

The Community Church of Chapel Hill Unitarian Universalist
Minutes of Board Meeting of November 10, 2009

Present: Barbara Chapman, Mariana Fiorentino, Mary LeMay, Patricia B. Learned, Erich Lieth, Steve Marshall, Susan McDaniel, Susan Spalt, George Thompson, Bob Weston

Absent: Joan Meade

Ex Officio: Maj-Britt Johnson, Scott Provan

Additional Attendees for Budget Meeting: Sue Brewer, Teri Brooks, Jean Genova, Kathy Cole, Gary Giles, Lori Hoyt, Marnie Goldshlag, Jim McGaw, Rick Szymanski, Cecilia Warshaw

Minutes: Laurence Kirsch

Erich Lieth called the meeting to order at 7:06 pm. Mary LeMay, the Board Member of the Month (BMOM), lit the chalice and offered a poetry reading on persistence.

BOARD LEARNING

Due to the budget meeting, there was no Board Learning this month.

ANNOUNCEMENTS

The congregational meeting on the budget is on December 6. Susan Spalt says that the meeting must have a sign-in procedure to establish that enough members have shown up to constitute a quorum. Susan will get a current membership list. She said that we need, but do not have, three people to check people in. George Thompson volunteered.

Erich Lieth said we need to be prepared to give volunteer recognition awards at that meeting. He asked for recommendations.

CONSENT AGENDA

The consent agenda consisted of the following items:

- For receipt:
 - [November Exec Com Report](#)
 - [Council minutes](#)
 - [Endowment Fund Candidates](#)
- For approval:
 - October Minutes

- [Governance Task Force items](#)
- [Caring Committee Charter](#)
- [Worship & Arts Charter](#)
- [Rent waiver for Odyssey of the Mind](#)

Mary LeMay moved that the consent agenda be approved. Susan Spalt seconded. Unanimously approved.

REPORTS

1. Minister's Report

Maj-Britt Johnson said that next month she will present a two-month report. She just returned from an Arizona conference, from which she has discovered ideas that she wants to present to the Board at the Board retreat. She is enthusiastic about a book entitled *When Moses Meets Aaron*, which talks about church staffing issues. She is going to Ottawa tomorrow to a ministers' conference.

Erich Lieth said that we need a process for judging ministerial staff.

ACTION ITEMS – PAST

1. STP Charter

This item was postponed to the December meeting.

ACTION ITEMS – NEW

1. Annual Review of Minister

This item was postponed to the December meeting.

JOINT BUDGET MEETING WITH COUNCIL

Council members arrived at about the 7:30 pm scheduled time, so most of the Board meeting was held jointly with the Council to discuss the budget.

Erich Lieth said that Scott Provan, the Treasurer, will distribute the budget to the congregation by November 18. Erich said that budget requests exceeded revenues by \$42,286; so there was a meeting last night with about eight people to try to trim the deficit to zero. The meeting created a draft budget that reduced the deficit down to a few thousand dollars.

Scott reviewed the budget requests and draft budget line-by-line. There was discussion of numerous items, including the following:

- Because of increasing membership, pledge receipts are projected to go up \$50,000 between 2009 and 2010 based on projection methods that have been correct in past.

- There was discussion about whether to raise parking fees more than the 4% assumed in the draft budget.
- Maj-Britt Johnson had requested a 10-hour per week assistant minister for \$16,000. This request was rejected by last night's meeting.
- The budget includes a \$14,000 increase so that Marion Hirsch can work 40 hours per week, up from the current 30 hours per week. This increase is needed because Religious Education program is growing rapidly, a development that is bringing new members and new revenue. The budget team thought this increase was top priority.
- There was also discussion of the budgets for music staff, contributions to UUA and TJD, and many other items.

In the end, enough adjustments were made to bring revenues exactly in balance with expenditures. Attachment A hereto shows the resulting budget, wherein the "2010 Budget" column was referred to as "Column G" at the meeting.

Susan McDaniel moved adoption of the Column G budget as amended. Susan Spalt seconded. Unanimously approved.

ADJOURNMENT

The next Board meeting is Tuesday, December 15, at 7 pm.

The meeting adjourned at 8:52 pm.

