

The Community Church of Chapel Hill Unitarian Universalist
Minutes of Board Meeting of April 14, 2009

Present: Barbara Chapman, Mariana Fiorentino, Mary LeMay, Erich Lieth, Susan McDaniel, Joan Meade, George Thompson, Bob Weston

Absent: Patricia B. Learned, Steve Marshall, Susan Spalt

Ex Officio: Maj-Britt Johnson, Scott Provan

Visitor: Cecilia Warshaw

Minutes: Laurence Kirsch

Erich called the meeting to order at 7:03 pm. Bob Weston, the Board Member of the month, lit the chalice and offered a reading.

BOARD LEARNING

Susan McDaniel led a discussion of Board governance and the Church mission. The Board discussed the process and timeline by which the Church's Statement of Purpose might be amended or updated.

ANNOUNCEMENTS

Erich Lieth mentioned that the 2008 Annual Report has been printed and partly distributed.

Erich announced that David Abels has resigned from the Board for personal reasons that limit his time availability. The Board will consider whether and how to fill this vacancy at a later date.

CONSENT AGENDA

The consent agenda consisted of the following items:

- For receipt:
 - Executive Committee Meeting Summary – April 7, 2009
 - Council Minutes – February
 - Council Minutes – March
 - Religious Education - Effect of Influx from ERUUF
 - Voices Together Proposal Vote
 - Nominating Committee Appointments Vote
 - Shalem Clergy Spiritual Life and Leadership Program Participation
- For approval:
 - March Board Minutes

- Charter: Young Adults Group
- Sunday Tabling Policy
- Witness For Peace Fundraisers
- Heifer Project Fundraisers
- Disbursement of Funds from 2008 Services Auction

Barbara Chapman moved acceptance of the consent agenda. Mariana Fiorentino seconded. Unanimously approved.

Except for the minutes, the foregoing items are attached hereto.

REPORTS

1. Previous Month's Action Items

All action items have been completed, with the following exceptions:

ACTION	BY WHOM	DUE DATE
Give Erich specific proposed changes to Peace & Justice charter.	Mary LeMay	03/12/09
Revise the charter for the HR Committee.	Maj-Britt Johnson Susan Spalt Bob Weston	4/14/09
Give Erich a proposed list of Designated Funds to be closed	Scott Provan	5/12/09

2. Quarterly Financial Report

Scott Provan led a discussion of the spreadsheet that he distributed. Pledge receipts for the first quarter were less than one quarter of the annual pledges, but he is not concerned this early in the year. Scott pointed out that the portion of loose collections that goes to outreach is probably balanced by reduced budget expenditures on outreach, so the net effect on the budget should be minimal. Scott will bring a recommendation next month about what to do about the budget shortfall in the dues.

There was a general discussion of several of the budget details. Mary LeMay suggested that share-the-plate be used to pay our dues (about \$1,800 per year) to the UUA and the Thomas Jefferson District, which the Board will discuss next month. The Board made no adjustments to the budget.

3. Minister's Report

Maj-Britt Johnson led a discussion of items mentioned in her report. She mentioned that Worship and Arts would like Board members to have greater participation in Sunday services. Some Board members expressed interest in participation up front in the service, and it was agreed that once per month would be appropriate – Susan McDaniel volunteered for May. There was discussion of the benefits of Board members being greeters, at the welcome table, or otherwise available before and after services.

4. Pre-School Lease Violations

Erich Lieth said that the violations have been addressed, and our procedure worked well.

ACTION ITEMS – PAST

1. Modification to Rental Policy

Erich Lieth wrote up some suggestions that various people have had for addressing situations in which a member requests use of Church space for non-Church groups, and for distinguishing groups that can pay rent from those in need. There was a lively discussion. The issue will be considered by the Board again in the near future.

2. Policy on Permanent Structural Changes

The Board has allowed Worship & Arts to obtain art, but has not contemplated that some art might be permanent. The controversy over the acquisition of the sculpture raises questions about how the Church should handle the acquisition of permanent art. What is the Church policy for making permanent changes to grounds? What is the process for making such changes? What committee, person, or group should be responsible for making decisions about physical changes in the Church?

Gary Giles has said that the Church needs to develop policies. There is need for benches, bushes, signage, and other things. Funding priorities need to be developed. The Board needs to write the policies.

Mary LeMay and Joan Meade volunteered to be on a committee that will report on this issue by May or June. It was suggested that this committee include someone from the Membership Committee because it already has authority for the commons.

ACTION ITEMS – NEW

1. Charter for Church Council

The Board wants the Church Council to be empowered to act on behalf of the Church. By the next Board meeting, a committee consisting of George Thompson, Tifani Hencke, Maj-Britt Johnson, and Erich Lieth intends to develop a charter for the Church Council that defines how it operates and what its powers are.

2. Schedule Budget Meetings

In past years, Committee budget requests have been due at the start of July, and the initial Board budget meeting has occurred in mid-July. Some Committees have presented information at the the initial Board meetings.

