

The Community Church of Chapel Hill Unitarian Universalist
Minutes of Board Meeting of May 12, 2009

Present: Barbara Chapman, Mary LeMay, Patricia B. Learned, Erich Lieth, Susan McDaniel, Joan Meade, Susan Spalt, George Thompson, Bob Weston

Absent: Mariana Fiorentino, Steve Marshall

Ex Officio: Maj-Britt Johnson, Scott Provan

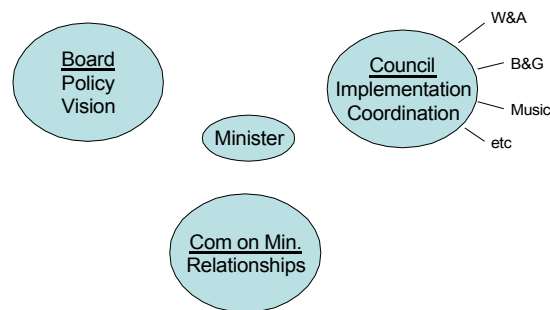
Visitor: Jim Magaw

Minutes: Laurence Kirsch

Erich Lieth called the meeting to order at 7:05 pm. George Thompson, the Board Member of the month, lit the chalice and offered a reading.

BOARD LEARNING

Jim Magaw led a discussion on the role of the Committee on Ministry. The Committee has six Board-appointed members, each of whom has three-year terms; plus the Minister is an *ex officio* member. Jim sees the Church organization centered around three groups and the minister, with the Church's purpose permeating all their activities, and their main missions being as follows:



Jim sees the Committee on Ministry as having the following main tasks

- Assessment / Consultation
- Education / Leadership Development
- Conflict Management

The Committee is presently in the process of developing a Covenant of Compassionate Relations. Jim suggested Board approval of the Covenant, but some Board members suggested Congregation approval instead. Jim will bring a specific proposal to the June Board meeting.

ANNOUNCEMENTS

Erich Lieth announced that we still need a leader for the Stewardship Campaign. Mariana Fiorentino has been contacting potential candidates. The need for leadership is becoming urgent, because the Campaign needs to begin organizing this next month, and failure to do so can ultimately hurt the Church's finances. Some people are willing to work on the Campaign but not lead it.

After discussion of Board members' availability, it was agreed to tentatively set the initial budget meeting for Saturday, July 18, 9 am to 3 pm.

George Thompson asked for Board members to volunteer for particular dates to welcome members to Sunday service, and to be available afterward at the welcome table. Maj-Britt Johnson said that Board members need to contact her when it is their turn to do welcoming.

CONSENT AGENDA

The consent agenda consisted of the following items:

- For receipt:
 - Executive Committee Meeting Summary – May 8, 2009
 - Council Minutes – April 28, 2009
 - C3HUU Web Site Survey Report
 - Members Served Report
- For approval:
 - April Board Minutes
 - Rental Policy
 - Pastoral Care Coverage for July

Susan McDaniel moved acceptance of the consent agenda. Susan Spalt seconded. Unanimously approved.

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

The April Council Minutes raise concerns about lighting. Susan McDaniel will contact Gary Giles to see if he needs more resources than he already has. Bob Weston said that there may be a need for monthly expenditures in support of the lighting needs. Maj-Britt Johnson said that she suggested to Gary that he put together a specific proposal to the Board if he needs additional support.

REPORTS

1. Previous Month's Action Items

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

| ACTION | BY WHOM | DUE DATE |
|--|--|----------|
| 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 |
| Revise the charter for the HR Committee | Maj-Britt Johnson Susan Spalt Bob Weston | 5/12/09 |

2. Treasurer's Report

Scott Provan said:

- Only five accounts need to be deleted due to inactivity and low balances (less than \$250 each), and their balances will be moved elsewhere. Many accounts are used intermittently.
- The operations budget is running low. It is now about \$80K but should be \$110K. The B&G budget is also low.
- Benevolence, Peace and Justice, and Social Concerns are the most active funds, so Scott has identified people who are in charge of these.

