

**The Community Church of Chapel Hill Unitarian Universalist
Minutes of Board Meeting of June 16, 2009**

Present: Barbara Chapman, Mariana Fiorentino, Mary LeMay, Patricia B. Learned, Erich Lieth, Susan Spalt

Absent: Steve Marshall, Susan McDaniel, Joan Meade, George Thompson, Bob Weston

Ex Officio: Maj-Britt Johnson, Scott Provan

Visitor: Frankie Price-Stern

Minutes: Laurence Kirsch

Erich Lieth called the meeting to order at 7:04 pm. Mary LeMay, the Board Member of the month, lit the chalice and offered a reading.

BOARD LEARNING

Frankie Price-Stern led a discussion on [Our Denominational Connections](#). This concerned the relationship of our congregation (380 members) to our North Carolina cluster (13 congregations, 2,400 members), the Thomas Jefferson District (62 congregations, 10,300 members), UUA-US (1,023 congregations, 160,000 members), and UUA-International (1,045 congregations, 165,000 members).

ANNOUNCEMENTS

Peter Witt is our new Stewardship Chair. He is a long-time UU member, though he has been a member of our congregation for only a short while.

CONSENT AGENDA

The consent agenda consisted of the following items:

- For receipt:
 - [June Exec Com Report](#)
 - [May Council Minutes](#)
 - [Vote to approve GA delegates](#)
 - [Saxon ordination](#)
- For approval:
 - May Board Minutes
 - [Comm. Service Ministry Charter](#)

- [HR Committee Charter](#)

Mary LeMay expressed concern about our approving a charter with so few Board members present; but after discussion, she assented to including the charter approval in the consent agenda. Susan Spalt moved acceptance of the consent agenda. Barbara Chapman 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
Talk to B&G Committee regarding phone line for Commons & Jones building.	Susan McDaniel	ASAP
Write charter for Church Council.	Tifani Hencke Maj-Britt Johnson Erich Lieth George Thompson	06/16/09
Work on policy regarding permanent structures/ structural changes and report to BOD.	Mary LeMay Joan Meade	06/16/09

2. Minister's Report

Maj-Britt Johnson led a discussion of items mentioned in the [Minister's Report](#). She would like the Board's support in helping the congregation understand that the Minister must focus on certain areas and cannot be involved with all of the activities that happen in the Church. The Board discussed the problem of allocating limited resource among the Church's many activities.

3. Treasurer's Report

Scott Provan reported that collections are presently 10% lower than where he estimates that they should be at this time of year. There was discussion of whether a letter should be sent to members to encourage payment of pledges. Erich Lieth suggested that the discussion be postponed until the budget meeting on July 18.

There was discussion of whether the August Board meeting should be postponed to August 18, as Maj-Britt Johnson and Erich will be unavailable on August 11.

ACTION ITEMS – PAST

1. Concert Task Force Update

Mary LeMay says that the Task Force needs people who will actually participate in the committee's work, not merely show up on the nights of the concerts. There is a great deal of work to be done on financials, like determining who can be empowered to sign contracts on

behalf of the Church. The Board thereupon had a wide-ranging discussion focused on financial and liability issues raised by the concert series. Scott Provan said that the concert series monies are in the Church budget, but are not in the operating budget. Mary said that the concert series needed only \$200 of seed money many years ago, since which time it has not only paid the money back but has made many thousands of dollars for the Church and has contributed to the church's mission.

ACTION ITEMS – NEW

1. Use of Church Space on Sundays

Maj-Britt led a discussion of a proposed [Policy on Use of Church Space during Sunday Services](#), which was drafted by Marion Hirsch. There is the problem of a lack of parking space between services. There is a need for protected spaces for some critical Sunday functions. Consequently, the policy tries to avoid meetings between services. There was a wide-ranging discussion of all of the various activities that happen or might happen on Sundays. There seemed to be agreement that Music and Religious Education need to have priority for space.

Susan Spalt will write a re-draft of the policy that she will bring to Marion for discussion. If Marion agrees to the changes, this item may be on next month's consent agenda.

2. Orange County Organizing Council

OCOC is an inter-faith group that has been years in the making. Our Church is not yet a member, but Maj-Britt Johnson strongly wants us to be an [OCOC founding](#) member when it is officially launched this coming fall. She believes that such inter-faith groups in other areas have had significant impacts on public policy. She asked the Board if our participation can be approved by the Board or if there needs to be an education of the membership about this new organization. Our financial contribution to OCOC would be about \$2,500 per year.

