

Minutes of Woodridge Congregational Church

Special Executive Board Meeting

April 8, 2020

A special Executive Board meeting was held by telephone conference due to the coronavirus pandemic situation. Present on the call were Scott Spencer, Nancy Quintiliani, Martha Ryan, Grant and Marsha Southard, Laura Dillon, Bob Cole, Ray Perrotta and Moderator Carmen Steinbrecher;

Courtney Lombardi and Deb Moretti were not present.

The Moderator called the meeting to order at 7:05 pm.

Reverend Spencer opened the meeting with a prayer.

Scott began with his Pastor's Report. The weekly worship service will continue on line. Bob Ryan will do filming; Eric the music and Scott leading worship and preaching. No other special services are planned or needed at this time. Communion (on line); baptisms cancelled for now. For Children and Youth Ministeries – there is no Sunday School for this period. Scott will include a children's message to the weekly worship. There are no youth group or mission trip at this time. Scott will attempt to finish confirmation through the use of Zoom and phone calls. Temporarily scheduled at this time is Confirmation Sunday on May 31st and Children's Day on June 7th. The food pantry is still open but the Lenten collection for Buffam Chace Center has concluded. Based on results from the survey, for community connection and support, the WCC website will be posting a "God Moment" on M/W/F to share a brief reflection and share prayer concerns; one on one matching for those most need of a call or card with those members of the congregation that said they would do this. Scott is making weekly phone calls to the elderly and WCC's most isolated members. He is thinking about starting a weekly Bible study using Zoom. Probably not up and going until end of April or May. The office will be covered daily from 9 to 1 pm. Scott will be working remotely from his home. Scott spoke with Rick Therrien regarding limiting the number of counters as well as providing gloves and masks for them.

Treasurer's Report: Ray indicated that he had not heard back from Cadence Education regarding our proposal that the rental payments not made during this pandemic be repaid back to WCC at the rate of an additional \$1,000/month over and above their present rent when they are up and running again. Additionally, Ray indicated that he had prepared the paperwork to file for a Paycheck Protection Loan through the Federal Government and the SBA and managed by Washington Trust Company. 75% of loan is required to be used for payroll and 25% can be used for rent, mortgage payments, utilities. A motion was made by the Board to authorize Ray to move forward with this loan. Motion carried. Ray will keep the Board apprised of how the loan application is going.

Scott asked Ray and Grant about sending out a pledge/donation appeal letter to the congregation. It was decided to wait a few weeks to see how the collections come in before a letter is sent.

Worship Report: Nancy and Martha indicated that there were 26 Easter plants purchased. The plants will be available for pickup during normal office hours.

Membership & Fellowship: As a result of the Governor's extension of her Executive Order regarding social distancing and banning groups larger than 5 people, the Almost May breakfast has been cancelled and it was decided not to reschedule at this time.

Service: On April 11th the Food Pantry will be open. Bob and 3 other members of his team will be passing out food using social distancing and safe measures. There will be no checking of identification and the food bags will be passed out outside of the building. Bob's team will be using gloves and masks.

Pastoral and Staff: Scott dropped from the call at this point. P&S met on Tuesday evening, April 7th, via Zoom. They recommend taking the following actions while church services and activities are suspended. Scott has offered to take a reduction in salary as he has fewer duties with the church closing (no meetings, no visiting, less time to prepare for recorded service.) He will be working from home. Ray recommended a 10% reduction. (\$320.00/month). Eric is working approximately 6 hours a week (preparing for recorded worship, playing at recorded service.) Ray recommends paying him \$180/week. Eric offered to take \$150/week. (\$433/month). Hope has asked to step away from her duties as Sunday School coordinator. Parents expressed minimal interest in using supplemental materials to use at home; they have enough to do. There is no curriculum to prepare, no meetings. She is busy as parent/teacher/etc. at home. (\$666/month). Karin will not be playing the organ until church services resume. We have agreed to honor her contract to pay 26 Sundays this year. Marie will have a minimal amount of cleaning to do. Reduce her time to once a week; cleaning the bathroom, hallways, sanctuary after the service is recorded. Recommended to reduce her pay by half. (\$336/month). Dan duties after Easter should be less but this is not confirmed. He still has to manage the church website, constant comment, emails, weekly newsletter, pay bills. The office will remain open during the shutdown and Scott will not be in the office and it will require Dan to be in the office 5 days. Dan's regular schedule is 9-1 but if his duties are measurably fewer, P&S is recommending he work 5 fewer hours per week. P&S will assess the situation every two weeks to make sure Dan feels comfortable working in the office and he has a realistic workload for the time he is there. Ray is recommending a 10% reduction. (\$185/month).

Ray indicated that if WCC is approved for the Paycheck Protection Loan, WCC will be able to reinstate all employees to their full salary.

A motion was made to approve Pastoral and Staff recommendations for reducing staff schedules and salaries while church services are suspended. Motion carried.

Moderator made a motion to accept the April 1, 2020 Executive Board Special Meeting Minutes as printed. Motion carried. It was also decided that the April 15th EB meeting is cancelled and that at this point, meetings are on hold unless something comes up that Committee members feel require a meeting.

The meeting adjourned at 8:19 pm.

Respectfully Submitted,

Carmen Steinbrecher, Moderator