Barbara Chapman moved that the Board take \$1,761 out of the Operations Reserve to pay the shortfall in the UUA and TJ District dues. Susan Spalt seconded. Unanimously approved.

3. Minister's Report

Maj-Britt Johnson led a discussion of items mentioned in her report. She highlighted:

- Steve Warshaw has eight people for the Adult Programming Committee.
- There will be a meeting to discuss how we might re-organize our social justice efforts, partly to support the efforts of the Orange County Organizing Council.
- There are now 8-10 people in the Visitors' program.

4. Share-the-Plate

Susan Spalt said that the Share-the-Plate Task Force has done a great job.

ACTION ITEMS – PAST**1. Policy Manual Implementation**

Erich Lieth said that the Church's Policy Manual binder needs to be updated so that there is a single source of accurate and current policies. Erich suggests that the Manual be posted on the Internet so that it is easily accessible. There are between 30 and 50 policies, plus subcategories.

ACTION ITEMS – NEW**1. Move Fiscal Year**

Erich Lieth wondered if the timing of the budget process should be amended. After discussion, Susan McDaniel moved that the Finance Committee study the feasibility and advisability of moving our fiscal year, and that it recommend an appropriate date to begin the fiscal year. Barbara Chapman seconded. Unanimously approved.

Susan McDaniel will ask the Finance Committee to study the feasibility and advisability of moving the fiscal year, and to make a recommendation to the Board based upon its findings.

ADJOURNMENT

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

The meeting adjourned at 9:05 pm.

FUTURE ACTION ITEMS

| ACTION | BY WHOM | DUE DATE |
|---|--|-----------------|
| Contact Gary Giles regarding installation of lighting behind building. | Susan McDaniel | ASAP |
| Talk to B&G Committee regarding phone line for Commons & Jones building. | Susan McDaniel | ASAP |
| Draft charge to Finance Committee to study feasibility and advisability of moving fiscal year, and make a recommendation to BOD based upon its findings | Susan McDaniel | ASAP |
| Prepare and disseminate schedule for BOD members assisting with Sunday services | George Thompson | ASAP |
| Write and submit March BMOM report for newsletter. | George Thompson | noon 05/12/09 |
| Write out process for BOD members to follow when participating in Sunday services; send to Erich. | Maj-Britt Johnson | 05/22/09 |
| Write charter for Church Council. | Tifani Hencke Maj-Britt Johnson Erich Lieth George Thompson | 06/16/09 |
| Revise charter for the HR Committee | Maj-Britt Johnson Susan Spalt Bob Weston | 06/16/09 |
| Work on policy regarding permanent structures/ structural changes and report to BOD. | Mary LeMay Joan Meade | 06/16/09 |

Attachment A (Consent Agenda)
Executive Committee Meeting Summary – May 8, 2009

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

Topic Discussed

- **Agenda for May 12 BOD Meeting**
 - Moved “Modification to Rental Policy” from Action Items to Consent Agenda, with discussion regarding the prerogative of any board member to pull an item from the Consent Agenda for discussion.
- **Reports**
 - Treasurer’s Report
 - The amount of dues for TJD and UUA was underestimated for this year. We need to determine from which funds monies will be taken to pay those dues. Scott will make a recommendation to the board.
 - Maj-Britt will work with staff on clarifying who should be counted as members for the purpose of paying dues to TJD and UUA.
 - We have an informally designated junior membership category for persons 13-18 years of age. Perhaps this category should be made official.
 - Share the Plate – requested the following be added to the report
 - URL for finding STP on the Wiki page [it is already there]
 - What is the plan or schedule for STP for upcoming months
 - How are decisions made regarding which groups will receive STP
 - Which groups have been designated for STP
 - How were C3H-UU youth involved in determining STP
- **Action Items**
 - **Past Business**
 - Policy Manual implementation – discussed how to develop policies, how to maintain the Policy Manual, how to ensure only current policies are available, whether the manual should be only on the web or both on the web and in hard copy (e.g., a binder in the office), and who will be responsible for overseeing the development and maintenance of current policies.
 - Concert Series Task Force – a report will not be ready before the June BOD meeting.
 - **New Business**
 - Charter revision for HR – Susan Spalt, Bob Weston, and Maj-Britt will have a report for the June BOD meeting.
 - BOD welcoming at services – George Thompson will prepare a sign-up sheet for the May 12 BOD meeting.
- **Other**
 - Maj-Britt requested the BOD approve monies for
 - the services of Robin Renteria during the time Maj-Britt is on vacation during the summer (e.g., \$50 retainer, \$50 per incident/contact, \$250 if needed for a funeral)

