



**Potomac Conference**  
CORPORATION OF SEVENTH-DAY ADVENTISTS®

606 Greenville Avenue  
Staunton, VA 24401

P 540 886 0771  
F 540 886 5734  
W [www.pcsda.org](http://www.pcsda.org)

## **Potomac Conference Response Protocols to the Coronavirus COVID-19**

### **Travel**

Official travel and speaking engagements outside of the Conference's territory is suspended for all office, church, and school employees until further notice.

### **Federal, State, and Local Laws**

All Potomac Conference employees must adhere to the current recommendations of the Centers for Disease Control and Prevention (CDC) and host no public gatherings in any Potomac or public facility. Right now, the CDC is following the recommendation of the White House of no groups over ten people.

Questions have been raised about leases and the liability we have. We will continue to seek legal counsel for guidance on these issues. Until we have an official word to do otherwise, please follow these guidelines; if your church is leased by another denomination, that denomination **MUST** abide by the guidance of Potomac Conference **AND** follow **ALL** Federal, State, and local mandates. If your church is renting from another faith, you **MUST** follow the mandate of the Potomac Conference as it relates to meetings and gatherings of any kind.

### **Meetings**

Until further notice, all-conference, church, and school-led meetings exceeding ten people must be conducted remotely (i.e., via Zoom, online video conferencing, phone calls, etc.). These meetings include, but are not limited to:

- LEAD Groups
- Board of Education
- Executive Committee
- Personnel Committee
- All school board meetings
- All church board meetings
- All constituency planning meetings
- All prayer meetings
- All staff meetings (over 10)



*The following is a recap of information shared during the March 19, ZOOM call.*

## **FROM THE OFFICE OF THE PRESIDENT**

- To stay connected, we will continue to have zoom meetings with all principals each Monday at 4:30 pm, Conference office staff Monday 8:15 am; pastors, principals, department directors, and associates Thursday evenings at 8 pm. These will continue until further notice. Updates will appear daily on [www.pcsda.org/virus](http://www.pcsda.org/virus).
- The office continues to be open following the guidelines and mandates of the state of Virginia. We will continue to answer phones, process payroll, and other essential tasks. Over the next week, several of the ministries will probably be working from home but will establish protocols to stay connected.
- Each entity, schools, churches, and other institutions, MUST abide by Federal, State, and local guidelines and mandates. Each principal, pastor, and directors of other institutions are responsible that all groups using the facilities are under these statutes. It is the responsibility of each leader to stay current on what these mandates and guidelines are for their local.
- Meetings that have been canceled or postponed:
  - Spiritual Retreat at CBR
  - Impact 2020 postponed until May of 2021
  - General Conference Session postponed until May 20-26, of 2021
  - We will continue to monitor other planned gatherings over the next several weeks
- A Special Worship Service is being planned for May 2 at the Sligo SDA Church.



## FROM THE OFFICE OF PASTORAL MINISTRIES

### Called Convention

- An email was sent from the Called Convention stating refunds will be given to all those who registered within the next few days. Registration fees will be credited to the credit cardholder.
- If you booked a hotel through the NAD Ministerial website, the hotel will automatically be canceled with no cancellation penalties.
- If you purchased an airline ticket, you will need to work directly with the airlines for a refund.

### Church Gatherings

- There is a "how-to" video from Boyan Levterov on how to do FaceBook Live streaming on the [www.pcsda.org/virus](http://www.pcsda.org/virus) page.
- COVID Chronicles: Live Streaming 101 for Small Churches provides tips for small churches on how to reach their members. Check it out [here](#).

### Ministering to Our Members

- While we cannot conduct public meetings, we need to make sure our members are taken care of.
- Look for creative ways to minister to your members from a distance.
- Many pastors and churches are already doing this, and we want to commend them for serving in this challenging time.

### Weekly Pastor Zoom Meetings

- In addition to the weekly general information on Thursday evenings, Pastoral Ministries will be having a weekly meeting for all the pastors.
- We will check in with each other, talk about challenges, share ideas, and generally try to support each other.
- Rick Jordan will send an email with the day, time, and Zoom link.

