

The Community Church of Chapel Hill Unitarian Universalist
Minutes of Board Meeting of October 12, 2010

Present: Sam Brooks, Barbara Chapman, Mariana Fiorentino, Mary LeMay, Erich Lieth, Steve Marshall, Susan McDaniel, Josh Socolar, George Thompson, Bob Weston

Absent: Maggie Scarborough, Paige Smith

Ex Officio: Maj-Britt Johnson, Scott Provan

Staff: Nato Hollister

Minutes: Laurence Kirsch

George Thompson called the meeting to order at 7:04 pm. Mariana Fiorentino lit the chalice and shared a reading from *Global Chalice Lighting* from Religious Society of Czech Unitarians concerning beginnings and endings.

BOARD DISCUSSIONS

1. Governance

Barbara Chapman, on behalf of the Governance Task Force, led a Board roundtable discussion on three topics. First, in response to the question of who we are, Board members said that we are:

- a “totally welcoming congregation”;
- “a group of kindred souls”;
- a foundation of bedrock for ourselves;
- who we said we are in our mission statement;
- “a loving congregation that has a sense of humor”;
- a place to belong, deepen, and make a difference in the world; and
- heirs to a tradition for social justice.

It was also noted that “we come from diverse backgrounds” and have a “common bond to make the world a better place”.

Second, in response to the question of what difference do we make and for whom, Board members said that we:

- make a real difference for the children and youth;
- give youth a place to build community;
- scatter seeds and don’t where they will take root;

- make a difference in each others' lives and do something about issues outside; and
- make a difference to people who choose to participate.

It was also noted that:

- There are infinite possibilities in the differences that we can make.
- Our society lacks tribal or village entities, which churches have replaced.
- Lots of people in our congregation do volunteer work on their own, and their affiliation with the church matters.

Third, in response to the question of what principles do we observe no matter what, Board members said that those are the seven principles of Universal Unitarianism. Elaborating on these principles, Board members

- emphasized equality, inclusion, listening, compassion, and action;
- said we “need to be there for one another”; and
- said we need to care not only for each other but also about each other.

2. Leadership Workshop Report and Visioning

George Thompson led discussion of what process that we might use to develop our vision statement.

- Bob Weston emphasized that this vision statement is not a strategic plan. Instead, the focus on who we want to be.
- Susan McDaniel stated her appreciation for the Huntsville UU approach of six groups developing six different vision statements that are then distilled into a single vision statement.
- Barbara Chapman said that a vision statement is very sensory, stating what people will look, feel, and see in the church.
- Erich Lieth said that we need consensus in developing a vision statement. He agrees with Hotchkiss' notion that the vision statement is a Board enterprise, and suggested that there might be different vision statements for different time periods.
- Laurence Kirsch questioned why a new vision statement is needed.
- Scott Provan said that vision statement is a good excuse to get people in the church to talk to one another.
- George Thompson said that we cannot create a strategic plan without a vision, and that the Board's job is to create that vision.
- Mariana Fiorentino said that we always need to look at our vision, identify priorities, and develop strategies and tactics to achieve vision.

- Maj-Britt Johnson senses that the congregation wants small group discussions like the cottage meetings again. She said that there is a lot of energy in the church that we are not tapping into. She said that a vision statement is about what we *will be*, not what we *are*.
- Sam Brooks does not want vision statement to be a strategic plan.
- Josh Socolar noted that the present vision statement is really a “who we are” statement. He emphasized the need for a vision statement that specifies more concrete goals that can serve as the basis for a strategic plan.

ANNOUNCEMENTS

There were no announcements.

CONSENT AGENDA

The consent agenda consisted of the following items:

- For receipt:
 - Manse Summer Report
 - September 21 Governance Meeting Followup
 - Nominating Committee Report
 - Voting Procedure Modification
 - Endowment Committee Information
 - Endowment Committee Minutes
 - Church Council Minutes
- For approval:
 - September Board Minutes

Erich Lieth reported that Kari Andrade, who is a candidate for Vice Chair, asked about boundaries between the Board and the Endowment Committee, the latter of which chairs. Erich said that there would be no conflict in her having roles on both bodies, and that she understands the demands of both jobs.

Susan McDaniel said the Endowment Fund should be established by policy rather than through the bylaws. Erich said that we are merely receiving, not approving, the Endowment Committee information.

Mary LeMay said we need to quickly answer the question about lack of competition in Board nominations. This matter was postponed to later in this meeting.

Mary moved and Josh Socolar seconded acceptance of consent agenda. Unanimously approved.

Erich moved and Susan seconded acceptance of the Board minutes with addition of the word “Force” after “Omaha Task”. Unanimously approved.

ACTION ITEMS – NEW

1. Nominating Committee Followup

The Nominating Committee found a number of Board candidates exactly equal to the number of open Board seats, meaning that the upcoming Board election is likely to be non-competitive. Emails from the Nominating Committee indicated that the committee had a difficult time getting candidates.

Susan McDaniel moved that the Board let the Nominating Committee know that the number of candidates that they have found is sufficient, and that the Board thanks them for their service. Barbara Chapman seconded. Barbara said that the motion does not constitute a Board endorsement of the candidates that the committee has found.

Josh Socolar asked if there is a minimum number of votes required to elect a candidate in a non-competitive election. It was pointed out that a quorum (about 80 people) of the congregation has to participate in the voting for the election to be valid. Josh pointed out that this implied the possibility of someone being elected with virtually no support. It was noted that the current by-laws require two nominees for each open seat, and Josh expressed concern about how this violation of the by-laws should be handled.

The vote was 8 ayes, 1 no, 1 abstention. Motion approved.

2. Proposed Six-Month Budget

The financial shortfall thus far for calendar year 2010 is \$25,000. The shortfall for the whole year is also expected to be \$25,000. The budget is in deficit because \$25,000 of projected pledges did not materialize.

For the short fiscal year January-June 2011, the projected budget has a \$30,000 deficit. Such a deficit will exhaust current reserves by about July 2011.

In response to a request by the Executive Committee to outline some possible budget cuts, Maj-Britt Johnson submitted to the Board a report that included a staff furlough and a cut of last year's cost-of-living increase. At this meeting, she submitted a second report saying she could no longer stand behind the idea of taking away last year's cost-of-living increase.

