

In the Loop

An Overview of the English Commission Meeting of March 15, 2022

Committee and Other Reports

1. Mission and Evangelism
 - a. Cindy Joe made a recommendation for the church to contribute to the International Rescue Committee (IRC) that helps refugees from Ukraine. The IRC currently provides humanitarian aid in Poland. <https://www.rescue.org>
 - b. Whitney Tom also requested a contribution to the United National Human Rights Council: [URGENT: You Can Help Displaced Families | USA for UNHCR \(unrefugees.org\)](https://www.unhcr.org/refugees-usa/)
 - c. MSP to give \$250 each to IRC and UNHCR.
 - d. Organizational Liaisons – Committee members have begun their work as liaisons to various agencies with the aim of identifying ways of strengthening church support for and connection with these organizations and their missions.
2. Resource
 - a. Pastor Don reported on a recent incident in which the building’s alarm system was triggered and couldn’t be disabled for 45 minutes. The issue was temporarily resolved by removing the alarm panel battery and rebooting the system.
 - b. **To Do:** Dave Soohoo will provide the church staff and leadership with copies of the alarm system operator manual should another malfunction occur.
 - c. ATT Fiber – A work crew is scheduled to resume work on March 16th and possibly activate the system for church use on a provisional basis.
3. Worship & Nurture
 - a. Nurture – The committee delved deeper into the topic of nurturing our young adults. Time was spent discussing our community’s history of young adult ministry and identifying what our young adults need from the church community.
 - b. Online worshipers have a hard time hearing requests for prayer made in person. We will encourage people to write their prayer requests as they enter the sanctuary so the liturgist can read the requests aloud.
 - c. Estimated attendance figures for February –

	Online	In Person	Total
02/06/2022	65	17	82
02/13/2022	71	18	89
02/20/2022	56	18	74
02/27/2022	50	29	79

- d. Committee members described how busy they are working on one project and deadline to another. There isn’t time to pause and think and see the whole picture of their work. There’s a sense of treading water as fast as they can and trying to catch up to the work that’s expected of them.
4. Pastor’s Report
 - General Assembly Commissioner
 - 1) The presbytery elected Pastor Don to serve as commissioner to the 2022 PCUSA General Assembly.

- 2) He anticipates being away for 13 days to fulfill his obligations in Louisville, KY. The General Assembly will be meeting both in person and online June 18 – July 9. His leave of absence will be covered by a combination of vacation and continuing education time off.
 - 3) Pulpit supply coverage will be needed on June 19, and July 3 and 10.
5. Treasurer’s Report

	February 2022	Year-to-Date
Total Receipts (A)	\$42,256.36	\$59,580.25
Total Expenses (B)	\$16,909.86	\$37,288.61
Surplus/Deficit = (A-B)	\$25,346.50	\$22,291.64

Budget Notes

- 1) \$50,000 in cash reserves will be transferred to the Synod account to earn more interest; however, there is talk of the 1% guaranteed interest rate being reduced.
- 2) Christmas Joy Offering – Funds collected for this special offering are transferred to the presbytery who, in turn, transmit the funds to General Assembly.

Old Business

Debriefing on the Session Meeting

- a. Food Pantry (Report can be found on pages 4-6)
 The Session received the Food Pantry report prepared by Jeanette Huie and Susie Wong that summarized the history of PCC’s involvement as a sub-contractor of CCDC, highlighted the program’s accomplishments, and described the Pantry’s impact on care for the elderly in Chinatown. There was a follow-up discussion about a range of topics such as the program’s funding and budget, staffing, and contract renewal with the Department of Disability and Aging Services.
- b. Singing at Worship
 - i. **Action:** By unanimous consent, the Commission accepted the guidance of the Session that permits the EWC to resume congregational singing with masks on beginning Sunday, March 20th.
 - ii. **To Do:** The Session agreed to convene a special meeting to discuss and act on additional recommendations to ease health and safety restrictions as warranted.