The sense of the Board is that the Church should be a member of OCOC, and that share-the-plate might be an appropriate mechanism for funding our contribution to OCOC.

3. Staff Expansion

Maj-Britt Johnson has proposed a [staff expansion](#). Because of time constraints, the issue was deferred to the budget discussion of July 18.

4. Lighting in Rear Parking Area

The Building & Grounds Committee has proposed new [Lighting in the Rear Parking Area](#). The purpose of the lighting is safety. Mary LeMay said that there is some question about whether such lighting is necessary, and why the lighting would need to be on all night (which would be expensive and which neighbors would find intrusive) instead of having a less expensive motion light.

Erich Lieth said that, to understand the proposal, the Board needs to speak to the Building & Grounds liaison.

ADJOURNMENT

The next Board meeting is Tuesday, July 14, at 7 pm. The Board's budget meeting is Saturday, July 18, from 9 am to 3 pm.

The meeting adjourned at 9:09 pm.

FUTURE ACTION ITEMS

ACTION	BY WHOM	DUE DATE
Talk to B&G Committee regarding phone line for Commons & Jones building.	Susan McDaniel	ASAP
Ask Ruth Gibson about writing grant to obtain UUA matching funds for OCOC founding membership.	MBJ	ASAP
Contact persons/committees regarding disposition of consent agenda items.	Erich Lieth	ASAP
Contact Susan McDaniel regarding questions about lighting behind building..	Erich Lieth	ASAP
Rewrite portion on "use of space" and forward to Erich Lieth and Marion Hirsch.	Susan Spalt	ASAP
Write charter for Church Council.	Tifani Hencke Maj-Britt Johnson Erich Lieth George Thompson	7/14/09
Work on policy regarding permanent structures/ structural changes and report to BOD.	Mary LeMay Joan Meade	7/14/09
Finalize Coffee House/Concert Series charter.	Mary LeMay Scott Provan	07/14/09

Board Learning for June 2009 – Our Denominational Connections

We will explore and learn about the levels of organizations in the denomination (Cluster, District, UUA, Affiliates) and how we are supported by them. There will be 15 minutes to discuss how our valuable Denominational Connections could be integrated into the vision for our future.

Additional files sent under separate cover.

Community Church of Chapel Hill – Executive Committee Meeting

June 9, 2009 @ 7:00 p.m.

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

Topic Discussed

- **Agenda for May 12 BOD Meeting**
 - Board Learning – Frankie Price Stern will talk with us about denominational connections.
- **Reports**
 - Treasurer’s Report – no report this month as there is nothing to report other than pledges are 10% behind where we are historically at this time of year. Scott will send a kind, polite, supportive letter to those who are late with pledges.
- **New business**
 - The significance of C3H-UU being a founding member of the Orange County Organizing Committee (OCOC)
 - Ramifications of expanding or not expanding church staff
- **Other items discussed**
 - Board learning – what should the focus be? Should we choose a book for all BOD members to read over a period of months (e.g., one on church governance) and have BOD members lead discussions chapter by chapter? Executive Committee members will begin exploring this possibility by reading Hotchkiss’s ***Governance and Ministry: Rethinking Board Leadership***.

Council Minutes

May 26, 2009 7-9pm Commons

Attendance:

B&G	Jim Fyfe		Membership	Rick Szymanski	Board Rep	George Thompson
Caring			Music		Council Convener	Tifani Hencke
CRE	Becky Wilkes		Nominating		Minister	
EATF	Cecilia Warshaw		P&J	Lori Hoyt		
Coffeehouse			Social Concerns			
COM			Stewardship	Frankie		
Covenant Groups			Synergy			
DC	Frankie Price Stern		W&A	Marni Goldshlag		
HR			WomenCircle			
IT			Young Adults			
Kitchen			Youth Programming	Teri Brooks		

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 – George Thompson

Calendaring Summit – *Went very smoothly & efficient thanks to all the prep work by Marion & rest of staff!!!*

Business Meeting:

- **Announcements from Tifani: 5 minutes**

Council Charter Update – George, Maj-Britt & Tifani are revising the draft charter and developing a process for decision making these will be sent to the group prior to the next meeting to be discussed at the meeting

Sunday Sabbath reminder – In our continued efforts to improve hospitality we are encouraging folks to avoid doing church business on Sundays, enjoy a time of fellowship

and when we go back to two services please try not to schedule meetings between services as this contributes to parking lot congestion.