There was discussion of possible means of raising revenues or reducing costs.

- The 67 members who don't donate should be removed from the membership roles so that we don't need to make payments to UUA unless there are financial hardship exceptions. There is discrepancy between the numbers of people on membership list and numbers used for Fair Share.
- People are not aware of the financial shortfall and need to be told at this at this next Commitment Sunday's service.
- The staff is developing ways of tracking people: kids registered in RE get their parents in the database.
- Should we curtail share-the-plate Sundays?

Scott Provan said that what we really need are priorities about which expenses or programs will be cut first and which will be preserved.

Mariana Fiorentino suggested seeking funds from big UU donors regardless of whether they are members of our church.

Mary LeMay moved to extend meeting 15 minutes. Susan McDaniel seconded. Unanimously approved.

Erich Lieth said that we should postpone the budget discussion to the next Board meeting.

George Thompson handed out lists of people for each Board member to call and ask for pledges. Board members should give to the Stewardship Committee lists of the people who they identify as willing to pledge.

3. First Reading of Policies

Barbara Chapman asks for the Board's assent that these policies can be shared with the membership. Josh Socolar said that he had comments he would like to discuss. Laurence Kirsch said that it would not be appropriate for the proposed policies to be presented to the congregation until the Board had thoroughly discussed them. It being 9:22 pm, the policy discussion was postponed until the next meeting at which time is available.

4. Las Mujeres

Mariana Fiorentino said that the women of Las Mujeres need a meeting space where they can learn English. Mary LeMay moved that the Board allow the women to occupy the Manse space for four months. Susan McDaniel seconded.

Erich Lieth said that the Board has procedures for giving space out for free and that he is not ready to make a decision so quickly. Mary responded that four months is a short time. Erich noted that renewals tend to be automatic. The vote was 8 ayes, 1 nay, 1 abstention. Motion approved.

REPORTS

1. Previous Month's Action Items

All action items have been completed.

ADJOURNMENT

The next Board meeting is Tuesday, November 16, at 7 pm.

Mariana Fiorentino offered a reading about change.

The meeting adjourned at 9:31 pm.

FUTURE ACTION ITEMS

ACTION	BY WHOM	DUE DATE
Notify Nominating Committee that the slate submitted is sufficient and express appreciation for the work done.	George Thompson	ASAP
Consult with Kari Andrade regarding whether the Endowment Fund can/should be addressed by a BOD policy	Barbara Chapman	ASAP
Call committed donor regarding increasing pledges	All BOD members	ASAP
BOD report for newsletter	Marianna Fiorentino	10/17/10

October 12, 2010

TO: C3HUU Board of Directors
FROM: Governance Task Force (Susan McDaniel, Maggie Scarborough, Susan Spalt, Cecilia Warshaw, Barb Chapman)
RE: POLICIES PRESENTED FOR FIRST READING

Please find attached the following policies for first reading at this month's BOD meeting:

(1) Three policies on Discernment

- Mission
- Vision
- Core Values

(2) Three policies on Strategy

- Strategic Plan
- Vision of Ministry
- Annual Vision of Ministry

For these policies the Governance Task Force requests that the BOD take the following actions:

- (1) Read and consider the policy (prior to the October 12 BOD meeting)
- (2) Discuss the policy at the October 12 BOD meeting
- (3) Affirm that the GTF may inform the congregation the policies are under consideration
(the GTF proposes doing this via church newsletter and email)
- (4) Consider feedback from congregants
- (5) Discuss feedback from congregants, make any necessary revisions, and vote on **affirmation** of the policies at the November BOD meeting. (See notes, below, regarding affirmation.)

Hotchkiss in *Governance and Ministry*, p. 162:

At each step, the GTF reports back to the board and senior staff and asks for **affirmation (not adoption)** of its work to date. Affirmation is a yellow light – permission to share the partial proposal with a wider group of leaders, then with all interested members. At each iteration, the GTF makes changes in response to widely held concerns and shares a revised draft with the board. Repeatedly along the way, the GTF explains the process to the whole congregation, so that everyone can know what changes are under discussion, who will decide about them and when, and what opportunities members will have for input in the meantime.

Once enough policies have been developed by the GTF and affirmed by the board to provide a reasonable safety net, the GTF asks the board (and the board may ask the congregation) to approve a year's trial run of the new

structure If the evaluation is positive, the GTF presents the structure . . . for final approval. **Only at this point are bylaws or other documents [e.g., policies] amended as required to make the changes permanent.**

Leaders find the new ways awkward and continually discover situations in which the new structure calls for behavior that surprises them, because they have not thought the implications through

As outlined above and as recommended by Hotchkiss (pp. 172-173) the GTF does recommend that the BOD have a first reading and a second reading before adoption of a policy.

At the board meeting, the GTF presents its proposed policies in advance, gives feedback and chooses either to “affirm” the policies or not. Affirmation does not freeze the text or put the policies into force. It gives the GTF permission to present the policies to a wider audience before – perhaps – revising them further Nothing is presented to the wider audience that has not been affirmed by the board.

POLICIES ON DISCERNMENT
COMMUNITY CHURCH OF CHAPEL HILL UNITARIAN UNIVERSALIST
(GOVERNANCE TASK FORCE WORK IN PROGRESS)

II. DISCERNMENT

A. Mission

1. Mission (as of 10 05 10)

Date of First Reading: October 12, 2010

Date Affirmed:

Date Adopted:

Suggested Date of Review:

The Board, Ministry Team, and Congregation shall periodically consider the Mission of the Church. The Board shall finalize the Mission and publish it to guide the actions of all Church leadership.

B. Vision

1. Vision (as of 10 05 10)

Date of First Reading: October 12 2010

Date Affirmed:

Date Adopted:

Suggested Date of Review:

The Board, Ministry Team, and Congregation shall periodically consider the Vision of the Church. The Board shall develop the Vision and publish it to guide the actions of all Church leadership.

C. Core Values

1. Core Values (as of 10 05 10)

Date of First Reading: October 12 2010

Date Affirmed:

Date Adopted:

Suggested Date of Review:

The Board, Ministry Team, and Congregation shall periodically consider the Core Values of the Church. The Board shall determine the Core Values and publish them to guide the actions of all Church leadership.