- Tifani Hencke to attend training as a facilitator - Erich noted this does not require board approval, but can be paid as staff development.
- Thinking/Planning Ahead
 - Given the increased and increasing size of our congregation (700?), is it time to think about hiring an intern, adding an associate minister, and increasing the hours of other staff member? Would planning for church programs be easier if the budget year were to run from September to September? This would mean a March-April stewardship drive. Susan Spalt recommended that the Finance Committee be asked to study these matters and make recommendations.
 - Maj-Britt indicated that she is not willing to have an intern until we look at the whole picture of the functioning of and programs within C3H-UU.
 - Susan Spalt suggested these considerations (above) fit with C3H-UU's discussion and development of a vision statement or strategic plan – where we want to be in 3 to 5 years.
 - Should we be researching getting a consultant to help us develop a strategic plan – where we want to be in 3 to 5 years and what we need to do to get there?
 - Should the Governance Task Force request an amount of money for hiring a consultant to help us develop a strategic plan? This seems consistent with the BOD's charge to the GTF.

CCCH EC 05 08 09

**Attachment B (Consent Agenda)
Council Minutes – April 28, 2009**

Present:

Marni Goldschlag, Susan Spalt, Lori Hoyt, Tifani Hencke, Maj-Britt Johnson, Susan McDaniel, Bob Crane, Becky Wilke, Kathleen Donovan, Bob Weston, Mark Smith, Jim McGaw, Spence Foscue, Rick Szymanski, Cecilia Warshaw, Barbara Chapman, George Thompson, Gary Giles

Tifani called the meeting to order at 7:05pm and read the statement of purpose

Maj-Britt led the chalice lighting

Susan Spalt updated on the governance committee's current goal of updating the church's statement of purpose.

The statement of purpose was first developed in 1953 and revised in 1993. The committee is meeting with a variety of church groups to get feedback as part of this updating process. The goal is to identify themes and solicit everyone's feedback and generate a new statement.

Email of other ideas for this process can be sent to: Barbchapman@bellsouth.net

Susan Spalt facilitated a process to discuss 2 questions. The questions and their responses are below.

- 1) Why do you come to church?
 - a. Fellowship
 - b. People I can't do without
 - c. Spiritual connections/growth
 - d. Service to others
 - e. Religious education
 - f. Seeking truth
 - g. Stay centered
 - h. Source of outreach
 - i. All of the music
 - j. The art
 - k. Creativity in the spiritual realm
 - l. Desire and challenge to be a better person
 - m. Sharing ideas

- 2) Why do you come to C3HUU?
 - a. The art
 - b. Freedom of belief
 - c. It's very welcoming
 - d. RE-Marion
 - e. Variety of music
 - f. Tolerance

- g. Only one of its type
- h. Size
- i. Pastor
- j. History of social justice
- k. Emphasis on the inherent worth and dignity of people
- l. Connectedness to people who were here before me
- m. Role models in older members
- n. Children are cherished
- o. Great selection of ministers' vision and leadership in the community
- p. Tradition of worship services
- q. Pride in being part of a church that values and supports social justice
- r. Interweaving of gifts from other faith traditions: worship services lead to and acknowledge many different spiritual traditions
- s. We try to be good stewards of the environment
- t. Opportunities to develop spirituality that connects me (rather than isolates me) with rest of the church and the larger world
- u. Encouragement of spiritual growth
- v. Children are cherished