Maj-Britt Johnson and the Staff want the initial Board meeting to occur later than mid-July because staff is gone or having Sabbath in July. The ensuing discussion concluded that staff need not be involved in the initial budget meeting because there will be plenty of other opportunities for participation in the budget process, which is more or less complete in October.

Erich Lieth suggested that this year's initial budget meeting occur from 9 am to 3 pm on Saturday July 11, 18, or 25th. He will take a vote of Board members by email, and will pick the date that most people can make.

3. Schedule 2010 Board Retreat

Susan McDaniel says that it's best to have the retreat after the first Board meeting so that new members can have one regular Board meeting under their belt before the retreat. The Board agreed to hold next year's retreat in the Manse on Saturday 16 January 2010, 9 am to 5 pm.

4. Board Liaison to Kitchen Committee

Barbara Chapman volunteered to be liaison.

ADJOURNMENT

The next Board meeting is Tuesday, May 12, at 7 pm.

The meeting adjourned at 9:18 pm.

FUTURE ACTION ITEMS

ACTION	BY WHOM	DUE DATE
Disseminate information from consent agenda to designated groups	Erich Lieth	ASAP
Inform Membership and Worship & Arts Committees about BOD Sunday participation (i.e., greeting and welcome)	Maj-Britt Johnson	ASAP
Write and submit March BMOM report for newsletter.	Bob Weston	noon 4/18/09
Do greeting and Welcome for Sunday services.	Susan McDaniel	5/3/09
Submit revised Peace & Justice Committee charter to Erich.	Mary LeMay	5/12/09
Address rental policy changes.	Erich Lieth	5/12/09
Work on policy regarding permanent structures/ structural changes and report to BOD.	Mary LeMay Joan Meade	5/12/09
Write charter for Church Council.	George Thompson Maj-Britt Johnson Tifani Hencke Erich Lieth	5/12/09
Ask Share the Plate Task Force to give the BOD a report on how STP functions.	Erich Lieth	5/12/09
Revise the charter for the HR Committee	Maj-Britt Johnson Susan Spalt Bob Weston	5/12/09
Prepare recommendations for BOD regarding budget shortfall and what to do with respect to UUA and ATJ District dues.	All BOD members	5/12/09
Give Erich a proposed list of Designated Funds to be closed	Scott Provan	5/12/09

Attachment A (Consent Agenda)
Executive Committee Meeting Summary – April 7, 2009

Present: Erich Lieth, Susan Spalt, George Thompson, Barb Chapman, Maj-Britt Johnson

Absent: Scott Provan

- **Content of Board Learning**
 - Topic for April meeting will be aspects of governance
- **Reports**
 - Scott Provan is ready to present the quarterly financial report with possible adjustments.
- **Action Items**
 - **Past Business**
 - Recent requests for building use by outside groups (Voices Together and Club Nova) and approval, or pending approval by the BOD, require modifications to our Rental Policy. The policy should specify how such requests are to be handled so that BOD approval is not required each time a request is made. This will allow staff to proceed, or not, with scheduling.
 - **New Business**
 - Board Liaison to Kitchen Committee – There is currently nobody on this cmte, though there is a possible volunteer. We do need a liaison to this committee.
 - Schedule budget meetings – Maj-Britt said staff needs input into budget and, therefore, the scheduling of budget meetings.
 - Stewardship – Andy Hencke met with the Executive Board regarding the critical need to find a chair and meet the timeline for the upcoming stewardship campaign; both need to be established by May 2009. Andy and Perry Genova have expressed willingness to serve as “supporting” co-chairs. One-third of the congregation is needed to help in running the stewardship campaign.
 - Andy will send Erich a list of “possibles” and “nos” for stewardship chair.
 - Erich will contact Mariana Fiorentino and ask her to be the recruiter.
- **Other**
 - Maj-Britt will be participating in year-long Shalem Institute training and will write a letter to inform BOD.
 - Erich and Maj-Britt presented issues related to current challenges being faced by the ERUUF congregation, including appropriate response by our congregation.
 - Permanent structural changes – A task force is needed to review church policies related to permanent structural changes and ensure those policies are consistent. A question was raised regarding where and how decisions will be made with respect to permanent structural changes – Church Council, BOD, a committee?
 - The Commons Area – A task force is needed to consider issues regarding the commons area. During the April Council Meeting Mia Prior recruited from Building & Grounds, Worship & Arts, and Hospitality to for this task force.
 - Erich proposed that the BOD charge a taskforce to create a charter for the Council. Maj-Britt, George Thompson and Tifani Hencke have been meeting regularly to manage the business of the Council, and they offered to draft a charter to present to BOD.

**Attachment B (Consent Agenda)
Council Minutes - February**

February 24, 2009 7-9pm Commons

Attendance:

B&G	Gary Giles	Membership	Rick Szymanski	Board Rep	George Thompson
Caring		Music		Council Convener	Tifani Hencke
CRE	Becky Wilkes	Nominating		Minister	Maj-Britt Johnson
CAP/EATF	Cecilia Warshaw	P&J	Lori Hoyt	Tabling Task Force	Eileen McKenna
Coffeehouse		Social Concerns			
COM		Stewardship			
Covenant Groups	Bob Weston	Synergy			
DC	Frankie Price Stern	W&A	Marni Goldschlag		
HR		WomenCircle	Marni Goldschlag		
IT	Mark Smith	Young Adults	Rebecca Rhodes		
Kitchen		Youth Programming			

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.