POLICIES ON STRATEGY
COMMUNITY CHURCH OF CHAPEL HILL UNITARIAN UNIVERSALIST
(GOVERNANCE TASK FORCE WORK IN PROGRESS)

III. STRATEGY

A. Strategic Plan

1. Strategic Plan (as of 10 05 10)

Date of First Reading: October 12, 2010

Date Affirmed:

Date Adopted:

Suggested Date of Review:

The Board and Ministry Team shall develop a Strategic Plan that encompasses program development, membership development, capital plan and staffing plan and publish it to guide the actions of all church leadership.

B. Vision of Ministry

1. Vision of Ministry (as of 10 05 10)

Date of First Reading: October 12 2010

Date Affirmed:

Date Adopted:

Suggested Date of Review:

The Board and Ministry Team shall annually review and revise a list of goals consistent with the Strategic Plan to be met within the next 3-5 years. These goals will be in the areas of program development, membership development, capital budget and operating budget.

2. Annual Vision of Ministry (as of 10 05 10)

Date of First Reading: October 12 2010

Date Affirmed:

Date Adopted:

Suggested Date of Review:

The Board, Ministry Team, and Congregation shall periodically consider the Core Values of the Church. The Board shall determine the Core Values and publish them to guide the actions of all Church leadership.

Prepared by Paige Smith based on Paige and George's experience at a UUA Leadership Retreat

Charlotte, September 25, 2010

Summary on Developing a Vision Statement and Strategic Plan

Key Points

1. A mission is what our purpose is; who we are together.
 - a. *Inspired by the wisdom of diverse religious traditions and our own history of ethical engagement, we strive to nurture spiritual growth, support and care for each other, and effect change through our love for the world.*
2. Vision is who we want to be.
 - a. Something clear against which we can measure everything else.
 - b. It serves as a guide by helping us ask questions about what we do: will this action or that action help contribute toward this goal; how; and if not don't do it.
 - c. Could be very short or have multiple components.
3. BOD has the responsibility and authority to write a vision statement. The last vision statement was adopted at a congregational meeting but there is nothing in the by-laws that specifies this. We can choose to have the congregation vote on this.
4. Cannot develop a strategic plan without a vision statement
5. A strategic plan is our "roadmap for living our mission on the way to achieving our vision.
6. Our covenant borders the road; like guardrails that keep us from falling off the road.

Our strategic plan outlines how we use our resources, time, talents and energies to live out our mission (to nurture spiritual growth, support and care for each other, and effect change through our love for the world) as we travel along the road on our way to our VISION

How does the board develop the vision statement? Below is one idea:

1. Capture our story: how did we get to where we are today?
2. Identify the information we already have that helps us capture our story and tell us what is important to the people in our congregation and how we see our future and ourselves. We have information from our:
 - a. 2006 leadership workshop

- b. ministerial search
 - c. mission statement development process in 2009-2020
 - d. core values exercise started by GTF in 2010
3. Identify what is missing: what do we need to know that we don't know that will help us develop our vision.
4. Identify strategies to get input from the congregation. May want to use multiple strategies, for example:
 - a. have a series of visioning sessions open to the congregation; we could hold one session for each of the three elements of our mission statement: What is our vision for nurturing spiritual growth, caring for each other, and effecting change through our love for the world. Could use the strategy of "telling our story: how did we get here; who are we now; where do we want to go?"
 - b. develop a worksheet for the different ministries/committees to complete (needs, vision, hopes and aspirations). Would not want to use this as a stand-alone strategy but in combination with something like (a) above.
5. Compile our vision based on all this information
6. Achieve concurrence among leadership that this vision captures our story and accurately reflects where we want to go → how to do this?
7. Communicate our story and vision to the congregation. Tell our story from a place of pride that reinforces the strengths, power and community of the congregation and shows what we can do together.

Our current Vision, Statement of Purpose and Mission

Vision Statement Adopted by congregational vote August 18, 1996)

This is how we envision our church ten years from now:

- **We** will be a welcoming congregation centered in Sunday worship which takes place in a beautiful, bright, accessible sanctuary enhanced by all of the arts. We will enjoy expanded classroom space, and an updated community building, and facilities will adequately accommodate growth while enhancing our shared intimacy. Our buildings and grounds will embody our respect for the interdependent web of all existence. Our corporate life will be grounded in the Spirit of Life as we practice justice, equity and compassion in our relationships.
- **We** will be a welcoming congregation, celebrating the inherent worth and dignity of all people, inclusive and diverse in all ways, intergenerational in worship and programming, embodying the democratic process.
- **We** will be accepting of one another and encouraging of each other's spiritual growth, celebrating rites of passage for members of all ages. We will be a community of fellowship and friendship.

- **We** will be engaged in cradle-to-grave religious education in a free and responsible search for truth and meaning.
- **We** will be working toward our shared goal of world community with peace, liberty and justice for all. Our hands on social concerns will include church-based programs and community outreach; our peace and justice work will embody our values in deeds. We will be connected in meaningful ways with other Unitarian Universalist congregations and associations.
- **We** will be a church which is a sanctuary in an oft-troubled world, a place to come for comfort, support and spiritual nourishment.

Statement of Purpose (1995)

The Community Church of Chapel Hill is a Unitarian Universalist fellowship of Judeo-Christian origins which seeks inspiration in all faiths. It is a spiritual home of open membership dedicated to the celebration of life and the dignity of every person. We are committed to religious education and service both to each other and the larger community.

The Mission of The Community Church of Chapel Hill (adopted by congregation 2010)

Inspired by the wisdom of diverse religious traditions and our own history of ethical engagement, we strive to nurture spiritual growth, support and care for each other, and effect change through our love for the world.

What is a Vision Statement?

From Wikipedia

Vision: Defines the desired or intended future state of an organization or enterprise in terms of its fundamental objective and/or strategic direction. Vision is a long term view, sometimes describing how the organization would like the world in which it operates to be. For example a charity working with the poor might have a vision statement which read "A world without poverty"

From About.com:

A **vision statement** is sometimes called a picture of your company in the future but it's so much more than that. Your vision statement is your inspiration, the framework for all your strategic planning. What you are doing when creating a vision statement is articulating your dreams and hopes for your business. It reminds you of what you are trying to build. While a vision statement doesn't tell you how you're going to get there, it does set the direction for your business planning. That's why it's important when crafting a vision statement to let your imagination go and dare to dream – and why it's important that a vision statement captures your passion. When writing a vision statement, your mission statement and your core competencies can be a valuable starting point for articulating your values. Be sure when you're creating one not to fall into the trap of only thinking ahead a year or two. Once you have one, your vision statement will have a huge influence on decision making and the way you allocate resources.