Volunteer Picnic June 14th – Tifani requested names of volunteers from all committees to include in insert for service on 14th and is looking for helpers to assist with the picnic. Will post on Small Step.

Agenda Items – Please email Council agenda items to Tifani at membership@c3huu.org. DO NOT send them to the listserv, Thanks.

Straley Rm. Storage – Storage closet is becoming a bit unmanageable, if your committee stores things in this closet please be sure they are neatly and fully put away.

One Small Step – The volunteer request board is alive and well please send requests to Tifani for posting.

- **Consent Agenda:**

Service Ministry Charter – Motion made by Frankie, seconded by Marni, passed with one abstention, will submit to the board.

There was a request made that we make sure there is plenty of time to review and discuss things before they are placed on the consent agenda.

- **Check-in: 2-3 minutes per committee**

Highlight 2 items from April/May.

Membership – Rick shared that the hospitality initiative is going well.

B&G – Jim reminded us that the active members of the group are getting older and while they meet monthly and find their work satisfying would like some new help. Also have continued debates about doing work or hiring it out.

Youth Programming – Teri said they got a lot of positive feedback from the youth service. They have had the first of three lunches to raise funds for Witness for Peace, will advertise more for the next two. Also working on the Coming of Age program, still looking for mentors.

P&J – Lori informed us that the group is working on the Straley Series which will focus on economic justice. They are also still working with the Moncure workers as the strike has been settled but there are still issues with the agreement being upheld by the company.

W&A – Working on a plaque for the courtyard, it was dedicated to Charlie Kast. Also have been working to get the summer services scheduled in Maj-Britt's absence. Have set up a new procedure for viewing art shows: the viewing hours will be 11-2 and guests will sign in and out in the office.

DC – We have joined a cluster of 13 area congregations: UUCCNC (UU Community of Central NC). We will be hosting the June 11th meeting. Frankie will be the only delegate going to GA, Maj-Britt and the co-presidents of the Campus Ministry will be attending with her. The GA Service will be July 19th. Frankie also said she will be going to the board to discuss how The Community Church and UUA share a vision.

Stewardship – Frankie shared that they have had their first meeting and that we have about 90 active households that did not pledge. They will be sending letters out to recruit stewards.

Environmental Action – Cecilia told us they are having a retreat Saturday morning and will be discussing how to make the congregation more connected to the environment. They are continuing to do home energy audits and get very positive feedback for this work.

CRE – Becky shared that the summer RE schedule is set starting with 6 weeks on Heifer Int'l and an art project, followed by a variety of activities in August. This coming school year the topic will be our Judeo-Christian heritage with an August 30th kick-off event for parents.

- **Parking Lot: time permitting**

Items that need further discussion

Ideas sparked by the committee reports included:

- *Encouraging alternative gift-giving at the holidays – this was directed toward RE continuing the Heifer giving and advertising it during the holidays.*
- *Question was raised of if there will be a need for volunteers at church during the staff Sabbath to help with art show viewing. Tifani will follow up with Pat on this.*
- *In response to B&G need of help: Teri was going to take info about work days back to high school youth group. It was also mentioned that Covenant Groups might help. Frankie also mentioned the idea of having a bigger quarterly workday for the whole congregation – a family event.*

Closing – Likes/Wishes

Next Meeting – June 23rd 7pm Commons

Send agenda items by 5pm the Thursday before the meeting to membership@c3hhu.org

Vote to approve GA delegates

In order for our voice to be heard at GA in the presidential vote, the BOD must approve a slate of delegates. This year the only person actually going to the meeting is Franki Price-Stern. All the others will use the absentee vote mechanism.

The slate of candidates is listed below. All have agreed to serve.

The board voted via internet on them all as a group rather than singling out individuals. The vote was active from Wednesday May 27 to midnight on Friday, May 29.

Ruth Gibson
Polly Johnson
Peggy Misch
Richard Perry
Frankie Price Stern
Gayle Ruedi
Susan Spalt
George Thompson

Result: approve: 9; disapprove: 0; abstain 2

The board approved the slate of candidates.