Chalice Lighting – Maj-Britt

Centering with Maj-Britt – 30 minutes

Sharing what sustains me in my committee work

Covenant on Sharing: One person speaks at a time, the rest of us listen. Try not to worry about formulating a response, or your own thoughts for when your turn comes. Try to listen to each other as if you were listening to, or watching your own thoughts. Let others' words fall down into your heart. When it is your turn to speak it is not necessary to respond to the people who have gone before you. Find out what your own inner wisdom wants to say. Together we create a quilt of wisdom, the design is a surprise.

Business Meeting:

Announcements from Tifani: 5 minutes

Send agenda items by 5pm the Thursday before the meeting to membership@c3huu.org

New email addresses: Sunday announcements – bulletinannouncements@c3huu.org

Calendar Reservations – calendar@c3huu.org

Rentals – rentals@c3huu.org

Request from council to have Pat confirm receipt of emails sent to these addresses.

One Small Step

Staff Assistance Request Form

Finance Point Person – one person per committee to interact with Andrea

Consent Agenda: 2 minutes

CRE Charter

Membership Committee Charter

P&J Charter

A couple of questions about charters that can be attributed to the template; such as no mention of committee chairs and will the charter limit a committees responsibilities.

Made motion to approve sending charters to the Board. Lori Hoyt gave motion approval, Rebecca Rhodes seconded. Passed with one abstainion.

Updates/Business Check-in:

- Tabling policy feedback (C. Warshaw) – 10 minutes

Cecilia requested feedback on draft shared on listserv. Most of the questions and feedback were in regard to outside groups “selling” at church. What outside groups should/would be supported? Especially related to church youth selling, primarily the Girl Scouts.

Lori suggested that groups like the scouts use tables outside and inside tables be reserved for church groups or specific church sponsored items.

Becky suggested outside groups advertise in the newsletter

Rebecca stated she did not want to be sold stuff at church.

Gary wanted to know how much of this happens and how subtle is it?

Eileen shared an email from Julie Worth

Frankie suggested groups selling should be sponsored by a church committee and these events should satisfy the fundraising policy.

-Committee updates/check-in – Answer this question: What is the most important thing you want us to know about your committee? - 3 minutes per committee

Discussion item: Council's role in how we get a committee started? 30 minutes

- What Characteristics needed in committee members
- Number of people on committee
- Time commitment for committee Chair and members

The Council had gave an overall opinion that it was not their place to set up committees. But gave these suggestions for helping staff or ?? start a committee:

- *Describe the ministry first to see who is attracted to it.*
- *Determine who will be affected by this committee.*
- *Create a draft charter to present to potential members.*
- *What is expected of the committee/members?*
- *Will it be a standing committee or task force?*
- *What are the staff vs. volunteer roles?*

Closing – Likes/Wishes and questions/concerns not voiced earlier

Most attending like the meeting format, especially have time for spiritual reflection and committee reports. Folks also found it helpful to get info early so could be prepared to discuss or vote.

Wishes included wearing name tags, everyone speak loud and clear, and that we make more decisions.

Next Meeting

March 24th 7pm Commons

**Attachment C (Consent Agenda)
Council Minutes - March**

March 24, 2009 7-9pm Commons

Attendance:

B&G	Gary Giles	Membership	Rick Szymanski	Board Rep	George Thompson
Caring	Bob Crane Ivy Brezina	Music	Spence Foscue	Council Convener	Tifani Hencke
CRE		Nominating		Minister	Maj-Britt Johnson
EATF	Cecilia Warshaw	P&J	Lori Hoyt	Hospitality Task Force	Mia Prior
Coffeehouse		Social Concerns	Katie Donovan		
COM	Jim Magaw	Stewardship			
Covenant Groups	Bob Weston	Synergy			
DC	Frankie Price Stern	W&A	Joyce Allen		
HR		WomenCircle			
IT		Young Adults			
Kitchen		Youth Programming	Teri Brooks		

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Chalice Lighting – Maj-Britt

Centering with Maj-Britt – 30 minutes

“We need not think alike to love alike” Francis David

Share a time when love has overcome a difference between you and another person.

Covenant on Sharing: One person speaks at a time, the rest of us listen. Try not to worry about formulating a response, or your own thoughts for when your turn comes. Try to listen to each other as if you were listening to, or watching your own thoughts. Let others' words fall down into your heart. When it is your turn to speak it is not necessary to respond to the people who have gone before you. Find out what your own inner wisdom wants to say. Together we create a quilt of wisdom, the design is a surprise.

Business Meeting:

Announcements from Tifani: 5 minutes

New Caring Ministry Chair – Bob Crane

New Recording Secretary – Susan Parish

New email address: Sunday announcements – bulletin@c3huu.org

One Small Step

Updates/Business Check-in: 2-3 minutes per committee

Committee Reports – Share something new and something challenging your group. Share your council name ideas.