Samples from UU congregations

THIS OUTLINES HOW THEY DEVELOPED THEIR VISION STATEMENT (UU Huntsville)

A few weekends back, almost 80 people worked together to draft Vision and Mission statements for UUCH. Many of us who've participated in such exercises before, at UUCH or in work or community settings, admittedly approached this activity with a bit of dread! Experience taught us to expect lengthy, drawn-out discussions and endless wordsmithing, resulting in a lengthy statement that, in a few months, no one could find or remember. Luckily for us, our experiences thus far with Larry Wheeler convinced us to believe him when he promised that this event would be different. (As most of you know, Larry is the UUA consultant hired by the Board to help us with our financial processes as we pursue a new church home.) So why do we need Vision and Mission statements anyway, and how do we envision using them? The Vision Statement is really a statement of who we want to be. Over time it will change and certainly it can be amended, but we plan to revisit it only about every ten years. One key to an effective vision statement is that it be brief and easily paraphrased. When we want to describe our church to others, this statement should easily come to mind, and easily be put into our own words while still including its main points. And, as Larry reminded us, it should use globally understood language and stay simple and straightforward. The Mission Statement, developed to support the Vision Statement, identifies themes that are important to the church. It suggests a broad plan for how we are going to accomplish our vision. We plan to revisit the Mission Statement every three years or

so, to adjust it to our changing needs as we get closer and closer to achieving our vision. Goals, Activities, and Measurable Objectives are practical and are designed to support the mission. They need to have measurable results and specific time tables to help us stay on track as we work to turn our dreams into reality. Using techniques the UUA has refined over many years, Larry Wheeler trained a group of facilitators on Friday night, and on Saturday those facilitators (with Larry there to help where needed) led six focus groups of engaged UUCHers in lively conversations. These groups developed six separate Vision and Mission statements, and a long wish list of Goals, Activities, and Objectives. So how did we get from six Vision and Mission Statements down to the one that we will vote on at our congregational meeting May 16? Again, following a process developed out of UUA experience, Larry called the facilitators together on the day after the focus groups met. We divided into two groups. First, each group looked at three Vision Statements that the members HAD NOT worked on the day before, and we devised one Vision Statement to include those key themes while also keeping our prior day's experiences in mind. At that point, we had two Vision Statements. Then all the facilitators worked together to unite those two versions into the Vision Statement we are proposing: An inclusive, diverse religious community that nurtures each other in our free and responsible search for truth and meaning, inspiring all ages to individual and social transformation. Throughout the process, we were all conscious of the importance of the language; we carefully discussed the words to use or to avoid and why, the order of the words and phrases and why. It was a very thoughtful conversation, and we understood that we would need to have discussions with all of you to explain how we came to this wording, which we believe embodies the essence of the themes that emerged in all the draft Visions and the discussions that produced them.

Our Vision Statement: The people of the Unitarian Universalist Society of **Fairhaven** envision an energetic, compassionate community committed to living with deep respect and caring for each other and the world. Therefore, we strive for deeper fellowship and spirituality within the church and we see our membership growing

- We endeavor to have abundant financial resources, so that we can achieve our mission and program goals
- We challenge each other to the lifelong pursuit of spiritual, intellectual, and personal growth
- We call young adult UU's to make this church community their spiritual home where *all* can thrive in the freedom of our religious principles
- We seek the spirit in the natural rhythms of the earth and promote the conservation of its precious resources and beauty
- We respectfully preserve the architectural gifts of our benefactor, Henry Huttleston Rogers, for these gifts are a physical reminder of the generosity we desire to emulate

We aspire to improve communication to expand and spread the message of Unitarian Universalism within and beyond our community, as evangelists for justice, peace and compassion in the world.

Vision Statement 1st Unitarian Church of Lynchburg: We shall strive to be a progressive and welcoming liberal religious community that affirms the worth and dignity of each human being, and the authority of conscience and reason in each person's search for truth and meaning. In this

spirit, we shall strive to cultivate tolerance and compassion in ourselves and others, and to promote social justice and equality in the wider community.

Vision Statement: (Ellisville, MO) Guided by the Seven Principles of Unitarian Universalism, Emerson Chapel will be a beacon of liberal religion and service, recognized in our community as a source for stimulating spiritual, social, and intellectual interaction. We will develop and maintain exceptional human, financial, and building resources to provide opportunities for lifelong learning, active social outreach, meaningful community fellowship, and deep spiritual exploration.

Our Vision: The collective vision of the **Eno River Unitarian Universalist Fellowship** can be stated as the Ends it intends to achieve. These Ends were taken from multiple sources, including a congregational Appreciative Inquiry process; they were adopted by the Board of Trustees in May 2008.

I. The people of ERUUF are engaged in a deeply meaningful, transformative liberal religious experience.

- They find hope, beauty and inspiration in their worship.
- They develop and deepen their individual spiritual practices.
- They embrace and affirm Unitarian Universalist identity, heritage and values.

II. The people of ERUUF create and sustain a community of care, mutual respect, inclusiveness and love.

- Their talents and gifts are recognized, nurtured and called upon.
- They are generous with their time, energy and resources, in a prevailing spirit of abundance.
- They create a climate of radical hospitality which ensures that all present are welcomed and diversity is honored.
- They provide care and a safe haven for one another in times of need.
- People of all ages are cherished and have a religious home, history and future.
- They experience ample opportunities for laughter, fellowship and fun.

III. The people of ERUUF reach beyond their congregation, individually and collectively, as they live out Unitarian Universalist values.

- They are engaged in the betterment of the community and the world through their own work and opportunities the congregation provides.
- They are leaders in environmental sustainability and are responsible stewards of the Earth and its resources.
- ERUUF is a valued partner in bringing justice and compassion to the Durham-Chapel Hill community.