Tifani reviewed announcements

- 1) May is hospitality month. The kick-off is Sunday May 3 with a range of activities that are designed to emphasize welcoming of visitors and current members of the congregation. Activities will include special refreshments, white boards to communicate tabling responsibilities, and roving hospitality scouts. In addition, a board member will do the announcements and then be available for questions and fellowship with visitors.
- 2) Council members will be given a copier code and will have access to the copier. Training will be available to those who need it.
- 3) To send announcements for publication in the church bulletin email them to: bulletin@c3huu.org
- 4) The board has approved a Sabbath for the staff and the offices will be closed July 20-July 31. This Sabbath will apply to paid staff and volunteers. Maj-Britt explained that she is asking the staff to carefully monitor their hours and their workload to ensure that everyone has the resources to do their work. Maj-Britt indicated that other churches follow this process and the staff will be working together to figure out the logistics. Conflicts need to be raised as soon as possible so that solutions can be found. The following potential conflicts or issues were noted:
 - A volunteer may need to be found to staff the art exhibit.
 - The bulletin for those Sundays will need to be handled as well as the Straley Series, which is set for the last 2 weekends in July.
 - There was discussion as to the viability of this process.
 - The preschool's schedule needs to be considered
 - Budget work begins in July and the effect on the board may need to be considered.

There was extensive discussion about the Sabbath plan. Maj-Britt will work with the staff and board to consider the best approach.

Committee reports

- 1) Lori reported for the Peace & Justice Committee.

They are in the midst of planning the Straley Series, with a theme of economic justice in hard times. A breakfast is being planned. The agenda is being developed. July 12, 19, 26 & Aug 2 are the dates that have been set.

- 2) Marni reported for the Worship & Arts Committee.

They have not met recently. A new art show is being installed this weekend. The reception is set for Sunday 1-3pm.

- 3) Katie reported for the Social Concerns Committee.

IFC Foodbank is still very much in need of food. The summer is particularly difficult because the students are gone and their contributions are missed. They are serving ~135 families every month out of the grocery section, which is up 70% from last year. Approximately 125 people attend and approximately 100 attend dinner daily. Project Homestart is at capacity. The IFC is seeking support to expand the Main Street building so that everyone can be served meals there. The working poor need lunch and dinner. There was discussion that the church should pursue ways to support IFC in its expansion effort, opposition to which is very much based on “not in my backyard” sentiment.

The Social Concerns Committee is also planning is the backpack drive.

- 4) Gary reported for the Building & Grounds Committee.

Staff need a light in the back for parking. The board has not responded to these requests. There was discussion about the logistics of this lighting. Gary noted that the board has not responded to these requests in the past, and they need to review these issues.

Signage is being requested, as is the need for a phone. The church needs a land line in the Commons that could be used in case of emergency or to make local calls. Mark noted that the phone lines are in place, and a line could be established for local and emergency calls.

- 5) Mark reported for the IT Services Committee.

Mark has found a website for young adult UUs, which he distributed to the group. The site is similar to the 10,000 doors (Methodist) site that Mark previously emailed to the group.

Church management software was purchased but returned because it didn't meet the church's needs.

Outreach: There needs to be an opportunity for a volunteer to post announcements to the website.

Podcasts of sermons and other files can be posted on the web. The issues of intellectual property are being considered.

MP3s of sermons are now posted on the church's website.

The easy listening devices need to be routinely maintained. The system is old but of good quality and doesn't need to be replaced.

A draft covenant for use of internet services has been developed. The intent is to address the legal responsibility not to release certain content. The database has been locked down so that access is very limited.

Staff PCs need ongoing maintenance. There are 7 (2 of which are back-ups). Keeping them up to date really requires an additional part-time staff. Someone else has to be trained to help. The cost of having an outside person load all the software is approximately \$650, which is prohibitive. The older PCs that use Windows suffer degradation over time problem, which eventually means that the PCs stop functioning.

