

Empowered by God's Love Through Christ, We Welcome, Celebrate, and Serve our Community

In the Loop Summary of the August 2020 Commission Meeting

Presbytery of San Francisco Report

The West Bay Region of San Francisco Presbytery will be meeting on September 12th to review and vote on funding recommendations by the Fund Your Vision Committee. Every church in the West Region gets one vote by their representative who attends the meeting. Jeanette Huie currently sits on the FYV Committee and cannot vote for PCC. Some names were presented as a PCC representative and Jeanette will ask if any are available to attend and vote at the September 12 meeting.

Committee Reports

1. Mission and Evangelism
 - a. Back to School Gift Cards – Gift cards were distributed to 172 families on August 15 at the church. For clients unable to attend, CCDC will be responsible for distributing the unclaimed gifts. A total of \$4,000 was raised to purchase 200 gift cards for SRO children to buy back-to-school supplies.
 - b. Cranes – A total of 720 origami cranes were crafted for this peacemaking effort. Jeanine Lim Chan delivered the flock of cranes to Tsuru for Solidarity.
 - c. Food Pantry – 140 family units are currently served each Saturday. 5-6 new enrollees are added each week; however, new enrollee processing continues to be backlogged at the SF/Marin Food Bank. The Human Services Agency of San Francisco notified CCDC that the Request for Funding Proposal (RFP) application for grant renewal is due September 1. Susie Wong and Jeanette Huie are working with CCDC to complete the renewal application.
 - d. M&E requested and received confirmation to designate October 4 for the PCUSA peacemaking offering and November 8 for Hunger and Homelessness Sunday.
2. PCC/CH Partnership – Pastor Don was invited to attend the August meeting of the CH Board of Directors; however, he asked to reschedule due to a time conflict with the Presbytery meeting.
3. Resource
 - a. Stewardship Minute – EWC committees will be offering a Minute for Stewardship each Sunday from August - October and reporting on our diverse ministries.
 - b. Custodial service has been reactivated on a monthly basis and will ramp up as building usage increases.
 - c. Security Cameras – Dave Chan utilized his surplus equipment to expand security camera coverage of the church property. Now there are approximately 7-8 indoor and 4-5 outdoor security cameras installed.
 - d. On August 29, a team of volunteers (Scott Barlow, Terry Leong, Winchell Quock) organized by Wayne Eng will be sealing the cracks that have formed where the building exterior meets the pavement to mitigate damage to the seams as a result of regular power washing.
4. Worship & Nurture
 - a. Worship – The committee receives little feedback on the worship experience and invites worshipers to share their comments. It was pointed out that the community appreciates Jean Chin's artistry as expressed through floral arrangements each week and Dave Miller's slideshows that remind us of our church family while apart from one another.

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- b. Worship Planning Team - With recent departures, the team is shorthanded with three active members (Dave Miller, Linda Lee, Pastor Don) and seeks volunteers to support this important hour of church life. Ed Kam continues to coordinate the staffing schedule of liturgists and readers.
 - c. Committee Budget – This time of virtual worship services has underscored the need to increase the budget for music acquisition. A question was raised about whether the committee has discretion to use its unspent funds and redirect monies from one allowable expense to another during the budget year.
 - d. **Action:** In this extended time of sheltering in place, it was MSP to add \$500 to the 2021 W&N budget for music acquisition to support livestreamed worship services.
 - e. **Action:** MSP to formally express the Commission's appreciation for the unique and timely contributions of Dave Miller whose contributions in vital areas such as music, slideshow presentations, and electronic communications have helped to enrich the quality of worship and congregational life in these unprecedented times of COVID-19. Further, Dave will be presented with a gift as a token of our community's appreciation for essential services rendered at a critical time in the life of the church.
5. Mission Study Team (MST)
- a. Pastor Don and the MST seek to actively engage and inform the worshipping community through upcoming communications about the mission study process.
 - b. **Action:** MSP to support the MST's efforts to communicate monthly with the EWC.
6. Nominating
- a. Pam Jang is serving as committee chair.
 - b. Elders – Diane Go and Nancy Chee will be termed out in 2020 after completing six consecutive years of service as ruling elders.
 - c. Deacons – Based on revisions to the PCC bylaws in 2018, language that defined the term of office was eliminated; therefore, the English Commission was allowed discretion to reduce a Deacon's term of office from three to two years. Of the three worshipping communities, only the EWC has an active Board of Deacons.
7. Personnel
- a. The Interim Pastor's assessment and planning process took 15 months to complete in this first attempt of linking planning with annual performance review. Next year the aim is to improve by completing the process in 12 months.
 - b. In this time of interim ministry, the Commission played a lead role in this first attempt at pastoral evaluation. For 2021, the Personnel Committee will assume these responsibilities in collaboration with the pastor and Commission.
 - c. **Action:** MSP to adopt the revised position description of the Interim Minister for June 2020 – May 2021. (See pages 4-5)
8. Deacons
- Deacons Plus (the deacons plus an expanded team of volunteers) has mobilized for a second round of checking in with the entire English Worshipping Community.