- ERUUF contributes to and learns from the larger Unitarian Universalist community.

Manse Summer Report

George, et al.

As most of you know, I helped arrange Bryan Mead's stay at the Manse this summer but was away for most of the time he was there. I am pleased to report that this extra effort by the church to accommodate a member family with a real short term need appears to have been a real success.

I have heard from the church administrator that Bryan was a very cooperative tenant. He expressed a desire to be sure to keep the place clean; Andrea reports that the church provided the supplies he needed -- and are needed in the Manse in any case.

From the other direction, I have just gotten this brief assessment from Joan Meade: "Things came together just in time for Bryan to move to an apartment in Carrboro on Sep 8. So the service provided by the church was both vital and timely."

I had the pleasure of meeting Bryan in connection with the rental and getting to know him better in a few conversations after church services. He is working hard to make things go well, and I am really glad that this summer at the Manse worked out.

This episode may or may not be a model for future efforts. But it seems to have been a good example of how we can come together to help each other in a caring and effective way. Of course, any feedback on what went well and what may not have, or lessons for the future are welcome.

Many thanks to all for their understanding and assistance,

Allen.

Allen Spalt
Carrboro
967-3054
aspalt@att.net

How Does New Governance System Advance Church's Mission?

Governance Workshop, Sept. 21, 2010

Report (requested by Executive Committee, submitted by Cecilia Warshaw on behalf of Governance Task Force)

After an overview of the governance model and development process being used, board members, staff members and volunteers shared examples of how the new governance system has already made efforts to meet our mission easier and more responsive. Rev. Maj-Britt Johnson reminded the 35 in attendance that governance has been an issue since there were only a few people on the planet and shared a very pertinent example from Moses' time. Strong representation from the board and staff, 7 and 4 respectively, emphasized that we are all involved in this governance change. Two versions of a spoof, one set before and one set after governance change, illustrated the need and result of making this change.

Participants asked clarification questions and suggested a couple of ways to ensure we follow better practices in the future rather than relapse into less productive patterns. (Both ideas are part of the Hotchkiss model.) A couple of participants expressed concerns about whether there would be enough conversation between the board and the congregation and what role, if any, the Church Council might have in the future governance system.

Outcomes

- Participants readily accepted the need for a governance change. They seemed to understand and be comfortable with the process and model, other than 2 items: board might become too isolated and Church Council's role. (see next two bullet points)
- It is important that the Board reassure the Congregation that it is listening by having transparent processes and by including the congregation in discernment (visioning...) and strategy efforts, as already incorporated into the governance model. (It is also important that the Ministry side is transparent and includes pertinent volunteers' input when appropriate.)
- GTF, board chair, vice-chair and minister discussed and decided Oct. 1, 2010, that Church Council falls under Ministry. As Ministry leader, Maj-Britt thinks there is a role, one that is not totally clear at this point, for the Church Council in the future. She will work with volunteers to evolve that role over time.

Nominating Committee Report

George,

The Nominating Committee would like to present the following slate of excellent candidates for the upcoming Board election.

Vice Chair: Kari Andrade

Members at large:

Eleanor Armstrong
Karen Abbotts
Jim Siplon

Despite great effort we have not been able to obtain the number specified by the by-laws. There is still a month left for self-nominations, but it is quite possible that no one will self-nominate.

Please advise us about whether the current slate will suffice or whether we must come up with additional candidates.

The Nominating Committee hereby nominates **Mary Hulett for re-election to the Endowment Committee**. As you know, she has finished her initial 1-year term on the committee and has confirmed that she would like to serve an additional 3-year term.

Sincerely,

Nominating Committee Members:

Laura Gilliom
Cathy Cole
Liz Bryan
Ruth Gibson

AMENDMENT TO CONGREGATIONAL BYLAWS

An Endowment Fund, whose purpose, governance, and operational procedures shall be defined by special resolution adopted by the congregation, shall be established.

RESOLUTION TO IMPLEMENT THE ENDOWMENT FUND

WHEREAS, stewardship involves the faithful management of all the gifts we have been given--time, talents, the natural world and money, including accumulated, inherited and appreciated resources; and

WHEREAS, we can support the mission and work of this congregation through transfers of property (cash, stocks, bonds, real estate), charitable bequests in wills, charitable remainder and other trusts, pooled income funds, charitable gift annuities, and assignment of life insurance and retirement plans; and

WHEREAS, it is the desire of the congregation to encourage, receive, and administer these gifts in a manner consistent with the loyalty and devotion expressed by the grantors and in accord with the policies of this congregation:

THEREFORE BE IT RESOLVED, that this congregation, in a special congregational meeting assembled on December 14, 2008, approve and establish on the records of the congregation a new and separate fund to be known as THE COMMUNITY CHURCH OF CHAPEL HILL UU ENDOWMENT FUND, (hereafter called the "FUND");

BE IT FURTHER RESOLVED, that the purpose of this FUND is to enhance the mission of the Community Church of Chapel Hill apart from the general operation of the congregation; that only in particular, temporary, difficult circumstances, and where integrity of gift restrictions permit, may this congregation, by action in meeting assembled, use FUND distributions for its own operating or support services; and that, except where specifically authorized otherwise in the terms of a gift, distributions from the FUND will be made annually, in amounts not to exceed 5 percent of the average fair market value of the FUND over the previous 12 months;

BE IT FURTHER RESOLVED, that the principal of the FUND shall remain untouched except in special circumstances as voted upon by a 2/3 majority of the congregation;

BE IT FURTHER RESOLVED, that the Endowment Committee (hereinafter called the "COMMITTEE") shall be the custodian of the FUND;

BE IT FURTHER RESOLVED, that the following Plan of Operation sets forth the administration and management of the FUND.

PLAN OF OPERATION

1. The Endowment Committee

After adoption of this resolution by the congregation, the Board shall appoint five (5) church members as an “Interim Endowment Committee,” to oversee the endowment as outlined below until election of members to the regular Endowment Committee (hereafter, the “COMMITTEE”) by the congregation at a subsequent congregational meeting. The Interim Committee will dissolve within one (1) year, as soon as the regular COMMITTEE has been elected by the congregation. Service on the Interim Committee shall not count toward service on the regular COMMITTEE. Annual distributions from the endowment will not commence until after the election of the regular COMMITTEE and as outlined below.

