommends that these guidelines, with protocols, be in place through July 31, 2020 at which time they will be reevaluated by the Vision Task Force.

In the next 3 weeks, the Task Force will finalize the detailed plans which underlie this summary of our recommended protocols.

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APPENDIX 1 – Weddings and Funerals Protocols

WEDDINGS:

- Online streaming and/or recording of the service will be offered if possible.
- Masks must be worn.
- The bride and groom will be exempt from wearing a mask. The individual(s) walking the bride down the aisle can temporarily remove their mask at that point in the ceremony.
- All seating will be pre-set so that proper social distancing is observed.
- There will be no reception or group pictures at the church.
- Brides will not be able to dress at church- the Bride and attendants will be in the Chapel prior to ceremony
- Groom and groomsmen will be in Fellowship Hall prior to ceremony.
- Photos can be taken in courtyards, chapel, FH, Sanctuary, out front. No large group pix.
- No receiving line
- Music Department agrees to play at the services
- Clergy agrees to officiate at the services
- Wedding coordinators will assist in seating and dismissing guests
- These protocols will be enforced by WPC's wedding coordinators.

FUNERALS:

- Families can gather in Memorial Parlor/pastor's office prior to service?
- CDC Guidelines during service
- Ushers or attendant will need to seat people for service
- Receiving lines?
- No receptions
- Bulletins will have to be provided on the pews or not at all
- Notify congregation that services can still be held at church
- Columbarium prayer services still available.

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APPENDIX 2 – Procedure if there is a confirmed COVID-19 case in the church

- Close the church immediately.
- Notify and coordinate with local health officials.
- Initiate contact tracing based on the sign in / sign out lists.
- Thoroughly clean and disinfect areas used by the ill individual.
- Implement strategies to continue essential services for the congregation.
- Communicate with staff, volunteer and members about the situation while maintaining the confidentiality of the individual who is a confirmed COVID-19 case.

Make decisions in consultation with local health officials about extending the closure of, or limited access to, the facility