Treasurer's Report

For the month of July, there is an operating surplus of \$1,416.50. Winchell announced that the year-to-date total has a positive variance of \$8,782.69.

MSP = Moved, Seconded, Passed

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Old Business

Planning for reopening of the Church (Continued)

- a. Dave Chan & Pastor Don are planning for a time to experiment with an alternate mode of delivering worship services remotely as a back-up system to the current form of livestreaming.
- b. Post-Session Meeting Follow-up
 1. Reactivating the Building & Finance committee is one strategy for reengaging elders across the three worshipping communities and promoting inter-commission collaboration.
 2. Translation Services – Oral and written translation is another area that needs attention to conduct trilingual Session meetings.
 3. **To Do:** Solutions are needed that will ensure accuracy, reliability and consistency of translation across three languages. How much does translation service cost per hour? Should we hire interpreters from the outside to ensure objectivity? Do we need both oral and written translation assistance?
 4. Dave Soohoo will disseminate public health and safety advisories published by our insurers that can be used as resources to develop guidelines for reopening the church.

New Business

Commission Retreat – Scheduling a date – **Tabled**

Calendar Dates

- September 1 M&E and W&N committees
- September 13 Resource committee
- September 15 English Commission
- September 20 Mission Study committee
- September 27 Deacons

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Interim Minister Position Description for 2020-2021

Revised & Approved August 2020

(Note: Revisions to the position description are printed in blue)

Responsibilities

You will be one of the co-pastors serving all three worshipping communities of the PCC, with primary responsibility for the English ministry. As an Interim Co-Pastor, you will participate in leadership relationships across the three worshipping communities. **Four** major categories of responsibility are:

Worship & Nurture (in the wake of the COVID-19 Global Pandemic)

- Plan worship; preach primarily during the English service; serve Communion as scheduled
- Recruit and assign preachers as needed
- Christian education
 - Lead and teach Bible studies
 - Participate in and facilitate retreats with church members
 - Counsel and teach classes for persons interested in membership
- Participate in Worship & Nurture committee meetings

Pastoral Care (in the wake of the COVID-19 Global Pandemic)

- Provide home visits and moral support to those in need, including those who are sick, homebound, grieving, and/or going through major life transitions
- Nurture community members who drop in at the church including unhoused people
- Provide pre-marital counseling
- Counsel parents interested in having their child baptized
- Nurture lay persons to lead
- Strengthen our skills in evangelism that will help bring others to Christ

EWC Deacons

- Support and encourage increased Deacon contact with the congregation through the COVID-19 global pandemic
- Provide ongoing support and development of Deacons in their work
- Attend Deacons meetings

Church Administration (in the wake of the COVID-19 Global Pandemic)

- Maintain membership in the Presbytery of San Francisco; attend Presbytery meetings
- Maintain regular communication channels between EWC Commission and members of the congregation
- Provide support and guidance to the Mission Study team
 - Facilitate orientation and training of the MST
 - Help the MST engage the congregation and coordinate with the Commission as needed
- Leadership development
 - Coordinate or participate in co-pastor meetings
 - Plan and lead church officer and EWC Commission retreat
 - Facilitate training of elders and deacons

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- Moderate EWC congregational meetings
 - Moderate monthly English Commission meetings
 - Participate in the Building & Finance and the Personnel committees
- Supervise part-time administrative staff or volunteers; answer the door and phones as needed
- Moderate Session meetings
 - Organize and/or delegate Session agenda, planning and documentation
- Serve as pastoral liaison with Cameron House and participate in CH/PCC Partnership meetings
- Attend CH/PCC Healing Committee meetings
- Serve as a resource to and attend EWC committee meetings including Resource and Mission & Evangelism
- Participate in and represent PCC at community events and meetings