6) Cecelia reported for the Environmental Action Committee.

The turnout for the video *Earth the Sequel* was heartening.

The committee is planning its second meeting with counterparts from the Eno River UU church.

The committee is attempting to determine what the congregation wants to do regarding environmental action.

7) Bob reported for the Covenant Groups Committee.

The congregation will have the opportunity on May 23 to test drive a covenant group.

The committee is currently facilitating an evaluation by current covenant group members. Adjustments will be made subsequent to the findings.

Service projects being conducted by the covenant groups.

8) George reported for the Board.

There was more discussion about the staff/volunteer Sabbath in July.

A new task force is reviewing consistency of the policies related to the acceptance of art, permanent structures, space use and fundraising. Policy review and revision is underway by the staff also.

9) Spence reported for the Music Committee.

The gala was a wonderful success. Between 125-150 people attended. \$1700 was raised for the musical instrument fund.

At the last service, there was a call for volunteers announced from the pulpit and 2 new volunteers were recruited.

10) Becky reported for the Children's Religious Education (CRE) Committee

Marion has been very busy with youth travels to New Orleans and Shelter Neck.

About 50-60 families attended the Shelter Neck weekend this past.

There is a retreat set for the CRE committee for June. The mission, purpose, and goals of CRE will be reviewed, along with safety issues.

This month the family dinners are ending; they have been very successful.

11) Jim reported for the Committee on Ministry.

The committee is continuing work to develop a covenant of compassionate relations (sometimes called behavioral covenants). Jim will be presenting a process to develop such a covenant to the board soon. The process will likely include a fall leadership retreat to develop a draft. There will be a fall service on the covenant.

One purpose of this committee is to evaluate all of the church's various ministries. A timeline is being developed for the achievement of these; after the statement of purpose is finished.

12) Rick reported for the Membership Committee

May 3 will be the kick-off of a new drive to welcome visitors. There are many different initiatives underway, including new refreshments. Tabling will be done in the courtyard, weather permitting. The goal of this new initiative is to promote growth in our hospitality and to enable visitors to interact with a broader range of members. The practice of hospitality shouldn't be seen as being limited as member-to-visitor, but also member-to-member. These interactions are seen as a way fostering greater inclusion within the congregation and they should be practiced within these walls. Rick encouraged the Council to really support this effort, as leaders and role models within the church.

13) Maj-Britt reported for the staff.

Marion and the staff have developed a calendar for the next year. The whole year's worship schedule has been set.

Policy updates are also underway.

The environmental audit has been postponed, due to other pressing commitments.

14) Bob reported for the Caring Ministry Committee.

The 3rd month of pastoral visitor training has been completed (and more training is planned). 10 people are in the group and it is going well. People have been assigned as pastoral visitors. Maj-Britt is facilitating these trainings.

Beginning in May, the committee will be including a process for supporting the pastoral visitors. Maj-Britt will be organizing and coordinating the pastoral assignments.

There was discussion about whether the committee is organizing support groups (e.g., for people who are recently separated or divorced, or who have health needs). Support groups may be pursued in the future.

Current outreach efforts are directed at Carol Woods and Carolina Meadows. The committee would like to encourage referrals of people who may be in need of caring ministry to contact the committee or Maj-Britt.

Discussion of draft Church Council Charter

Tifani solicited comments on the draft Church Council Charter that was distributed.

There was discussion about the final bulleted point under responsibilities “determine consistent policy regarding selection and length of service of committee/ministry members and chairs.” There was extensive discussion about the extent to which this point was necessary. The need for new wording for this point was discussed, with the intention of addressing best leadership practices and succession planning within committees, while avoiding micromanagement of committees.

There was a recommendation to have the charter note that Committee charters have been reviewed as part of the development process.