Attachment A. Community Church 2010 Budget

	2009	2010
CURRENT INCOME SUMMARY	Budget	Budget
TOTAL CURRENT INCOME	523,441	561,304
Collections	404,100	442,500
Pledge Receipts	379,600	430,000
Identified Contributions	13,000	6,500
Loose Collections	11,500	6,000
Rental / Other Income	119,341	118,804
Parking	47,000	48,000
Preschool Lease	36,000	43,365
Building Rentals	22,000	18,000
Interest Income	2,500	1,000
General Operating Fundraising	11,841	8,439
 CURRENT EXPENSE SUMMARY		
TOTAL EXPENSE	523,441	561,304
Program Expense	307,615	331,261
Ministerial Operations	115,750	118,953
Lifespan RE	79,534	94,652
Worship & Arts	57,146	59,447
Denominational Affairs	24,658	34,084
Within These Walls	16,328	21,925
Outreach	14,200	2,200
Operational Expense	212,566	221,043
Administrative Operations	104,498	106,766
Building & Grounds	108,068	114,277
Reserves	3,260	9,000
 EXPENSE DETAIL		
Ministerial Operations	115,750	118,953
<i>Ministerial Staff</i>	81,000	82,296
<i>Ministerial Benefits & Expenses</i>	34,750	36,657
Lifespan RE	79,534	94,652
<i>CRE & Youth Program Staff</i>	49,708	64,676
<i>RE Administration Staff</i>	18,625	17,475
Youth RE	5,800	6,300
Children's RE	3,900	4,700
Adult Programs (CAP)	1,500	1,500
Worship & Arts	57,146	59,447
<i>Musical Program Staff</i>	33,238	38,539
<i>Musical Accompaniment Staff</i>	3,500	3,500
Sunday Child Care	8,838	8,838
Music Committee	8,000	5,000
Worship & Arts Committee	1,070	1,070
Honoraria	2,500	2,500

Denominational Affairs	24,658	34,084
Fair Share - UUA	18,300	21,413
Fair Share - TJ District	4,358	8,271
Denom Affairs Committee	2,000	4,400
Within These Walls	16,328	21,925
<i>Member/Volunteer Coord. Staff</i>	12,248	12,421
Child Care, General	280	904
Stewardship	1,000	1,000
Membership	450	700
Fellowship	400	2,500
Caring Ministry	200	200
Twenties & Thirties	50	50
Committee on Ministry	750	1,200
Covenant Group	350	1,200
Kitchen Committee	200	200
Environmental Committee	400	400
Nominating		150
Endowment		1,000
Outreach	14,200	2,200
Community Service Ministry	400	400
Peace & Justice	600	600
Campus Ministry	1,200	1,200
Admin / Operations	104,498	106,766
Congregational Admin.	31,804	43,148
Office Asst.	29,694	22,318
Office Expenses	20,000	18,500
Taxes - Parking Income & City	5,300	5,300
Technology / ITS Committee	3,000	3,000
Payroll Service	1,200	1,200
Board/Prog Council Activities	1,200	1,200
Human Resources Committee	300	100
Manse Expenses	12,000	12,000
Building & Grounds	108,068	114,277
Utilities	16,000	16,000
Lawn & Bldg Maintenance	25,700	25,700
B&G Committee Operations	14,900	13,377
Insurance	7,200	7,200
Mortgage	44,268	52,000
Reserves	3,260	9,000
Reserve Payback	3,260	7,000
Life cycle maintenance		2,000

Community Church of Chapel Hill – Executive Committee Meeting

November 3, 2009 @ 7:00 p.m.

Present: Erich Lieth, George Thompson, Susan Spalt, Barb Chapman, Scott Provan

Topics Discussed

- **Congregational Meeting – December 6, 2009**

Agenda

- Introduction of new BOD members
- Thanks to outgoing BOD members
- Vote on members of Endowment Committee
 - Kari Andrade will get names to Erich in time for mailing.
 - Vote will be on slate, not individuals.
- Awards – (1) with-in-these-walls and (2) beyond-these-walls
- Vote on Mission Statement
 - One of GFT members will move that acceptance of the Mission Statement take a 80 per cent
- Budget

Mailing

- Members must receive information for meeting two weeks before date of meeting.
- Susan Spalt asked Tifani to organize volunteers to stuff envelopes (Nov 18) for mailing.