The Endowment Committee (“COMMITTEE”) shall consist of five (5) members, all of whom shall be voting members of the Community Church of Chapel Hill UU. Except as herein limited, the term of each member shall be three (3) years. The senior minister, the chair or vice chair of the church board of directors and the church treasurer shall be advisory, non-voting members of the COMMITTEE (and the Interim Committee).

The congregation shall elect five (5) members of the COMMITTEE: two (2) for a term of three (3) years; two (2) for a term of two (2) years; and one (1) for a term of one (1) year. Thereafter, at each annual meeting, the congregation shall elect the necessary number for a term of three (3) years. No member shall serve more than two consecutive three-year terms. After a lapse of one (1) year, former COMMITTEE members may be re-elected.

The Board of the congregation, or the congregation’s Nominating Committee, shall nominate new members for the COMMITTEE and report at the annual congregational meeting in the same manner as for other offices and committees. In the event of a vacancy on the COMMITTEE, the Board shall appoint a member to fill the vacancy until the next annual meeting of the congregation, at which time the congregation shall elect a member to fulfill the term of the vacancy.

The COMMITTEE shall meet at least quarterly, or more frequently as deemed by it in the best interest of the FUND. A quorum shall consist of three (3) voting members. A majority present and voting shall carry any motion or resolution. The committee shall elect from its membership a chairperson, financial secretary and recording secretary. The chairperson, or member designated by the chairperson, shall preside at all committee meetings. The recording secretary shall maintain complete and accurate minutes of all meetings of the COMMITTEE and supply a copy thereof to each member of the COMMITTEE. Each member shall keep a complete copy of minutes to be delivered to her or his successor. The secretary shall also supply a copy of the minutes to the Church Board.

The financial secretary shall assist the congregation’s treasurer in maintaining complete and accurate books of accounts for the FUND and shall submit to the treasurer on behalf of the COMMITTEE written requests for checks payable from the FUND and shall sign all other necessary documents on behalf of the congregation in furtherance of the purposes of the FUND.

The books shall be audited annually by a certified public accountant or other appropriate person who is not a member of the COMMITTEE. The COMMITTEE shall report on a quarterly basis to the Board and, at each annual or special meeting of the congregation, shall render a full and complete audited account of the administration of the FUND during the preceding year.

The COMMITTEE may request other members of the congregation to serve as advisory members. In addition the COMMITTEE, at the expense of FUND (taken from the annual distribution amount OR undistributed capital appreciation), may provide for such professional counseling on investments or legal matters as it deems to be in the best interest of the FUND.

Members of the COMMITTEE shall not be liable for any losses which may be incurred upon the investments of the assets of the FUND except to the extent that such losses shall have been caused by bad faith or gross negligence. No member shall be personally liable as long as she or he acts in good faith and with ordinary prudence. Each member shall be liable only for his/her own willful misconduct or omissions and shall not be liable for the acts or omissions of any other member. No member shall engage in any self dealing or transactions with the FUND in which the member has direct or indirect financial interest and shall at all times refrain from any conduct in which her or his personal interests would conflict with the interest of the FUND. All assets are to be held in the name of the Community Church of Chapel Hill UU Endowment Fund.

Recommendations to hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest, and in all other respects to manage and control the assets of the FUND, including stocks, bonds, debentures, mortgages, notes, or other securities, as in their judgment and discretion they deem wise and prudent, are to be made by the COMMITTEE, with subsequent execution by the delegated member of the COMMITTEE.

2. Distributions

The COMMITTEE shall abide by and keep a record of the terms and restrictions of all gifts to the FUND and shall determine what is principal and income according to accepted accounting procedures.

Unrestricted gifts to the FUND shall accumulate until a fair market value of \$50,000 is achieved, after which annual distributions may commence. Should the fair market value of the FUND grow less than 5 percent or decline on the average over the year preceding the annual distribution date, distributions shall be made only upon a 2/3 majority vote of approval from the congregation.

3. Amending the Resolution

BE IT FURTHER RESOLVED, that any amendment to this resolution, which will change, alter or amend the purpose for which the FUND is established shall be adopted by a two-thirds vote of the members present at an annual meeting called specifically for the purpose of amending this resolution.

4. Disposition or Transfer of FUND

BE IT FURTHER RESOLVED that in the event that the Community Church of Chapel Hill UU ceases to exist either through merger or dissolution, disposition or transfer of the FUND shall be

at the discretion of the Church Board in conformity with the approved congregational constitution and in consultation with the Unitarian Universalist Association.

ADOPTION OF RESOLUTION

This resolution, recommended by the Church Board and accepted by the congregation at a legally called congregational meeting, is hereby adopted.

By _____

Chair, Community Church of Chapel Hill UU Board of Directors

and _____ Secretary

Dated this _____ day of _____ 200 ____

Church Council Minutes

Church Council Minutes

September 28, 2010 7-9pm Manse

B&G	Gary Giles	DC		SEA	Jean Genova
Board Rep	Paige Smith	ECO	Cecilia Warshaw	Stewardship	
Caring		IT		W&A	Marni Goldschlag
Council Convener	Tifani Hencke	Members hip	Rick Szymanski	Youth Programming	Julie Worth
CRE	Julie Worth	Music	Peter Bird		
CSM	Sue Brewer	Minister	Maj-Britt Johnson	GTF	Cecilia Warshaw
COM	Lilie Bonzani	P&J	Lynn Harmon		

Chalice Lighting - Tifani read the Mission Statement

Council Learning – Governance System (30 minutes) - Cecilia gave an explanation of the diagram that she sent and was presented at the governance meeting. Cecilia explained the process of policy adoption and went over the policies that have been adopted. She explained that the Church will begin a trial year in 2011. This is the period of “trying out” affirmed policies before they are adopted. The policies that have been adopted were already in effect/use so there was no need for a trial period. The Governance Task Force is keeping the latest policy info on their webpage and in a binder in the Admin Lobby.

Business Meeting:

- For Your Information
 - STP Deadline for Jan – June 2011 is October 17, 2010
 - WiFi access info at <http://c3h.wikispaces.com/C3H+Hotspot>

Church SSID is C3HSSID2 (must be all caps)

- STP Deadline for Jan – June 2011 is October 17, 2010

1. Orientation (50 minutes) - Tifani went over packet of info that was given out at the meeting. If you did not receive a packet please contact Tifani and she will get one to you.