There was discussion about the responsibility for day-to-day or project-to-project consensus the power of making decisions. The scope and process of decision-making for the Church Council needs to be established.

The use of the term “executive committee” in the final paragraph should be changed so that there is no confusion with the board’s executive committee.

There was concern expressed about the extent to which the charter reflects the objectives of collaboration, coordination, and communication, which are three overarching goals of the board.

Tifani indicated that there would be further refinement to the charter, and another opportunity to discuss it at the next meeting.

Discussion of the acceptable use policy was tabled pending feedback and review by the staff.

Volunteer Recognition Picnic

Tifani indicated that plans are underway to have a volunteer recognition picnic either June 14 or June 21. Committee chairs can take this opportunity to thank their committee members.

Calendar Summit

The next meeting (May 26) is the calendaring summit, during which the next year’s calendar will be set.

Tifani adjourned the meeting at 9:02pm

Respectfully submitted,

Susan Parish

Attachment C (Consent Agenda) C3HUU Web Site Survey Report

We developed this survey to get a baseline of people's experiences with the web site. The survey was modified after discussion between several usability professionals in the church. We emailed the survey link to 314 email addresses, 158 of recipients opened the email, and 85 clicked on the survey link, and 82 people completed the survey. This is an excellent response rate. In addition, one person completed a paper survey. Twenty people volunteered to participate in usability sessions. Seventy respondents are members, 22 of them are on committees, and 11 are committee chairs.

More people rely on the newsletter or bulletin announcements to find out about what is happening. The website is the 3rd most common source.

Most people rated the website as average on ease of use, attractiveness, usefulness, efficiency, entertaining, informative, and responsive. However, they thought that it was below average with respect to organization. Further analysis of these ratings show that "informative" and "useful" are weighted to above average, "attractive", "well organized", "entertaining", and "efficiency" are weighted to below average.

As far as information respondents wanted to have available on the web site, "calendar & events" and "upcoming service music, topics, & times" were the most requested at over 80%. A note here, "Calendar" is the top item in the list of links on the current site and therefore is perhaps the easiest to find.

On the low end of what information respondents would like to have available, are rental, our campus & buildings, pastoral care, and covenant group information, and links to the UUA or TJD sites. The complete ranking from high to low follows:

| Item of Information | Percent of Respondents |
|---------------------------------------|-------------------------------|
| Church group meeting times & contacts | 69.2% |
| Newsletter & Bulletin Announcements | 66.7% |
| Staff contact information | 66.7% |
| Sermon text & audio archives | 64.1% |
| Board & Committee information & news | 52.6% |
| Volunteer opportunities | 52.6% |
| Messages from our Minister | 52.6% |
| Spiritual Growth opportunities | 50% |
| Mission, Vision, Purpose | 50% |
| History of our church | 48.7% |
| UUA Principles | 47.4% |
| Directions to our campus | 43.6% |
| Outreach efforts | 43.6% |
| Religious education curricula | 41% |
| Covenant groups | 32.9% |
| Pastoral Care | 30.9% |
| Links to UUA or TJD sites | 29.6% |
| Rental Information | 24.7% |

Other suggestions include by-laws, board agendas & minutes, policies, committee charters, covenants, task force charges, annual report, archives, photos of campus and facilities, parking information & alternatives, art, weather closings, peace & justice activities, share the plate, member contact (directory), blogs, and networking, & OWL.

It is likely that “Rental information” & “Directions to Our Campus” would have a higher percentage if we had sought out and received more responses from visitors and renters. Also, although “Religious Education Curricula” had a fairly low number of responses, this information is probably very important to those who want it. This survey did not attempt to gather relative importance of items to respondents.

About 2/3 of the respondents answered the open ended questions. Respondents mentioned the calendar as being the most valuable aspect of our website 2 to 1 over the next most valuable, which were Sunday information, 24 hr availability, welcome, overview, and news. I found it notable that members’ ability to add content was mentioned only twice, especially given that this is one of the main reasons for having a wiki site. Again, for those who use it, the importance could be quite high.