P&J – Moncure strike still going on. Fundraiser in April (11th?) to benefit strikers at General Store in Pittsboro 6-9pm. Working on Straley Series for this summer.

W&A – Looking at art donation policy. Exploring worship associate program, more info will be coming.

Social Concerns – Habitat House going great, plenty of helpers. Some challenges with IFC and plans to move Rosemary St. shelter will be harder to get to, looking for ways to help with this.

Denominational Concerns – Sending campus ministry chairperson to GA. Challenge is finding affordable ways to send more delegates to GA.

Environmental Action - Met with ERUUF group last Sunday was very energizing for both groups. Challenge is how to connect more with congregation and see where energy is in our congregation.

Caring Ministry – Thanks to Ivy for moving committee forward. Having ongoing trainings for pastoral visiting. Monthly meetings and support to help the work of the committee. Challenge getting people to fill out Joy & Concern Cards on Sundays.

B&G – Ready to take action on the hillside behind the pulpit, looking for wide input, a substantial effort. Will begin exploring the mold issue in the walls of the Commons.

Membership – Have a fairly new, enthusiastic team. Challenged by how to manage all new ideas.

COM – Re-establishing the new role of the committee, concentrating on relationships within the church. Are going to develop a proposal to establish a covenant, will probably kick off with a 1 day all church retreat.

Staff – Maj-Britt gave a brief update that the staff is having weekly meetings and have developed a covenant that will be in the April newsletter.

Music – Music Gala is April 18th. Current challenge is staffing the sound booth both on Sundays and other events.

Board – Church Council needs a charter

Covenant Groups – Getting better organized with a yearly task calendar and process. Monthly meetings to keep up and be prepared for new members.

Youth Programming – Working on coming of age program, volunteer opportunities for facilitators and mentors. Keep lookout for more info.

Consent Agenda: 2 minutes

W&A Charter – tabled vote pending approval of policies being proposed by Gary Giles.

Tabling Policy – Motion to approve brought by Frankie, seconded by Bob Weston. Approved.

Discussion:

Commons Task Force Proposal – Mia Prior (15 minutes) – Membership committee wants to make spaces more welcoming to newcomers, created task force, had brainstorming in February. Next steps are for a group (Hospitality Task Force) to proceed with ideas from brainstorming. Looking for volunteers from B&G and W&A to be a part of Task Force. (Please see proposal sent with agenda)

Policy Proposals – Gary Giles (15 minutes) – Expressed need for Long-range planning committee for our physical plant. We need a process for both short-term and long-term decisions about our spaces. Not expecting a vote on proposed policies now but we do need to have further discussion about how these decisions are made and who makes them.

Closing – *Possible Names for Council: Program Council, All Church Council, Council, People’s Council, Ministry Council, Mission Council, Church Council.*

Next Meeting

April 28th 7pm Commons

Send agenda items by 5pm the Thursday before the meeting to membership@c3huu.org

Attachment D (Consent Agenda)
Religious Education - Effect of Influx from ERUUF

3 April 2008

Dear Executive Committee and Board,

I wanted to alert you to the fact that there has been a sharp increase in visitors with children from Eno River Unitarian Universalist Fellowship. Two Sundays ago we had 10 children visiting from Eno alone at the 9:30 service.

This increase in visitors and potential registered children and youth is putting pressure on staff, space and volunteers. It is particularly putting pressure on space and programming for younger kids. The RE committee is working hard to make sure that we remain able to maintain quality, safety and remain welcoming as we deal with this swell in numbers.

We will keep you posted as we deal with this situation and we wanted you to be aware of the issue.

It occurs to me that visitors from ERUUF may also be putting pressure on other areas of the church as well and that we might want to plan and communicate together as we deal with this situation.

We have always gotten visitors from area UU churches. However this increase is unprecedented in my time here.

Thank you,

Marion Hirsch

DRE

Attachment E (Consent Agenda)
Voices Together Proposal Vote

The following vote was conducted via the internet from Monday, March 30 to Wednesday, April 1, 2009:

The Board has discussed via email a proposal from members of the congregation for rent-free use of the Straley Room for a one hour program one hour per week on an ongoing basis by Voices Together, a socialization/education program to benefit children with a developmental handicap.

The email discussion resulted in additional queries, which have been addressed. Parking will probably not be a problem at the time under consideration (Wednesdays, late afternoon). The Music Director has no objections either to the use of the room or the piano as long as both are kept in good order. Use of the Manse was suggested, but is not really viable because of the need for a piano. One board member suggested that the families of the kids involved could surely afford to contribute a nominal amount for rent. However, the individuals making the proposal claim no such funds are available, which is one reason they have not been able to locate a site in the Chapel Hill area for the program. While this use represents a certain opportunity cost to the church, it is a way for us to engage in beneficial outreach in a manner that costs the church no actual money.