### Zoom Training

- Zoom training will be available for pastors and leaders on a variety of topics.
- If a pastor has something they'd like to share or teach, please contact Steve Leddy to be included in the schedule.
- Topics and times will be sent to the pastors by email.



## FROM THE OFFICE OF FINANCES

### 1. Tithes and Offerings

- Continue to encourage members stewardship participation for their discipleship blessing and the health of the church's ministry, both locally and as a conference.
- Be sensitive to member's employment situations.
- Utilize Adventist Online giving or other online giving platforms. Instructions for sign-up have been sent to treasurers and pastors. Conference personnel authorized to process online applications even on Fridays when the office is closed.
- Consider emphasizing other options such as mailing in tithes/offerings, or offering times at church when contributions can be dropped off to the local treasurer.

### 2. CURF

- CURF will be communicating directly to all "in-policy" loan holders, and through the Conference to "out-of-policy" loan holders.
- Churches/Schools that can are strongly encouraged to continue to make full payments on their loans.
- Local institutions with a more limited capacity will be allowed to make "interest-only" payments, April – June.
- Very important for loan payments to be paid so that investor confidence in CURF remains strong, and thus CURF can then continue as a resource for the future expansion and growth plans of churches and schools.

### 3. CALLED Convention

- The CALLED ministerial convention has been postponed to 2022.
- The \$1,400 subsidy advances must be returned to the Conference office.
- Direct communication will be made next week to those who have received an advance.
- Payroll deductions (to be completed by December 2020) will be the mechanism utilized to collect the advances.

### 4. Labor Situation

- God has blessed the Conference over the last five years with growth in financial reserves.
- In light of current circumstances, events have been canceled (CALLED, IMPACT, etc.), and travel has been curtailed, which will result in some financial savings.



- In all probability, tithes and local offerings will be severely challenged over the remainder of 2020.
- Contingent financial budget/plans will be presented to the April finance and executive committees.
- At this time conference administration is hopeful of maintaining a stable workforce environment through the end of 2020. Events over the next 3-6 months will determine if there will be a need for future adjustments.
- Clear and abundant communication with employees will continue as the situation unfolds.

#### **5. School Tuitions and Subsidies from Constituent Churches**

- The Education department personnel and local school principals are laying detailed plans to continue offering quality Christian education to families of enrolled students through online platforms.
- Tuition payments from families should still be collected, and constituent churches should continue their subsidies as principals and teachers continue to be paid for their services.

### **FROM THE OFFICE OF EDUCATION**

Potomac Conference's schools will follow the mandates of their local and state governments. Below are steps the Office of Education is taking to stay connected with principals and teachers.

1. Weekly meetings are held with all principals to share information, give direction, and provide general support.
2. Schools are moving forward to provide instruction via methods such as online teaching, providing instructional packets with material, FaceTime, etc.
3. Tuition will stay as it is. It is not applied day to day but rather is for the entire year. Our educators will still be providing quality instruction through more innovative ways during this time.
4. School administrators, school boards, and local constituent churches are encouraged to maintain a diligent yet considerate approach to addressing their Accounts Receivables.
5. The Office of Education and Potomac schools will continue to abide by state and local government mandates.



## Sharing Information

What are you doing creatively to keep your congregation engaged during this time? Are their outreach ministries that you or your church are involved in that will benefit the broader community? If so, log into the Potomac Conference Pastor's Facebook page and inspire your colleagues. <https://www.facebook.com/groups/60457213539/>

## Website

For the latest information on Potomac's response to the COVID-19, check the website DAILY at [www.pcsda.org/virus](http://www.pcsda.org/virus). This is where you can find event postponements, cancellations, articles, how to's for online giving, and links to churches that live-stream their services.

## YouTube Channel

Be sure to check Potomac's YouTube Channel for weekly inspirational messages. The first address appropriately comes from our President, Bill Miller. He took the time to compose some thoughts to share with the Potomac family. Click [here](#) to see and share his message on your web page, social media sites, and during your live stream broadcast on Sabbath. Each week we will post a message of faith, hope, and inspiration. Make sure you visit our YouTube page for updates.

## Weekly ZOOM Calls

Find a recording of the Thursday evening weekly pastors and principal Zoom call [here](#).