- Check-in: 2-3 minutes per committee (30 minutes)

COM - Lilie is the new chair and there are several new committee members. Their goal this year is to set up procedures for conflict resolution based on the Congregational Covenant they created and the congregation adopted in the Spring.

Community Service Ministry - Sue informed the group that they will be collecting non-prescription reading glasses for Project Homeless Connect. Also told us that Katie Donovan has resigned from the committee, they had a thank you luncheon for her.

CRE - Julie reported that they are currently studying Hinduism. They are working out ways to accommodate the large number of children at both services.

Youth Group - Julie reported that the New Orleans trip will be during winter break this year to accommodate kids in different school districts. The Coming of Age program is off to a good start and the High School parents are going to start meeting once a month during HSYG.

Maj-Britt - reported that the Wellspring program has started and it will replace the Spiritual Practice program she did last year. Also let the council know that Nato will be here as a part time intern for 2 years.

ECO - Cecilia presented a proposal to collect medications for proper disposal. The Council was in favor of this so ECO will do this collection in November. They will provide info ahead of time letting folks know what will be collected and what preparations will be necessary.

Worship & Arts - Marni said they have been busy. Have changed the Joys & Concerns from candles to stones - it is cheaper, safer, more environmentally friendly and is the same thing the kids do. They are also in the process of making some changes to the Worship Associates program.

Buildings & Grounds - Gary said they have been doing a lot of work on the landscaping, especially weeding. They have a workday the first Sunday of the month and were planning to repaint parking space numbers. Did ask for requests from council: W&A suggested painting the Sanctuary, Paige suggested working on better lighting along drive to Manse.

Membership - Rick reported that the committee has lost a few members and is in a rebuilding phase.

Peace & Justice - Lynn reported that they helped with the rally on Sept 11th. Also coordinated the Labor Day service. They are evaluating the Straley Series and would like feedback from folks. They took part in the Gay Pride March. Also they are working with SEA on their "Just Dessert" series.

SEA - Jean informed council that the fall adult program series has started with several offerings: BYOT, Voluntary Simplicity, Wellspring, UU101 and others.

Board - Paige & George went to the TJD Leadership Retreat learned that a lot of churches are working on governance and it looks like our plan is sensible and achievable.

Next Meeting: October 26th, 7pm Manse. Please send agenda items to Tifani at membership@c3hUU.org by 6pm October 21st. Remember to include a brief explanation and desired amount of time for discussion/presentation.

Talking Points for Stewardship Follow-up Calls

Feel free to use these points when you talk to people about stewardship. At the executive committee, we agreed that we could use the points Maj-Britt made in her October newsletter column. Additionally, as you will see from the proposed budget, we really need to raise more money than what is currently pledged.

- **As a church community we have achieved many important goals:**
 - a spacious and beautiful sanctuary and court yard,
 - renovated spaces for our use and for rental spaces,
 - reclaiming the Manse for our religious education program and for additional meeting space for the Board and committees.
 - a staff that works hand in hand with members and volunteers,
 - a full time minister and life span religious education director, a reorganized staff under the leadership of Maj-Britt.
 - renewed spiritual growth and activity in our various ministries
 - an expanded life span religious education program (Spiritual Exploration for Adults, campus ministry, children and youth programs, Well Spring, covenant groups, family programs)
 - an active and responsive caring ministry
 - commitment to an ambitious and successful share the plate program to continue our generous outreach
 - transition to a new governance structure that will help us keep pace with our growing congregation

- **Our needs to move forward and continue our positive direction:**
 - Although our pledges increased \$60,000 in 2010, we did not keep up with expenses.
 - Our reserves are dangerously low and could disappear
 - If at all possible, we really need you to consider increasing your financial commitment to our church to keep us on track.

Bookplate Proposal

Proposal: That a permanent Book Fund be established for the purposes of buying hymnals and related materials through proceeds from selling commemorative book plates to be inserted into the hymnals. The Music Committee will determine the price of each book plate commensurate to satisfying the cost of making each hymnal available to the congregation. Disbursement of moneys in the Book Fund shall be at the discretion of the Music Director, in consultation with the Music Committee. Proposal: That a permanent Book Fund be established for the purposes of buying hymnals and related materials through proceeds from selling commemorative book plates to be inserted into the hymnals. The Music Committee will determine the price of each book plate commensurate to satisfying the cost of making each hymnal available to the congregation. Disbursement of moneys in the Book Fund shall be at the discretion of the Music Director, in consultation with the Music Committee.

Community Church of Chapel Hill – Executive Committee Meeting

Date: **October 5, 2010 @ 7:00 p.m.**

Present: **George Thompson, Paige Hall Smith, Erich Lieth, Barb Chapman,
 Scott Provan, Maj-Britt Johnson**

Chalice Lighting

Maj-Britt read from *Zorba the Greek*

Board Learning

We need an open discussion around how should we develop our vision statement – the process. Paige has developed a series of steps from UUA meeting – a clear process, but an end in sight.

- The Governance Task Force will lead a 20 minute discussion regarding Discernment
- George will do 40 minutes of Leadership Workshop report and discussion of Vision

Consent agenda

- Nominating Committee Report
 - not enough nominees for BOD as per bylaws
 - Mary Hulett renominated for Endowment committee
 - Erich will contact committee chair about finding a replacement for Kari Andrade
- Endowment Committee Information
 - report only, no presentation at this time
 - Scott will contact Frankie and remind her about sending minutes to BOD
 - Erich will contact Kari and, subsequently, the nominating committee
- Follow up from Governance Town Meeting – Barb will contact Cecilia Warshaw

Action Items – New Business

- Six-Month Proposed Budget
 - Maj-Britt will be prepared to talk about budget
 - Maj-Britt will talk to Andrea to make sure Scott is on list to get budget.
 - Board will vote in November