The biggest problems people had with the website were navigation, too much text, overwhelming, too cluttered, not welcoming, ugly, and disorganized. Wiki, the site name (too cryptic), and difficulty using box.net were also mentioned. The top seven items (navigation, too much text, overwhelming, too cluttered, not welcoming, ugly, and disorganized) are essentially the same thing. If most of text is replaced with links, especially in the top 2 - 3 levels, the site becomes easier to navigate, less cluttered, more organized, etc.

The main reasons for visiting the site are to see the calendar, find out about events, or get sermon or service topics. People would also like to read the newsletter and bulletin online. Updating and editing were the top reasons for a small number (5) people.

The next step in this process is to contact those willing to participate in a one-on-one session with a member of the Web Redesign Task Force to gather additional information about the usability of the site. We will then formalize the requirements and the conceptual design for the site.

Please do not hesitate to contact me if you have questions or comments.

Thank you.

Susan McDaniel

April 30, 2009

mcdaniel56@gmail.com

919 967 2024

**Attachment D (Consent Agenda)
Members Served Report**

Staff, Erich & Scott

Numbers of people we serve at the Community Church:

- 378 Members
- 106 Friends
- 6 Associate Members
- 179 Children & Youth
- 35 College Age
- Total Serving: 704

Then, of course, we serve Parking Renters, Bldg Renters, passerbys, and the larger beyond these walls community. WOW!

Andrea

Andrea Sordean-Mintzer, Finance Admin.
The Community Church of Chapel Hill UU
106 Purefoy Rd.
Chapel Hill, NC 27516
919-942-2050

Attachment E (Consent Agenda) Rental Policy

A couple of additional issues have surfaced that can be addressed by modifications to our policy that governs rental use of church property.

Andrea reviewed Tab 30 in the policy manual to determine if it needs revision. This Tab is actually not a policy, but rather the parking lot rental contract. Since the parking lot is church property that gets rented out, a reasonable approach could be to include it in the policy that is now called Building Use Policy (attached below). Four changes are proposed to make this accommodation. 1) The policy would be named 'Rental Policy'. 2) In the paragraph describing the purpose of the policy, all references to 'buildings' would be changed to 'property' along with the requisite grammatical edits. 3) The wording of the second paragraph of the purpose would state the inclusion of the parking lot. 4) A blank copy of the parking lot rental contract and the building use contract would be attached to the policy.

We have previously discussed modification to the policy to deal with situations in which a member requests use for groups they are involved in. In the course of that discussion the point was also raised that members should not be charged full rent when using church property in consideration of the fact that many members have actually purchase the renovated buildings with their contributions to the capital campaign. The following wording would be substituted for procedure points 3) and 4) in the existing Building Use Policy:

3. Church Members who have been members for at least 6 months may rent the facilities
 - a. for private parties or events at a rental rate equal to 25% of the normal rate
 - b. for a non-profit group at a rental rate equal to 25% of the normal non-profit rate
4. The Board of Directors may approve the rent-free use of facilities for events which are sponsored by organizations which have demonstrated acute need. Priority will be given to:
 - a. Groups the church helped to found
 - b. Groups for which our donation of space can make a significant impact
 - c. Groups just getting started and in need
 - d. Local (Triangle area) groups
 - e. Groups in which one or more members are personally involved on behalf of the church (i.e. IFC, Habitat, etc.)

Existing (old) policy:

NAME OF POLICY: BUILDING USE POLICY

Adopted: 3/07

Revised: 2/09

Date of Next Review: 2/14

Purpose:

To ensure that the C3HUU buildings are available for church use, for use by organizations consistent with the mission of the church, available for rent by community groups whose mission is compatible with that of the church, and by individuals who wish to use the church facilities for special events. In addition, the purpose of this policy is to ensure that the buildings are safely and properly cared for during use.

The policy applies to all buildings on the campus, including the manse.