- **Budget**

- There should be a line item for unanticipated expenses, e.g., a plaque, books
- There should be a specific Reserve Fund line item
- Maj-Britt has made clear her priorities for staff

- **Annual review of minister**

- Jim Magaw has volunteered to coordinate this process, including surveys of congregants and church leaders.
- There should be continuity in how this is done from year to year.
- How and where should the documentation regarding minister's review be maintained?

- **Share the Plate Charter**
 - Add to consent agenda for BOD December meeting.
 - George will ask Tifani if it's possible to do an e-vote of the Church Council, prior to December BOD meeting.

- **Miscellaneous**
 - Discussion of writing charters and job descriptions so they are not dependent upon specific individuals.
 - What is the personal liability of individual BOD members with respect to decisions they make regarding the church, particularly financial decisions?

Church Council Minutes

10-27-09

Present: Mark Smith, Mike Birenbach, Gary Giles, Frankie Price-Stern, Maj-Britt Johnson, Tifani Hencke, Sue Brewer, Cecilia Warhsaw, Marnie Goldschlag, Cathy Cole, Teri Brooks, Spence Foscoe, Jean Genova, Eileen McKenna

The meeting opened with a listening session related to the proposed new mission statement for the church.

Tifani updated the Council on upcoming meetings. The November Council meeting will be a joint meeting regarding budget and visioning, with the Board. The Council will have its own meeting at 6:30pm, immediately prior to the joint meeting with the Board. There will be no meeting in December.

The proposed mission statement will be reviewed at a meeting of the congregation after the second service on Nov 8. Everyone is encouraged to attend and offer their

Committees interested in volunteering for basketball parking should contact Susan McDaniel.

Frankie reported on the progress of the stewardship campaign: More than ½ of expected pledges are in and the current in-house total is 15% higher than anticipated. If this pattern stays on trend, it is expected that the end total will be \$40,000 above current pledge level and \$60,000 above the current budget; hoping for 40-45 new pledges due to new households; lot of new visitors are pledging

Maj-Britt provided an update on the staff; hiring of a new position is on hold, pending completion of the stewardship drive and confirmation of the budget; Andrea's position has changed to congregational administrator, following UUA guidelines. Analysis of the position and what is needed is ongoing. Policies and procedures have been written for various office operations.

New email addresses for the staff were distributed electronically.

Re: consent agenda

- 1) Caring Ministry. Cathy had word changes to the charter for the Caring Ministry. Responsibilities will be updated to include use of the internet. Examples of the work of the Caring Circles will not be limited to those examples that are listed in the charter.
- 2) Worship & Arts Ministry. New language will be added to explain the role of the ministry associates. Minor other changes were made to the language.

Frankie moved that these changes to the charter be approved; second Cecilia. The motion passed without opposition or abstentions.

The proposed Share the Plate Steering Committee charter was distributed. Feedback should be submitted directly to Susan Spalt (swspalt@att.net).

Committee Reports:

Spence Foscue reported for the Music Committee. Plans for the musical are well underway. There will be 3 shows, the weekend before Thanksgiving.

Jean Genova reported for Spiritual Exploration for Adults. This Thursday is the last night for 'build your own spiritual path (???)'. They are doing an intergenerational holiday event on December 17, which will be a complement to the greening ceremony. Steve and Jean are collaborating with the covenant groups to expand and market Spiritual Exploration for Adults.

Mark Smith and Mike Birenbach reported for the IT committee. Mike is a new volunteer on the committee. IT is resuming the active pilot of a church management system. They are exploring new vendors. They are upgrading the IT appliances. The Thomas Jefferson District IT individuals are coordinating activities, and Mark is sharing our wiki resources. They are looking for new ways to integrate IT into the mission. Google documents might be a way for

Marnie Goldschlag reported for Worship and Arts. They are getting ready for the Day of the Dead service this Sunday and are expecting a great service. They are also getting reading for the Greening, which will be held on December 5. They will need a lot of help re-stringing the garland with eco-friendly lights.

Frankie Price-Stern reported for Denominational Connections and explained Standing on the Side of Love (.org), which is a way to connect to other organizations with the same values, many of whom are UUs. Standing on the Side of Love is currently circulating a petition for Full Equality for GLBTQ folks, which is promoting the Employment Non-Discrimination Act (ENDA).