Under consideration here is the waiver of rent for Voices Together on a trial basis for a period of three months. The waiver will only be discontinued if problems arise. Voices Together will be responsible for requesting the room reservation on a month by month basis, but no more than 3 months in advance, which is the limit for any outside group. Teachers and attendees will be directed to park among the trees by Purefoy Rd, and specifically directed not to use spaces in the rental lot. Voices Together will be expected to sign a rental contract and adhere to all stipulations in it, excepting the monetary deposit and rental fee. However, if additional maintenance or custodial costs arise as a result of Voices Together using Community Church space, then these costs will be expected to be paid by Voices Together. These costs will be assessed at the discretion of the Office Manager, and repeated violations will result in revocation of the rental waiver.

Results:

Aye: 11, Nay: 0, Abstain: 1 (did not vote)

Motion passes. Erich has notified the concerned parties.

Attachment F (Consent Agenda)
Nominating Committee Appointments Vote

The following vote was conducted via the internet from Monday, March 30 to Wednesday, April 1, 2009:

Nominating Committee members serve for two-year terms. The committee is comprised of 4 members, half of whom are replaced each year. The Board must appoint two new members soon so the committee can begin its work. After considerable searching and with input from various board members Susan Spalt (Board liaison to the Nominating Committee) has identified two individuals willing to serve: Cathy Cole and Laura Gilliom. Both of these individuals are highly qualified for the job, as they have in depth understanding of the structure, function and membership of the church. On the next two pages please vote your approval of these two individually candidates. The vote is largely a formality, since no other candidates are available.

Results:

Cathy Cole - Aye: 11, Nay: 0, Abstain: 1 (did not vote)

Laura Gilliom - Aye: 11, Nay: 0, Abstain: 1 (did not vote)

Motion passes. The Nominating Committee has been informed.

Attachment G (Consent Agenda)
Shalem Clergy Spiritual Life and Leadership Program Participation

From Maj-Britt

I would like the Board to know that I am applying for a sixteen month program at the Shalem Institute called “Clergy Spiritual Life and Leadership”. The program involves two intensive weeks, one during the summer of 2009, and one during the summer of 2010. It will mean devoting time to particular reading assignments, and a peer group. I see continuing education as one of my responsibilities so I am letting you know this because I want to be able to make it one of my priorities next year. Numerous UU ministers have attended Shalem. Most of us who do see spirituality as the foundation of both our ministry and the congregation’s ministries.

A quote from Shalem: The purpose of the program is to nurture “contemplatively-inspired congregational spiritual leadership... Contemplative does not refer to a narrow, separate path but rather to an undergirding dimension of the way we live our lives, open-to-the-Spirit-in-the-moment in personal and congregational life. A contemplative orientation provides a steady spiritual foundation for authentic living, vision and action.

Here is info on Shalem from their website:

“For over 30 years, we have offered a wide variety of programs and resources for spiritual directors, clergy, lay leaders and individuals who want to open themselves more fully to God in their daily lives and work.

At Shalem, we honor each individual spiritual path and welcome anyone who would seek to learn from the contemplative way.”

Attachment H (Consent Agenda) Charter: Young Adults Group

The Community Church of Chapel Hill Unitarian Universalist

Mission

Our group, previously called the “20s and 30s Group”, provides a space for people to connect with others in the congregation who share the challenges and joys of being a young adult UU. We are primarily a social networking group, but we also participate in outreach activities and have events designed to support the spiritual needs of our members.

Responsibilities

- Offer opportunities for young adults to network with other UUs through social outings
- Provide spiritual support for young adults
- Serve as a source of learning about Unitarianism for our members
- Encourage volunteerism in the community and engagement with other church outreach activities
- Actively participate in the church as the representatives of the young adult demographic

Membership and Leadership

All young adults are welcome to be members of this group and to play an active part in the planning and coordination of events. The group is led by a chairperson or by co-chairs depending on who volunteers from the group. Service is typically for 1 year, though a chairperson is welcome to extend their role if there are no volunteers to take over at the end of his/her term. In the event that there are no volunteers for the position of chairperson at the end of the current term (November 1) and the, the group moves to a communal leadership where interested members formally agree to share responsibility for coordinating group activities until such time as a member steps forward to volunteer as the new chair. The council meetings are attended by the chair, co-chair or group representative. We have an email list (c3huua-ttg@www.employees.org) and a website on the church wiki (<http://c3h.wikispaces.com/C3H+Young+Adults>).

**Attachment I (Consent Agenda)
Sunday Tabling Policy**

The Community Church of Chapel Hill Unitarian Universalist

Replaces Previous Policy/Date: Tabling Policy / October 14, 2003

Date This Policy Adopted:

Date Revision Adopted:

Interim Review Term (3 yrs. from latest adoption):

*This policy contains the guidelines for tabling decisions.
See a separate document for specific procedures.*

I. Background

- A. The Community Church of Chapel Hill Unitarian Universalist (Church) has a history of Church groups tabling on Sundays, to provide communication regarding church events and activities.
- B. The Church Council (Council), in response to a Board request, charged a task force to update the tabling policy. Task force members were Katie Donovan, Marni Goldshlag, Lynn Harmon, Eileen McKenna and Cecilia Warshaw.