John Saxon ordination - report from Joan Meade

It was a wonderful experience! I still feel a glow.

Five ministers with ties to C3HUU participated. Robin Renteria gave the sermon, Chuck Howe and Blaine Hartford did the Right Hand of Fellowship, Dick Weston-Jones, the Charge to the Minister; Patti Hanneman the Ordination Blessing. They all had wonderful words that I wish I could remember!

Mary (LeMay) and I were happy to be part of the procession.

Community Service Ministry Charter

CHARTER: Community Service Ministry

(formerly Social Concerns Committee)

The Community Church of Chapel Hill Unitarian Universalist

Proposed on May 3, 2009

Church Council Approval on: May 26, 2009

Board of Directors approval on:

Mission: *CSM is a long-standing committee of the Community Church that encourages, coordinates, and delivers services and financial support to the local community with a strong emphasis on “hands on” activities that improve the lives of those less fortunate in our community. The CSM provides opportunities for church members to volunteer and helps them learn ways to serve the community and live out their inward and outward spiritual journeys.*

Responsibilities

To everything there is a season and through this committee’s efforts, Church members may participate every season in CSM coordinated projects.

- Springtime offers the **Crop Walk** event for the Inter-faith Council and worldwide hunger relief groups. UUs may *walk* and/or sponsor a UU *Walker*.
- Committee coordinators work with other build partners to assure significant funds are raised for **Habitat** and recruit to have enough volunteers to work for several Saturdays during the build season.
- The **school supplies project** now in its 10th year happens in summer. The Community Church provides over a hundred backpacks filled with school supplies for local students in need. Committee members collect funds from church members, shop for all supplies, and coordinate the stuffing of the packs (by our UU Youth Group) and their delivery.
- In autumn and winter, Committee members collect checks from Church members to support the IFC **Holiday Meals program** which provides a very special meals for low income families.
- Throughout the year, Church members will find a shopping cart just outside the Sanctuary for collection of canned goods donated by Church members that Committee members deliver to the **IFC Pantry**. Through Committee efforts, UU church members have the opportunity to help **prepare meals** and serve a breakfast, lunch or dinner with other UU members at the Homeless Shelter once a month.
- The Community Church is a founding member of IFC and has made a significant financial commitment each year to IFC’s basic budget.
- Other areas of involvement through contributions and sometimes volunteers are El Centro Latino, Charles House, OKAY (Opportunities for Kids and Youth), and in past years Piedmont Community Health, Burmese Resettlement, and Aids Care team.

Member Selection and Terms of service, Meetings

Currently there are a handful of members who rotate chair responsibilities and meet bimonthly to assure opportunities are available to all who make giving back part of their spiritual development. There is open membership and church members are invited to volunteer for a specific activity or to become part of the overall planning group.

There is a secretary who takes notes and disburses minutes to the committee. There is a treasurer who keeps track of expenses and donations made to organizations in the community on behalf of The Community Church.

There is an electronic list of church members and their interest in specific projects maintained and sponsored by the CSM.

THE COMMUNITY CHURCH OF CHAPEL HILL UNITARIAN UNIVERSALIST

HUMAN RESOURCES COMMITTEE CHARTER:

MISSION, RESPONSIBILITIES AND RELATIONSHIPS

Adopted By The Board On December 12, 2006

Revised June, 2009

The Mission of the Human Resources (HR) Committee is to:

1. Work with the minister to establish fair and effective personnel policy of the Community Church of Chapel Hill Unitarian Universalist,
2. Work with the minister on staff related issues

HR COMMITTEE RESPONSIBILITIES

1. Fair Compensation

- a) With minister, determine personnel budget needed to maintain current staffing levels, in accordance with church calendar including COLA and fair compensation benefits
- b) In the event that the budget is not sufficient to maintain current staffing levels, HR will work with minister to determine the staffing level which can be supported.