New Business

1. Updated Status of Committee Assignments for 2022

Assignments	Elders
Mission & Evangelism	Ed Chin (Chair), Jeanette Huie, Heidi Wong*
Resource	Dave Soohoo. (Chair), Winchell Quock, Annie Wong
Worship & Nurture	Dave Miller (Chair), Mildred Hall
Nominating	Carl Jew*
Personnel	Carl Jew (Chair)
Commission Secretary	Carl Jew

*New appointments as of this meeting for 2022

2. Parish Associate
 - a. Pastor Don presented guidelines on parish associates and the relationship formed between a parish associate, English Co-Pastor, English Commission, and Presbytery of San Francisco.
 - b. The objective is to begin using this standard template in the development of future parish associate agreements.
3. Interim Ministry Contract, Year 4, June 2022 – May 2023
 - a. Mutual interest was expressed by the elders and Pastor Don to extend the contract for a fourth year beginning June 1, 2022.
 - b. The Commission will aim to approve the interim ministry contract at the April Commission meeting in preparation for final approval by the Presbytery’s Committee on Ministry on May 5th.
 - c. **To Do:** Carl Jew will develop the interim minister’s 2022-2023 contract proposal prior to the April 19th Commission meeting.
4. Koinonia Volleyball/CROWN Basketball
 - a. Stuart Go approached Pastor Don asking whether the Commission intends to support participation in the 2022 summer recreation leagues. A discussion was held to weigh the pros and cons of participation and assess the level of interest of our youth, young adults, and volunteers.
 - b. **Action:** MSP to not accept the invitation to participate this year and revisit the opportunity next year.

Calendar Dates

April 3	Fifth Sunday of Lent
April 5	M&E and W&N Committees
April 10	Palm Sunday
April 10	Resource Committee
April 14	Maundy Thursday
April 15	Good Friday
April 17	Easter Sunday
April 17	One Great Hour of Sharing Special Offering
April 19	English Commission
April 24	Board of Deacons
May 3	M&E and W&N Committees
May 8	Resource Committee
May 10	Presbytery of San Francisco Meeting
May 17	English Commission
May 22	Board of Deacons
May 29	English Consistory
May 30	Memorial Day Holiday Observance
May 31	End of Interim Ministry Contract, Year 3

PCC FOOD PANTRY REPORT
Presented to Session March 13, 2022

Chinatown CDC receives a grant from San Francisco’s Department of Disability and Aging Services (DAS) to operate a weekly food pantry for Seniors and Disabled Adults who live in District 3 and Single-Room Occupancy (SRO) buildings. District 3 includes Chinatown, parts of North Beach, Financial District, and Nob Hill.

In 2015, Chinatown CDC approached PCC to take over operations of the food pantry and the Session approved this on June 12, 2016. After many months of planning and preparation, PCC became a Sub-Contractor of Chinatown CDC on September 14, 2016 and the first day of operations was October 1, 2016. Since that time the number of recipients has doubled. In 2021, Chinatown CDC’s grant was renewed for another 4-1/2 years and PCC currently receives \$24,280/year for our services. The funds are budgeted to cover the cost of staff.

As the sub-contractor, PCC needs to adhere to the DAS grant requirements and our agreements with Chinatown CDC and the San Francisco-Marin Food Bank. One of the requirements in the grant states “Grantee will ensure there is a sufficient number of qualified staff, paid and/or volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the consumers.”

The purpose for PCC’s food pantry is to serve low-income, frail seniors and disabled adults who live in Chinatown and adjacent neighborhoods. With approximately 95% being Cantonese speakers, they are best served if the pantry staff is fluent in Cantonese. Rev. Ronnie Kaan, Chapman Szeto and volunteers from the Cantonese worshiping community have fulfilled this role since the start of the pantry. Also, Susie Wong and Jeanette Huie have volunteered to support the staff with operations, outreach and administrative duties.