Sue Brewer reported for the Community Service Ministry. The Ministry is having Share the Plate service on Nov 8, to raise money for the IFC. This is a new approach to fundraising for the holidays. At the table that will accompany this Share the Plate service, they will be recruiting volunteers to help at the IFC with filling and distribution of food bags.

Gary Giles reported for Building and Grounds. The footlight is activated for the Manse, and so it should be more secure. The boy scout, Matt Nelson, fixed the path and it looks great. The phone service was incorrectly installed by AT&T and had to be corrected.

Eileen McKenna reported for the Membership Committee. They have put out a welcome banner, different signs, and a newcomer table. They are having success with directing new people to the coffee hour, and reducing the intimidation new people may feel. The last orientation session had 6 new people. There will be a special 2-hour visioning session/retreat for the Membership Committee at their next meeting. They are exploring who does outreach to bring in new members. They are trying to upgrade the refreshments.

Cathy Cole reported for the Caring Ministry. They are pleased with the functioning of the pastoral visitor program, and are considering expansion of the program. They are trying to come up with another tier of people to serve in this committee. There is a real need for a coordinator of rides for those who need transportation to church services. They are also moving to using the internet to coordinate the support provided by the Caring Ministry, and this is growing and needs help. There is also a need for additional support for arranging and serving food for Memorial Services. There was discussion about rotating some of these responsibilities to reduce the burden on individual members of the Caring Ministry.

Teri Brooks reported for Youth Programming. They are working on the services auction, which is slated for February. They will be soliciting bids online like last year. The youth are selling concessions at upcoming concerts, and planning for coming of age is underway. The youth are also managing the fundraising via parking. Gary noted that there is a lot of trash left behind after football games. Youth programming will discuss ways to manage this.

Cecelia Warshaw reported for Eco Committee and the Peace & Justice Committee. They are selling a book at a table at services; \$1 of the sale price goes to the church and \$4 goes to Justice United. There was a marvelous turnout (>450 people) for the founding event of Justice United last night. November 8, from 3:30-5 is a community assessment for education. Politicians and candidates present at the Justice United founding event agreed to work with Justice United on their 8 issues (e.g., living wages, Rogers Road, town survey). Justice United has a website for further information.

A new website is under construction.

Frankie requested clarification of the Council's role at the joint meeting with the Board.

Tifani adjourned the meeting at 8:55pm.

Respectfully
Susan Parish

submitted,

Endowment Committee constitution

Here's the 2010 committee for congregational approval:

- 3 year term- Kari Andrade and Frankie Price Stern
- 2 yr- Jay Miller and Mary Beth Powell
- 1 yr Mary Hulett

This year the committee recruited a new member (Mary Hulett) and proposed the slate for congregational approval. Next time we need to make the nominating committee aware of the need to come up with candidates that can be voted on alongside the board election.

Governance Task Force items

The Governance Task Force (GTF) requests that the Board of Directors approve the following:

- (1) that the new Mission Statement be on the agenda for the December 6, Congregational Meeting
- (2) that the vote regarding acceptance of the new Mission Statement be taken by hand, using the color-coded cards, and
- (3) that approval of the new Mission Statement requires an 80 percent “yes” vote of those members present*.

* The GTF is requesting that approval of the new Mission Statement require an 80 per cent “yes” vote because we believe this is a very significant decision for our congregation. According to the bylaws of The Community Church, approval to call a new minister requires an 80 percent “yes” vote, and we believe the decision to adopt a new Mission Statement is of similar magnitude. Also, we do not feel it would be in the best interest of our church family to adopt a new Mission Statement that as much as 49 percent of our congregation could not support.

Charter: Caring Ministry

The Community Church of Chapel Hill

Proposed on October 5, 2009

Church Council approved on: October 27, 2009

Board of Directors approved on:

Mission

Based on the UU principles of affirming the inherent worth and dignity of every person and respecting the interdependent web of all existence of which we are a part, the purpose of the Caring Ministry is to provide a ministry of caring and a network of support to all members and friends of The Community Church.