II. Definitions

- A. “Tabling” includes Sunday activities at the Church, before or after services, which are directed at-large to members of this Church community to inform or engage them.
- B. “Tabling activities”, which fall under the guidelines of this Policy,:
 - 1. May include but are not limited to distribution of handouts, dissemination of information, approved fundraising efforts, collection of items, petitions, sign-ups, and displays via tables, posters, easels, sandwich boards and technology devices.
 - 2. May or may not involve an interactive person, who may or may not be at or near an actual table or other device.

III. Purposes

The purposes of this Tabling Policy and its supporting procedures (to be developed and revised as needed over time) are to:

- A. Balance the Sunday spiritual experience and community-building with promoting information and activities that align with Church mission and UU principles and values;
- B. Provide a safe, welcoming and positive atmosphere for Church members and friends to explore and connect with information and opportunities for involvement as they choose;
- C. Provide clear guidelines and promote fairness of access by various Church groups and committees wishing to table;
- D. Recognize the priority of broader, church-wide or occasional, special Sunday morning program needs over smaller-group tabling, should overlapping needs occur.

IV. Guidelines

- A. Tabling may be done only by members of recognized Church groups or committees or outside groups explicitly sponsored by a Church group or committee, in order to inform and/or engage Church members and friends. Tabling by sponsored outside groups shall clearly identify the group and cause.
- B. Only information, issues and activities that align with Church mission and UU principles and values may be tabled.
- C. Sales of goods or tickets by Church committees and groups, or outside groups explicitly sponsored by a Church committee or group, may occur only as permitted by the Church Fundraising Policy.
- D. Spirit: Tabling shall be done in a manner that is consistent with the Purposes outlined in this policy. Those who are tabling shall:
 - 1. Keep in mind that the primary function of Sunday services is worship;
 - 2. Allow a person to indicate interest first rather than approaching the person;
 - 3. Remain in the tabling area to facilitate traffic flow;
 - 4. Speak in a conversational tone and volume.

V. Process for Procedures

- A. To implement this policy, the Membership Committee shall:
 - 1. Develop tabling procedures that:
 - a. Align with and reflect this policy;
 - b. Take into account factors such as overall impact, space needs, equipment, technology, special church-wide events, program needs, weather, traffic flow patterns, and problems/issues that may arise;
 - c. Consider the perspectives and input of those who experience tabling, those who table and Church staff.
 - 2. Publicize and make the procedures easily accessible.
 - 3. Monitor and take action as needed to help everyone follow the policy and procedures, assuming good intentions on the part of all.
 - 4. Revise procedures as needed.
- B. The Council (*or Church governance body with roles of communication, coordination and calendaring*) shall:
 - 1. Review procedures each spring to allow time for the revision process prior to the start of the next church program year;
 - 2. Approve revised procedures.

VI. Policy Approval and Review

This policy shall be approved by the Board and reviewed every three (3) years. This policy supersedes any previous tabling policies.

Attachment J (Consent Agenda)
Witness For Peace Fundraisers

3 April 2009

Dear Executive Committee and Board,

I am submitting 2 fundraising requests to the Board for approval. I am requesting on behalf of the Youth Programming Committee to raise funds to send 5 youth from our congregation as Witness for Peace Delegates to Nicaragua in July. The youth are Larissa Worth-Smith, Devon Rohe, Chloe Stephenson, Nick Bailey and Allison Stallberg. They are all youth group members in good standing and their families attend church and participate in the life of the church.

Sending youth on this trip which teaches them about peace and justice and gives them a chance to serve the world is a very important part of our ministry to this age group. This trip transforms, teaches and empowers our youth.

We have sent 17 youth over the past 9 years on this trip. The trip including airfare costs about \$1700. Although families do contribute to the cost of the trip, the primary source of funding for this trip comes from fundraising the youth do at church. This allows youth of all means to participate in the trip.

We have already raised money for this year's trip through approved means—2008 Services Auction, Football Parking and there will be a Share the Plate offering at the High School Youth Service in May.

In addition to the events we have already done, we are requesting two additional fundraisers which are attached to this letter—A fundraising letter and lunches after church. We have done both of these fundraisers in the past.

I know it seems like a lot of fundraising but we need to raise a total of \$7000 collectively in addition to personal contribution each youth makes. Because of the addition of the 20% stewardship component this year, I have raised the personal contribution each youth is required to make but we still have more fundraising than we have had in the past.

All the money goes to the Straley Fund and in the event that we raise more than we need, the funds stay in the Straley Fund to go towards next year's trips.

The youth always return from the trip and share their learnings with the congregation and are very grateful for the support.

I hope that the board will approve the fundraising requests for this year's trip.

If you have any questions, please let me know. Thank you,

Marion Hirsch

DRE

Fundraising Request for Witness for Peace Teen Delegation to Nicaragua

1. Name Of The Event

Fundraising letter for Straley Fund

2. Contact Person for Event

Marion Hirsch

3. Brief description of Event (1-2 sentences)

Each year we have sent out a letter to youth families and previous donors to the Straley Fund soliciting funds for the Community Church Teen Witness for Peace Delegates. This is a very targeted solicitation (about 75 folks who have direct connection to this project). The youth provide bios and statements of interest and the Teen Delegation is described. The reason we do it this way is so that youth don't solicit church members individually and that the funds are equally divided among all youth so that more well known youth don't get all the funds. There are five youth this year—Nick Bailey, Larrisa Worth-Smith, Chloe Stephanson, Devon Rohe, Allison Stalberg.