2. Church Staffing

HR will work with minister to:

- a) determine the need for new staff positions, or increased staffing levels based on recommendations of appropriate committees and church leadership, and in concert with a strategic planning process.
- b) develop or revise job descriptions for new positions in collaboration with appropriate committees, staff, board liaison, or staff advisors
- c) review and update job descriptions for existing positions

3. Personnel Policies and Guidelines

HR will work with minister to

- a) Recommend HR guidelines and policies to board of directors on behalf of the congregation and the staff
- b) Promote a clear system of communication which ensures that the staff are aware of personnel policies and procedures,
- c) Assist in resolving grievances when necessary

d) Assist the minister in assessing the necessity of recommending the termination of a staff member to the Board of Directors

4. Annual Reviews

- a) Work with minister to develop process for annual reviews based on church vision and goals
- b) Review summaries of annual reviews of staff prepared by minister
- c) Develop a regular mechanism for the recognition of staff for their contributions to church

5. Consultation

- a) Advise the Executive Committee, Board of Directors, and appropriate advisory committees on matters pertaining to personnel
- b) Work with committees as appropriate and necessary

RELATIONSHIPS

1. Relationship to Minister

- a. The minister serves as Chief of Staff for the congregation as outlined in the Letter of Call, effective August 15, 2009
- b. HR and the minister will meet on a regular basis

2. Relationship to the Board

Members of the HR Committee shall also be members of the Board of Directors; members of the HR Committee shall be expected to recuse themselves from staff decisions in which they may have a conflict of interest.

- a. Board retains ultimate financial decision making responsibility
- b. Board receives recommended policies and procedures for consideration and adoption
- c. During annual budget process, Board strives to first address fair compensation recommendations before increasing staff levels
- d. **Any business regarding or affecting staff positions will come to the Board agenda after having first been reviewed and assessed by the minister and the HR Committee.**

Minister's Report to the Board – Rev. Maj-Britt Johnson

**Board Report June 16, 2009
Rev. Maj-Britt Johnson**

(Regarding the month of May, the first half of June and some thoughts about next year)

This year I have focused primarily on:

Worship –working with Glenn to sync our styles and ideas. Worked with Worship and Arts team to streamline the committee meetings, and email procedures. We also reached agreement that a chair is needed, and Marni Goldshlag volunteered and is doing a great job. In the fall we have three, maybe four new worship associates joining us. We'll have a new meeting format. The first hour will be a business meeting then a training and discussion hour for the associates only.

Staff issues and formation/defining my role as Chief of Staff and supervisor. This past month has been particularly busy as I am meeting with each staff person to have an oral review of the year. I have asked them to help update their job descriptions, come up with some core competencies they think are part of their work, identify people who know their work well, and to help design their evaluations. Those won't be completed until I return in August. The HR team (Bob and Susan) has been very helpful in working through some staff issues and making decisions about HR charter and evals.

Note: During the staff Sabbath (final two weeks in July), Tifani will be on call during the first week for any non-pastoral emergencies; Marion same for the second week.

Governance/Purpose – working with the Statement of Purpose process and talking about governance issues. Just gave a sermon on Purpose this past Sunday.

Church Council: Worked first with Erich then with Tifani and George on the Church Council structures. This is a work in progress but I feel we are making progress particularly in defining decision making and accountability. Tifani and George and I meet as a coordinating team monthly.

Covenant Group formation and facilitation. I have been very lucky that the entire team of facilitators is very dedicated and organized and clear about who does what. We worked through some crucial decisions over a period of months and now all I have to do is come up with the "lesson plan" each month, lead the facilitators portion of the monthly meeting. The program is growing.

Committee on Ministry – we worked to define our purpose, and the plans for a Covenant of right relations. We will need to define an evaluation process for me in the near future.

Forming the Pastoral Visitors team – this was a huge challenge, as we had some turnover several times in leadership. But our coordinating team: Bob Crane, Cathy Cole and Ivy Brezina have been very dedicated and I feel confident about their coverage for the summer, and the future. Bob is needing to back off a bit as his work load became more intense, so Ivy and Cathy are co-coordinating. I do a training monthly with the Pastoral Visitors and meet at least once a month with the coordinating team. Already we've seen some positive returns from the visits they are making to both the hospitalized and the retirement centers.

By the end of this month I will have met individually with each of the pastoral visitors to talk about their sense of the ministry and just to get to know them.

(A reminder: Rev. Robin Renteria is covering for me June 29-July 18; and Rev. Claudia Frost July 19-31st. Any information about a pastoral need should first go to Cathy or Ivy and they will determine whether to route it to one of these ministers or to a pastoral visitor)

Spiritual Centering Classes and Friday Lectio group: Many people asked for this, so I offered them. I thought they went well and so did the groups. The Friday group is continuing through the summer with lay leadership.