Caring reports to: The Minister

Responsibilities

The Caring Ministry serves the congregation in several ways:

Coordinates support services on a temporary basis, such as meals and transportation in times of critical need

Sends greeting cards for births, deaths, major illnesses, and other remarkable events to immediate family members

Lends out Caring Quilts as a symbol of caring

Maintains contact with members unable to attend church due to advanced age, illness, or disability

Visits and provides emotional support to members who are hospitalized or homebound

Assists with receptions at memorial services on request

Caring needs are communicated to the Caring Ministry and Minister by completing a Joys and Concerns card or by contacting the Caring Ministry Coordinators.

Caring Ministry Coordinators are responsible for disseminating caring needs to the Minister and Service Ministry Subcommittee Coordinators.

Pastoral Visitors provide companionship and support to the ill and homebound.

Neighborhood Caring Circles and online websites are used to help with coordinating caring needs.

Membership

Caring Ministry Coordinators are appointed by the Minister.

Service Ministry Subcommittee Coordinator positions are open to general membership, and include, but are not limited to, Support Services, Cards, Joys and Concerns, Caring Quilts, and Memorial Receptions.

Pastoral Visitors must go through an application process with the minister and make a one year commitment to the program.

Meetings

A designated Caring Ministry Coordinator attends monthly Church Council meetings.

Caring Ministry Coordinators meet 1-2 times per month with the Minister.

Coordinators and Subcommittee Coordinators typically meet 2-3 times per year, or as needed.

Caring Ministry Coordinators, Pastoral Visitors, and the Minister meet every month for support and training. These meetings are confidential and closed to visitors.

CHARTER: WORSHIP & ARTS MINISTRY

The Community Church of Chapel Hill Unitarian Universalist

Proposed on October 8, 2009

Church Council approval on: October 27, 2009

Board of Directors approval on:

Mission

To work with minister to shape and manage the worship service as the core experience of our church community, and to expand the experience through incorporation of the arts.

Worship & Arts reports to: The minister, whose letter of agreement assigns her general oversight of all congregational worship.

Responsibilities

Coordinate with the minister and guest speakers to support and assist in services.

Support the minister through ongoing collaboration and communication regarding services with other church ministries as appropriate.

Honor church traditions while giving space to a variety of forms and styles of worship to reflect concerns and needs of this particular community of faith.

Incorporate the arts into our service, including visual arts as well as drama and dance. Seek out artists whose works enhance our space, give us unique perspectives on the world, and ensure that our services take place in an atmosphere of beauty that is both thought-provoking and emotionally moving.

Make decisions regarding acceptance or rejection of art which is donated to the church and regarding placement of art within the church “campus”. When the art falls under the definition of a permanent artifact, as defined by the Permanent Structure Policy, Worship and Arts will follow the procedures specified by that policy regarding adding and deleting permanent structures.

Member selection and terms of service

Membership consists of people who are called to the ministry of worship and/or arts. A religious education liaison member is included. The minister participates on an *ex officio* and voting basis. The standard term of service for the chair is two years; however this can be negotiated.

Meetings

Worship and Arts is both a committee and a Worship Associates team. Some members serve only on the committee while worship associates attend both the committee portion of the meeting and the worship associates team session which follows. The meeting is held once a month. The chair leads the business portion of the meeting. Minutes are taken by each member on a rotating basis and are kept in the Worship and Arts notebook, which serves as the source document for the committee. The minister leads the worship associates for the second portion of the monthly meeting.

Marion Hirsch's request for rent waiver for Odyssey of the Mind

Marion sent the following request to the board:

I would like permission to have the meetings of a Middle School Odyssey of the Mind team I coach meet at the church on Saturdays 2-4 PM when space is available for free. I'm a volunteer coach. It is a public school team – Culbreth Middle School. So it's totally not-for-profit. It's 7 kids and my house is a little small. Usually I coach during the week and at the school. But this year, Saturday is the only day that work for the kids. Odyssey of the Mind is a very cool team creative problem solving competition. The season runs from November to March.

I don't want to interfere with church events and paying customers so I wouldn't take priority. My idea would be to put it on the calendar as tentative. Let Andrea and the temp know that I can always be bumped. Also I could make a donation too.

Marion

This proposal is consistent with our policy of allowing members to use church space for free for their non-profit endeavors that have access to limited funds. I am personally aware of Odyssey of the Mind as an outstanding program. She is proposing a very flexible approach that would make way for paying rentals. I suggest we approve this request, and given all Marion does for the church, we decline her offer to make a donation.

Erich