- Maj-Britt will not be at November BOD meeting
- Maj-Britt will work with Andrea re possible cuts – e.g., staff two week furlough with out pay and/or lose 1.7% raise given last year
- Stewardship
 - BOD members will be contacting committed members. Use points from Maj-Britt's newsletter article. George will pull together talking points after talking with Maj-Britt. We need to be honest, but not alarmist, about our financial situation.
 - Maj-Britt is concerned there is a \$30,000 gap between what has been pledged (or expected to be pledged) and the actual budget. If the gap is not filled, we will have to cut staff – that is the only place to go.
- Comprehensive Year Long Stewardship
 - Radical hospitality – how do we welcome people? – we can do better
 - Maj-Britt – we do have a plan – has talked with Tifani – some pieces have been dropped because there are only two people left on the membership team
 - Membership must be tied in with stewardship
 - Letters sent from Stewardship to those who have pledged – a different one was sent to those 120 who have not pledged
- Bookplate Commemorations
 - Let congregation know they are available
 - Scott – establish fund earmarked for a specific purpose – bookplates/hymnals
 - Issue at last BOD meeting was problem with raising money now
 - Scott will write proposal in time for the October 12 BOD meeting

Other

- EC Committee Attendance – meetings are open meetings
- Maj-Britt – next month wants to discuss difficulties staff has with fundraising policy – will present staff recommendations
- Why not a mortgage? Scott will find out what the building loan arrangement is and means.
- Erich suggested a special campaign for the Reserve Fund.

Minister's Report to the Board / Proposed 6-Month Budget

10-12-10 Rev. Maj-Britt Johnson

Dear Board, I've been asked by the Exec to come up with the cuts I believe we would be forced to make to balance the budget, should the fall "recommitment" drive **not** see an increase in pledges by \$30,000 for the next 6 month period.

Below are the cuts Andrea and I worked out. Again, these are only for the next six month period. If pledges did not increase during the full stewardship campaign next spring, for the 2011-2012 year, we would need to double these cuts for that year. In other words shut down for four weeks over the summer.

Item	Dollars
2 weeks unpaid leave for all staff (this would have to happen before July)	\$11,548
Drop new caring administrator position	\$ 1,200
Take away the 1.6% cost of living increase made to Maj-Britt, Glenn, Tifani and Marion last year. ¹	\$ 1,682
Eliminate the position of Sunday hospitality (Olga Naranjo)*	\$ 1,500
Eliminate coffee and cookies on Sundays*	\$ 1,250
Music budget (no new sheet music, no orchestra for spring special music service, no bagels between services)	\$ 2,000
There are 67 members who do not pledge, some of whom are quite involved ²	\$ 2,713
Eliminate pizza purchases from the R.E. budget*	\$ 1,200
Cut professional expenses in half (6 months):	
Maj-Britt	\$ 2,000
Glenn	\$ 150
Marion	\$ 250
Reduce the contracted lawn care	\$ 688
Total	\$26,181

\$3,819 extra would need to be cut from somewhere to balance the budget.

It's really not an option to have no hospitality on Sundays, to not feed hungry teenagers, or to have shabby grounds. So to do the above () would require a clear commitment from the

¹ Andrea did not receive this pay increase. Pay level was brought up to level of Congregational Administrator. Susie and Sheila are new so do not have increases to take away.

² Options: Make them "friends" so we don't have to pay their dues. Require they pledge, or at minimum, require that they pay the \$81.00 in dues to the Association and District if they wish to retain the designation of member. I believe one of these three options needs to be decided upon no matter what decision is made about the budget. I believe the staff has the authority to do this, and actually the Bylaws make membership status pretty clear. We have a staff meeting scheduled to discuss it. This discussion will need to include the question of what "friends" can reasonably expect in terms of use of resources and time of paid staff.

congregation that they will volunteer time to make coffee on Sundays, provide food for coffee hour, provide food for youth groups, and volunteer to cut the lawn.

MEMBERSHIP FOLLOWUP - The Exec also discussed the fact that we need a coordinated, all-year-long stewardship ministry. *We all* have been saying this for years, but it doesn't happen. The time has come! I propose getting the membership coordinator, Membership chair, Stewardship chair, the minister, RE director, music director, and Board president, together to frame that structure. One of the points I've heard made often is that we need to do better follow up with visitors and new members. Last year I worked with Tifani to come up with a plan for such a follow up. (See below) George asked me to share it with you.

Unfortunately the Membership committee's ranks were depleted over the summer and this work was not done, and hasn't been done this fall. I imagine it will take some time to organize new volunteers to do this work. I am going to discuss Tifani's work flow with her and see if this is something she can take on herself. Perhaps some of the data entry work she spends much time on can be done by a volunteer or two.

Note: I have starred the parts that are happening!

THE PLAN

Steps: Visitor to involved newcomer

1. Sign guest book*
2. Attend 30 minute sunday session (anytime during process)*
3. Receive welcome letter from tifani*
4. Receive phone call if requested in guest book*
5. Receive written invite to 3 hour orientation.*
6. If they do come encourage to go to covenant group, sea, etc*
7. If they become members tifani sends contact info to covenant group, sea, womencircle and stewardship*
8. If they come to 3 hour orientation but do not sign the book, call and check-in within 1 month of orientation.
9. Find out within 2 months which new members have not joined a group/activity.
10. Call those not in a group to check in on their sense of connection.

These are the Scripts that Tifani and the Membership chair worked up:

Visitor Call Script:

- Caller: Hello _____, this is _____ from The Community Church. I see that you visited our church recently and requested a call. How can I help you learn more about our church? (Have newcomer news, upcoming orientation info, RE/SEA info)

Orientation Follow-up Call Script:

- Caller: Hello _____, this is _____ from The Community Church. We met at the Newcomer Orientation earlier this month. I wanted to check-in and see if you have any questions.

New Member Follow-up Script:

- Caller: Hello _____, this is _____ from The Community Church. I am so glad you have joined the church. I wanted to see how you are doing and if you have any questions. Are you finding your way around? Have you checked out _____ (SEA, Covenant Groups, WomenCircle, bookclub...etc)? Would you like me to have someone from _____ contact you?
- OR: Caller: Hello _____. This is _____ from The Community Church. I am so glad you have joined the church. We would like to let folks know more about you, do you have a few minutes to do the new member bio with me? (Do Bio) Are you finding your way around? Have you checked out _____ (SEA, Covenant Groups, WomenCircle, bookclub...etc)? Would you like me to have someone from _____ contact you?