4. Proposed Date(s)

April 2009

5. Who (e.g., which committee) Is Sponsoring The Event

The youth programming committee

6. Budget

photocopying and stamps. About \$100 out of the Youth Programming Committee budget.

7. What The Event Will Cost The Church

Besides photocopying and stamps it costs Marion's and Andrea's time.

8. Anticipated (Estimated) Income From The Event

\$2000

9. How The Sponsor Would Like To distribute The net Income From The Event (after the dedicated 20% stewardship contribution)

20% Stewardship Contribution

80% Straley Fund to fund Teen Delegation to Nicaragua)

10. Impact On The Church In Terms Of Volunteers And Space Resources

Little, if any.

11. Any Additional Information Or Concerns

Fundraising Request for Witness for Peace Teen Delegation to Nicaragua

1. Name Of The Event

After Church Lunches

2. Contact Person for Event

Marion Hirsch

3. Brief description of Event (1-2 sentences)

Each year the youth going on the trip have organized a buffet lunch either after the 11:15 or 10:30 services which serve about 30 folks. The lunches cost \$5 for adults and \$3 for kids. There are salads, soup, fruit, bread and desserts. It is a nice fellowship event for folks who would like a hearty lunch and gives the the youth a chance to be seen. There are five youth this year—Nick Bailey, Larrisa Worth-Smith, Chloe Stephanson, Devon Rohe, Allison Stalberg.

4. Proposed Date(s)

Fundraising Lunches--\$450 (May 17, May 31, June 21)

5. Who (e.g., which committee) Is Sponsoring The Event

The youth programming committee

6. Budget

None all donated items.

7. What The Event Will Cost The Church

Marion's time for organizing

8. Anticipated (Estimated) Income From The Event

\$500

9. How The Sponsor Would Like To distribute The net Income From The Event (after the dedicated 20% stewardship contribution)

20% Stewardship Contribution

80% Straley Fund to fund Teen Delegation to Nicaragua)

10. Impact On The Church In Terms Of Volunteers And Space Resources

The volunteers are the youth going on the trip and their families. The space is in the Jones Building or breezeway after the service.

11. Any Additional Information Or Concerns

Attachment K (Consent Agenda)
Heifer Project Fundraisers

3 April 2009

Dear Executive Committee and Board,

I am submitting 3 fundraising requests to the Board for approval relating to the Heifer Project. I am requesting on behalf of the Children's Religious Education Committee to raise funds to raise money for the Heifer Project which is an international charity that gives animals to people in poor countries so that they can sustain and care for themselves. It is very well regarded and is very concrete which is the kind of project that works with kids.

For the past 3 summers we have had a service project in Summer RE—Faith in Action Project. We've done support for the IFC, Pennies for Peace and the Khassi Hills Project. The Heifer Project is this year's project. This is a big part of our summer programming.

It will tie into the Summer Art Project and the Musical in the fall and the Bible curriculum that we will use in the fall. Noah, the Ark, animals will be the theme of the summer and fall.

If you have any questions, please let me know. Thank you,

Marion Hirsch

DRE

Fundraising Request for Heifer Project

1. Name Of The Event

Collecting Pennies

2. Contact Person for Event

Marion Hirsch

3. Brief description of Event (1-2 sentences)

Each year the Children's Religious Education has a summer service project which is service to the wider world. This year we will be collecting pennies to fund The Heifer Project which is this year service project. We have collected and counted pennies before and it is nice project for kids to do.

4. Proposed Date(s)

Summer 2009

5. Who (e.g., which committee) Is Sponsoring The Event

The Children's Religious Education Committee

6. Budget

None

7. What The Event Will Cost The Church

Marion's and Wren's time.

8. Anticipated (Estimated) Income From The Event

\$400

9. How The Sponsor Would Like To distribute The net Income From The Event (after the dedicated 20% stewardship contribution)

20% Stewardship Contribution

80% Heifer project

10. Impact On The Church In Terms Of Volunteers And Space Resources

Conducted during RE

11. Any Additional Information Or Concerns

Fundraising Request for Heifer Project

1. Name Of The Event

Silent Art Auction

2. Contact Person for Event

Marion Hirsch

3. Brief description of Event (1-2 sentences)

Each year the Children's Religious Education has a summer art project. For the past 2 years we have auctioned off the art to benefit the summer service project. This year we would like fund The Heifer Project which is this year's service project.

4. Proposed Date(s)

November 2009 when the art will be displayed in the Sanctuary during the musical

5. Who (e.g., which committee) Is Sponsoring The Event

The Children's Religious Education Committee

6. Budget

None

7. What The Event Will Cost The Church

Marion's and Andrea's time.