What didn't happen: There are two major areas I was well aware need more attention all year long: Adult Religious Education and Social Justice. While there were some early attempts - I met with Social Concerns and Peace and Justice several times, and had conversations with several people, last fall, and then in the spring, about starting up an Adult Programs Committee again, they did not immediately pan out. 60-65 hours of work a week is about my limit so I had to make some choices. But this month I began to turn my focus towards both.

Adult Programs: Steve Warshaw got together a great team of people to form a new Adult Program team. We met last week and made some decisions about what direction it will take. We all seemed to agree that having some core courses (Building Your Own Theology, UU 101; world religions and spiritual practices) are essential. We also talked about the need to have offerings that are in a style different than covenant groups as they do not meet everyone's needs. We are talking about having Thursday night be adult RE night - after the potluck that already is in place. The committee is meeting again while I'm at GA and will continue with some planning over the summer. We hope to start some programs in mid-September.

Engaging with the world beyond our walls: This past month I also met with a team of people including Marion and several representatives from Peace and Justice, one from Social Concerns plus 3 or 4 others to talk about whether the congregation needs a kind of umbrella Social Justice team, though that might not be the name. We ended up with an idea that looks more like a synergy team which will function to encourage people in their callings, get them together and help organize new efforts and keep an eye on resources, time, space etc. We have only had one meeting, but they too plan to meet over the summer. It was the feeling of this group that the groups we have already in place (SC and P&J) already have their plates full and should be encouraged to keep on keeping on. It would be too much to expect them to manage the flow of other people's ideas, nor to be able to provide a place for every interest or social justice ministry.

This group also talked about the **Orange County Organizing Team** and two of our members: Ruth Gibson and Joan Garnett (who was at this meeting) are going to be the organizers of an OCOC team within our congregation. The requirement of OCOC for us to be a member is that we contribute financially at the rate of \$10.00 per every pledging member, and have an organizing team within our congregation that attends the area lay leaders meetings. I am on the OCOC minister's coordinating team which is now meeting monthly. I've been to three meetings, and one two day training. I've sent materials separately to explain more about OCOC.

Other items from this past month and a half:

THUUMA – Tar Heel UU Minister's Association, of which I am a part, has undergone some reorganization as it was not meeting the needs of some of its members. We will meet less often as a whole group, and for a shorter period of time, next year. Smaller groups will meet as needed.

This month there has been a fair amount of **Pastoral Care** to do: Visited Al Warnasch, Jenny Warnash's dad who is a UU from NJ down here visiting, and ended up in the hospital; Katie Donovan, whom you all know about; and followed up on 6 other members by phone.

OTHER: We had more **child dedications** on Mother's day, I wrote and performed a **wedding** for the Tucker's son Scott and his partner Allie in Wake Forest; monthly **mentoring** sessions with a minister in fellowshiping process; finally got more written sermons on the web; met with five men for the Father's Day service; went to Carroll Woods for dinner; spent two days in conference calls with the **UU Funding Panel** as I couldn't make it to Boston due to a cold two days before surgery; and the usual schedule of meetings.

This fall I would like to have more involvement with the **Stewardship** team and plan to contact Peter Witt about that this week. In the past I have always done a talk at trainings and been more collaborative about the theme.

This Monday I head to **General Assembly** for Ministry Days. During Center Day (which is our Continuing Ed. day) I've signed up for the track which concerns staff supervision. During G.A. I've chosen the Social Justice track at UU University. I'll also be doing some work for the UU Funding Panel, e.g. the workshop we provide, and meeting with Veatch foundation which is who funds us.

This **summer** I plan to take a real vacation for all of July. I plan to primarily reconnect with my family: Parents and sister in TN, brothers, and nieces and nephews out west. In August I'm taking a couple of workshops at a Quaker retreat center, and probably will visit some friends in N.Y. and as I do each year will begin mulling/planning sermon topics. In August I am on-call for pastoral emergencies.

UNITS

May 4-10th 15 units (60)

May 11th-17th 16 units (64)

May 18th -24th 9 units – mostly UUFP work (surgery at end of that week)

May 25th-May 31st – 2 units (6-8 hours) (recuperation from surgery)

June 1st- 7th – 13 units (52)

June 8-14th – I expect it to be 16 units

And the same for 15th-21st

22nd – 29th Non-stop at G.A. (but kind of fun, sometimes)

Policy on Sunday Church Use

From Marion:

Dear Executive Committee,

The Staff has been assigned to review and revise a number of older board policies. We are considering a few policies at each staff meeting as time allows. As we complete the review and revision of each policy, we are submitting the revisions for Board Consideration.