Procedure:

1. All requests for church use (members and non-members) should be made with the church Office Administrator who will schedule the activity in accordance with this policy and assess fees (where applicable) as established in the Community Church Facility Use Fee Schedule. A refundable security deposit will be due at the signing of all rental contracts.
2. Church Members who have been members for at least 6 months may use church facilities at no charge for the following events:
 - a) weddings
 - b) church-wide events to which all members and friends are invited, including memorials or child dedications
 - c) church-related events or meetings which are open to all members and friends of the church and which are consistent with the church's mission
3. Church Members who have been members for at least 6 months may rent the facilities for private parties.
4. The Board of Directors may approve the rent-free use of facilities for events which are of particular importance.
5. Individuals who are not church members may rent the facilities for a fee for events that are consistent with the mission of the church.
6. Church staff reserve the right to refuse to rent the facilities when:
 - a) there is a probability of excessive wear and tear on the buildings
 - b) the planned event conflicts with the mission and ideals of the church

Revised (new) policy:

NAME OF POLICY: RENTAL POLICY

Adopted: 5/09 (replaces Building Use Policy of 2/09)

Revised:

Date of Next Review: 2/14

Purpose:

To ensure that C3HUU property is available for church use, for use by organizations consistent with the mission of the church, available for rent by community groups whose mission is compatible with that of the church, and by individuals who wish to use the church facilities for special events. In addition, the purpose of this policy is to ensure that the property is safely and properly cared for during use.

The policy applies to all facilities on the campus, including the manse and the parking lot.

Procedure:

1. All requests for church use (members and non-members) should be made with the church Office Administrator who will schedule the activity in accordance with this policy and assess fees (where applicable) as established in the Community Church Facility Use Fee Schedule. A refundable security deposit will be due at the signing of building rental contracts. Copies of rental contracts for building and parking lot use are attached.
2. Church Members who have been members for at least 6 months may use church facilities at no charge for the following events:
 - a. weddings
 - b. church-wide events to which all members and friends are invited, including memorials or child dedications
 - c. church-related events or meetings which are open to all members and friends of the church and which are consistent with the church's mission
3. Church Members who have been members for at least 6 months may rent the facilities
 - a. for private parties or events at a rental rate equal to 25% of the normal rate
 - b. for a non-profit group at a rental rate equal to 25% of the normal non-profit rate
4. The Board of Directors may approve the rent-free use of facilities for events which are sponsored by organizations which have demonstrated acute need. Priority will be given to:
 - a. Groups the church helped to found
 - b. Groups for which our donation of space can make a significant impact
 - c. Groups just getting started and in need
 - d. Local (Triangle area) groups
 - e. Groups in which one or more members are personally involved on behalf of the church (i.e. IFC, Habitat, etc.)
5. Individuals who are not church members may rent the facilities for a fee for events that are consistent with the mission of the church.
6. Church staff reserve the right to refuse to rent the facilities when:

- a. there is a probability of excessive wear and tear on the buildings
- b. the planned event conflicts with the mission and ideals of the church

**Attachment F (Consent Agenda)
Pastoral Care Coverage for July**

Proposal for pastoral coverage during minister's vacation time: Month of July. Rev. Robin Renteria has agreed to do pastoral care on an on-call basis from June 29th- July 18th. I asked her for a fair rate and she suggested \$50.00 per week "retainer" which seems very fair. And \$50.00 per visit to include mileage, which seems more than fair to me. Additionally should there be the need for her to perform a memorial service the rate is \$250.00.

I have yet to ask another minister to perform these functions for July 19th-31st but will offer them the same compensation.

Costs:

| | |
|-----------------|--------------------------|
| Robin Renteria | 3 weeks X %50 = \$150.00 |
| Second minister | 2 weeks X %50 = \$100.00 |
| Total = | \$250.00 |

It is impossible to predict how many visits the ministers might need to make, or whether there will be memorial services.

I will be on call for emergencies in August, and will return to the office on August 18th.

Submitted by Rev. Maj-Britt Johnson

5/08/09