8. Anticipated (Estimated) Income From The Event

\$800

9. How The Sponsor Would Like To distribute The net Income From The Event (after the dedicated 20% stewardship contribution)

20% Stewardship Contribution

80% Heifer project

10. Impact On The Church In Terms Of Volunteers And Space Resources

Conducted during RE and volunteers staff the volunteer table.

11. Any Additional Information Or Concerns

Fundraising Request for Heifer Project

1. Name Of The Event

Bake Sale

2. Contact Person for Event

Marion Hirsch

3. Brief description of Event (1-2 sentences)

Each year the Children's Religious Education has a summer service project. One Sunday we will make baked goods to sell during the coffee hour

4. Proposed Date(s)

May 24th after service

5. Who (e.g., which committee) Is Sponsoring The Event

The Children's Religious Education Committee

6. Budget

\$50 for baking supplies

7. What The Event Will Cost The Church

Marion's and Wren's time.

8. Anticipated (Estimated) Income From The Event

\$200

9. How The Sponsor Would Like To distribute The net Income From The Event (after the dedicated 20% stewardship contribution)

20% Stewardship Contribution

80% Heifer project

10. Impact On The Church In Terms Of Volunteers And Space Resources

Conducted during RE and during the coffee hour so it would use volunteers and space already in use.

11. Any Additional Information Or Concerns

Attachment L (Consent Agenda)
Disbursement of Funds from 2008 Services Auction

3 April 2009

Dear Executive Committee and Board,

\$4918 was raised for outreach from the 2008 Services Auction. There was no mechanism established for making decisions about how to disburse these funds. Because of these difficult economic times, it is important that these funds not sit in the bank unused. On behalf of the 2008 Services Auction Committee of which I was the convener and coordinator, I am making this recommendation for the allocation of these funds.

\$1000 Minister's Discretionary Fund

In this time of economic difficulty, it is important that the Minister's discretionary fund be well funded so that the Minister is able to meet confidential requests of church members and walk-in requests from the community members whose problems can not be easily addressed by established Social Services.

\$1000 Benevolence Fund

In this time of economic difficulty, it is important that the Benevolence Fund be well funded so that the church community can respond generously to emergency and immediate needs.

\$500 Habitat for Humanity

This is an ongoing commitment of the church and a very reputable organization

\$500 Interfaith Council

This is an ongoing commitment of the church and is an organization that meets the needs of people

\$500 Chatham County Family Violence Prevention

There has been a request that our church give more attention to the needs of folks in Chatham County. This organization has an excellent reputation and Kathy Hodges from our congregation works there and has requested funds. Please see attachments.

\$500 Heifer Project--RE Summer Service Project

Each year the RE Program sponsors a summer project, which benefits an international organization. This year the organization is Heifer International. It is a very well regarded organization.

\$918 Social Concerns/Peace Justice Grants

To allow up to \$200 grants to church members and staff who are organizing social concerns and peace justice projects that have start up costs--

Including photocopying, publicity, materials, deposits, registrations and memberships. The operational budget doesn't have the capacity to address new projects and initiatives that come up during the year that church members want to organize. Often the lack of basic start up funds, discourages members from starting new projects and ministries. This will encourage new and limited projects, some of which may grow into church wide projects. I personally would be happy to publicize the existence of these grants, establish a committee to make decisions about the disbursement of the grants, and make regular reports to the board. The Committee would have a member of P&J, Social Concerns, and one other person from the church community. In order to draw grant funds, members would have follow the reimbursement process that we use in the church for other funds.

Thank you for your consideration of this matter,

Marion Hirsch

DRE

Attachment M Minister's Report to the Board

Rev. Maj-Britt Johnson – March 2009

Needless to say the Installation was the high point in the month for me. I have said thank you publicly and in print but want to say once again: Thank you! ...to the Board and your fellow congregants for helping to pull off such a wonderful, well coordinated event. I know our guests were very impressed. I heard: "Your congregation is so friendly...so organized...so warm...the service wasn't too long like installations usually are..." To name the top compliments of the night.

Here are the newer initiatives I was involved with this month:

Caring Committee expansion/training. I continued to meet with Bob Crane and others of the Caring Committee to plan the pastoral visitor program. The first week in March I took some unintentional "comp" time to go to Chicago for my Uncle's memorial service and the gathering of the clans, so I was gone for a long week-end. I had to miss the Caring Committee training, but it happened, and that ministry is off to a start; and I have a follow-up meeting scheduled with the leaders.

COM – We are working on a process for involving the congregation in developing a covenant of compassionate relationships.

Governance – Planning for a new purpose statement is underway, and a suggested process will be unveiled soon.

Church Management System: I went to a webinar for our new Church Management System "Servant Keeper".

New connections made this month:

- Flower Committee Luncheon meeting
- Sunday Family Dinner
- Continued to get to know members in my Spiritual Centering classes which meet twice a month.
- New people came to the Friday noon group
- I attended this month's New Member Orientation on a recent Saturday morning.
- Met with Ellie and Lannie Tucker's son Scott, and his fiancé in preparation for their wedding.
- the members with whom I collaborated on two services, one about same-sex marriage and one about UU women for women's history month.

This month I also officiated at David Passman memorial service. He was not a member of the congregation, but his wife Linda is.