Duties of the CCDC/PCC Food Pantry Supervisor (Rev. Ronnie Kaan)

- Responsible for overall operations of weekly CCDC/PCC Food Pantry Program
- Supervise the Food Pantry Coordinator and volunteers
- Coordinate with Chinatown CDC and pantry volunteer leadership to meet all requirements of the DAS Home Delivered Grocery (HDG) grant to provide culturally competent and language appropriate services to extremely low income District 3 residents living in SRO housing
- Execute DAS HDG grant agreements, Chinatown CDC/PCC Subcontractor Agreement, and SF-Marin Food Bank Participating Agency Agreement
- Complete all required annual trainings, including Elder Abuse and Private Information Security
- Resolve conflicts with participants on-site and be the designated contact person in the Grievance Policy for those participants who do not live in Chinatown CDC buildings.
- Interact with pantry participants at the food pantry front entry each week to closely monitor participant concerns and well-being. During required absences, a designated replacement can fulfill this duty
- Respond to inquiries from neighborhood residents interested in joining the food pantry
- Provide written and oral translation to monolingual Cantonese speakers, including information about operations and scheduling
- Recruit Cantonese speaking pantry volunteers

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- Assist with the annual re-certification of participants with Food Pantry Coordinator and other volunteers

Duties of the CCDC/PCC Food Pantry Coordinator (Chapman Szeto)

- Ensure the weekly food delivery is correct based on Food Bank list
- Assist with loading the food into Speer Hall and setting up the pantry for distribution
- Enroll new pantry clients and provide them essential information about the pantry process
- Complete and send enrollment forms to SF-Marin Food Bank staff and enter weekly attendance into their data base
- Communicate with SF-Marin Food Bank staff as needed about pantry clients or pantry process
- Coordinate with the Food Pantry Supervisor and volunteers to complete the pantry clients’ annual re-certification, questionnaires, and satisfaction surveys, following procedures required by the Grant
- Maintain hard copy records and enter data into the Get Care system as required by the Grant
- Adhere to the requirements of the Chinatown CDC Subcontractor Agreement and the SF-Marin Food Bank Participating Agency Agreement

Prior to the pandemic, volunteers were a mix of Cantonese and English members and Mandarin members volunteered once a month. During the pandemic, we encouraged our senior volunteers to shelter in place and recruited younger volunteers from PCC and through Cameron House, Chinatown CDC and the Chinatown YMCA. There were enough volunteers to keep the PCC pantry in full operation while the majority of food pantries in San Francisco temporarily closed.

STATISTICS:

February 2018 115 enrollees
February 2019 142 enrollees
February 2020 162 enrollees
February 2021 219 enrollees
February 2022 234 enrollees

The majority of our enrollees are frail seniors. Currently 137 require assistance to receive their food (26 enrollees receive home delivery by our volunteers and 111 enrollees have someone else pick up food for them, like a caretaker or family member).

On average, 75-80% of the enrollees pick up groceries each Saturday and we’ve been packing 195 bags.

In five years, the number of enrollees doubled from 115 to 234. The greatest increase was between 2020 and 2021, during the pandemic. This may be attributed to the other pantries being closed and seniors transferred their enrollment to PCC. The new enrollments exceeded the number determined by the Food Bank for PCC and seniors were placed on a waiting list. The pantry staff and volunteers felt we could increase our capacity and consulted with the Food Bank. They consented to increasing our distribution numbers and we agreed to a maximum of 295 enrollees.

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The annual Satisfaction Survey administered in March 2021 to 89 enrollees revealed the following:

Services provided by staff and volunteers	Excellent (58%)	Good (36%)	Needs Improvement (5%)
Eating more fruits, vegetables and whole grain	Strongly Agree (40%)	Agree (57%)	Disagree (2%)
Feels healthier	Strongly Agree (31%)	Agree (66%)	Disagree (3%)
Is less worried about getting enough food	Strongly Agree (24%)	Agree (67%)	Disagree (9%)

2021 EXPENDITURES

Food Pantry Coordinator	\$ 5,480.00	Chinatown CDC
Food Pantry Supervisor	\$18,799.96	Chinatown CDC
Miscellaneous supplies	\$ 277.70	SF Presbytery grant

Source of funds

PPE supplies (masks, disposable gloves, hand sanitizer and Covid test kits) are provided by the city of San Francisco because Chinatown CDC is a grantee of a city department.