

**In the Loop**  
**English Commission of the Presbyterian Church in Chinatown**  
**June 16, 2020 Meeting Summary**

**Presbytery of San Francisco Report**

Rev. Brian Camara is the new Committee on Ministry (COM) Liaison assigned to PCC-SF.

**Committee Reports**

1. Mission and Evangelism

a. Food Pantry

- i. The Food Pantry has received funding from the Department of Aging and Adult Services for five consecutive years. Though the contract will expire this month and due to complications resulting from the public health crisis, an additional \$11,700 has been awarded to cover operational costs through December; however, all program participants will be required to re-enroll as a condition for accepting the award.

ii. Health Screening

1. Nancy Chee brought an infrared non-contact thermometer to check the temperatures of all Food Pantry volunteers on June 13. Of all who were tested, only one person seemed to be less receptive to participating in health screening. Temperature checks are also carried out routinely at the Cameron House food pantry.
2. Nancy also conducted an informal health screening of all volunteers as recommended by the City and County of San Francisco consisting of three questions: (1) Within the past 10 days, have you been diagnosed or tested positive for COVID-19? (2) Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for, or tested positive for, COVID-19? (3) Have you had any of the following (symptoms) in the last 24 hours such as a cough or shortness of breath? [https://sf.gov/sites/default/files/2020-06/HealthScreeningQuestions-11x17-061020\\_0.pdf](https://sf.gov/sites/default/files/2020-06/HealthScreeningQuestions-11x17-061020_0.pdf)
3. **Action:** MSP to conduct routine temperature checks of all Food Pantry volunteers at the beginning of a work shift.

b. Back to School Supplies Project

**Action:** The Commission approved the Mission & Evangelism committee's request to conduct a special offering to raise funds towards the purchase of back-to-school supplies for Single Room Occupancy Housing (SRO) children.

The target date of the special offering hasn't been set, but the end of July is a possibility. In the current context of sheltering in place, an alternate approach is needed to continue this mission activity and demonstrate our ongoing support for SRO children. Announcements and instructions will be forthcoming.

2. PCC/CH Partnership

- a. Cameron House hosted a virtual gathering on June 16, a time for sharing informational updates such as the agency's increased reliance on virtual services, program staff reports and the recent successful fundraising campaign.

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- b. The CH/PCC healing journey video is available at [www.ourhealingjourney.org](http://www.ourhealingjourney.org). The Healing Task Force seeks to expand the awareness and viewership of this vital resource and lend support to other faith communities traumatized by sex abuse.
3. Resource
  - a. Landfill & Recycling – During a prolonged closure of the church building, Wayne Eng has made a special effort to continue cleaning up the basement and make use of the recycling and landfill bins that would otherwise go unused.
  - b. Paycheck Protection Program (PPP) - There was discussion about applying for a Small Business Administration (SBA) loan for the church. This funding opportunity will be referred to the Commission for review.
4. Worship & Nurture
  - a. People continue to express their appreciation for the opportunity to participate in livestreamed worship services and teatime.
  - b. In the area of music, Dave Miller and Norma Fong Chan have been researching best practices in virtual worship of other Presbyterian music and choir directors. One recent enhancement is the addition of a featured piece of music as a postlude (after worship has concluded). In the weekly email communications to the EWC, Dave will introduce *music selections of the week* with supplemental web links to engage the EWC in preparing for the Sunday service.
  - c. Website Usage – User traffic has doubled since mid-March and generally peaks towards the end of the week, presumably when people are looking for links to the worship service.
5. Mission Study Team (MST)
  - a. Presbytery guidelines on mission study have been distributed to the MST. The next orientation meeting will be held on Sunday, June 21.
  - b. Over the course of eight or more months of MST deliberations, Pastor Don isn't planning nor is he expected, to attend every meeting.
6. Nominations – First meeting of the year was held on June 7. The committee includes Nancy Chee, Pam Jang, Lianne Leong, Kathy Tong and Mary Wong Leong.
7. Personnel – **Tabled** – The discussion on 2020-2021 Goals of Interim Ministry under Old Business was tabled so that additional time could be given to New Business and the issue of developing guidelines for re-opening the church.

## Treasurer's Report

1. For the current year to date, the budget is operating with a surplus of \$4,380.
2. Beginning June 1<sup>st</sup>, expenses will increase in the areas of salary, housing, and Board of Pensions contributions to reflect changes to the Interim Minister's contract for 2020-2021 based on the Consumer Price Index for the San Francisco area.

## New Business

1. Guidelines for Re-opening the Church
  - a. San Francisco Presbytery hasn't updated its guidance to member churches since May 26.
  - b. Insurance Coverage: Of the four insurance carriers, only one – Church Mutual – provides coverage in the case of pandemics. The coverage limit is \$1M per individual and a total of \$3M per incident. Regarding the re-opening of the church, our insurers advise that we follow the guidance of local government. If and when

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the church re-opens, we may consider adopting the practice used by other organizations and asking participants to submit liability waivers.

- c. Current Status of Building Use
  - i. Pastors Don and Ronnie work in their offices to varying degrees and follow precautions such as physical distancing and wearing masks. Pastor Israel is temporarily on leave from his position in accordance with the requirements of his immigration visa status.
  - ii. Food Pantry – Effort is made each Saturday to clean up high-touch areas in the building that are used by the volunteers and participants.
- d. Next Phase of Re-opening the Church
  - i. **Action**: MSP to resume production of livestreamed worship services from the sanctuary beginning Sunday, July 12 assuming there are no official orders that require us to change our plans.
  - ii. Capacity: The production team will be limited to a maximum of 7 persons, preferably fewer, as was previously decided at the March 31 Commission meeting. The team of 7 includes the preacher (Don) and tech support (Dave, Nancy). Having the liturgist and scripture readers on site is preferred, but not required; however, livestreaming entirely from the sanctuary will simplify the technical aspects of the production significantly. Allowances may need to be made to accommodate other members from the same household who provide indirect support to worship such as spouses who serve as drivers.
  - iii. **To Do**: Pastor Don will announce to the EWC and co-pastors of our plans to continue offering virtual worship through summer. The timeline for re-entry to the church building remains unknown.
  - iv. Chinese Christian Union members agreed that their respective churches will remain closed till September 2020.
2. Paycheck Protection Program
  - a. The Paycheck Protection Program is a low interest loan designed to provide a direct incentive for small businesses to keep their workers on the payroll. The Small Business Administration (SBA) will forgive loans if all employees are kept on the payroll for eight weeks and the money is used for payroll, rent, mortgage interest or utilities.
  - b. After a lengthy discussion weighing the merits and obligations of the loan program, no motion was made.
3. Statement against Racism

After a draft statement is written, it will be brought to Mission & Evangelism for review.
4. Writing Campaign – Inclusion of Portsmouth Square in the 2020 Health and Safety Bond Measure Scope of Work

**To Do**: Jeanette and M&E will develop a letter of support for Chinatown based on Rev. Norman Fong's sample that will be used by the EWC in this letter writing campaign to City Hall.

## Calendar of Events

- July 5 Communion
- July 7 Mission & Evangelism, Worship & Nurture committee meetings
- July 10 Interfaith Immigration Vigil
- July 12 Resource committee meeting

MSP = Motioned, Seconded, Passed

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- July 21 Commission meeting
- July 21 Mission Study Team meeting
- July 28 Deacons meeting
- July 28 Nominating Committee meeting
- August 25 Presbytery meeting