Please find attached the final draft of the Staff revision of "Meetings on Sundays in Rooms Used By CRE Policy" approved by the Board in Jan 7, 1997. The original policy can be found at Tab 25 in the Board Policy Binder. The revised policy is entitled "Policy on Use of Church Space during Sunday Services."

The Staff strongly endorses this revision and asks that the revision be submitted to the Board for approval.

I was asked by the Staff to take the lead on the drafting revision of this policy because it involves RE space. Also I can provide some context for the policy because I was on the CRE committee when the 1997 policy was proposed.

Context

At the time the original policy was approved, groups were pushing to get into RE rooms for meetings before RE folks could clean up the rooms after services. The primary purpose of the original policy was to establish a buffer so the RE rooms were reserved for 1/2 hour before and after the service. It is important to note that at the time, it was the policy that meetings should not be held during worship services.

The revision of the policy continues to protect the use of RE space for 1/2 before and after services. It also now protects the use of choir spaces. What is new about the revision is that it includes and codifies the other policy of not cross-programming against the Sunday services which has been a long-time administrative policy for as long as I have been involved in the church. No committees have ever been permitted to meet have their official meeting times during services and the office manager did not and does not schedule any meetings on the church calendar during Sunday Service times.

Because it was official calendar policy that there are not meetings on Sundays during church, groups have never had formal meetings during services. However occasionally there are small groups who have unofficial meetings during service times. This revised policy makes our long time practice of protecting the Sunday Service from cross-programming an explicit official policy. I do not anticipate that this policy will be controversial because it is keeping with our long time practices. Occasionally these small groups might need gentle reminding but in general, it shouldn't be a problem.

Thank you.

Marion Hirsch on behalf of the Staff

NAME OF POLICY:

Use of Church Space during Sunday Services

Party Originating Policy:

The original policy (1/7/97) was originated by the Children's Religious Education Committee. The draft revision (5/14/09) was originated by the Church Staff.

Date First Adopted by the Board:

1/7/97 as "Meetings on Sundays in Rooms Used By CRE" Policy

Date Revised:

6/9/09 draft revision, not yet approved by the Board

Date of next Review:

?

Purpose of Policy:

To uphold the centrality of worship and religious education in our Sabbath practice.

To encourage our members in a spirit of hospitality after services.

Content:

No church meetings may be held *during* worship services on Sunday mornings.

Meeting spaces during church services and between services are only reserved for the Religious Education Program, the Music Program and the Time of Fellowship (Coffee Hour).

Meeting spaces must be reserved through the church office and no spaces may be reserved during Sunday Worship services, and for ½ hour before services or ½ hour after the services.

Meetings between services are not forbidden. However they are discouraged because a lack of adequate parking and a lack of meeting spaces available. They are further discouraged because they conflict with the Time of Fellowship (Coffee Hour).

OCOC Founding

In October there will be a formal public recognition of the founding congregations, and I'd like us to be one of them. This requires a commitment of a small group of organizers (so far Ruth Gibson and Joan Garnett - but we'll be working on expanding that), the minister (I'm on board with the OCOC ministers group) and a commitment/pledge of \$10.00 per pledging unit. I asked the organizers about the money and they said we could have until 2010. So I'd like the Board to know more about OCOC and at least give a heads up about whether they would want to be on the rolls, and what the feeling is about trying to get it into the budget for 2010. Personally I can't imagine C3HUU NOT being a part of something like this, given our history.

Staff expansion

Request from Maj-Britt:

What I'd like to request is an expansion of staff. I would prefer if we already had a strategic plan that includes this, so it would be part of an overall vision, but I think it will take us some time to get one together and in the meantime I think we have certain basic needs and we seem to be growing, so to meet the needs of our members, and to not burn out your minister...I think we need to take some measures pretty soon. The following is a typical way of dealing with those needs, plan or no plan. Things could always be reconfigured in the future if we do this.

A contracted (different than a "called") assistant minister, 10 hours per week for pastoral care, to lead the pastoral visitors team, do some pastoral care his or herself, preach a few times a year in order to have some visibility and develop a sense of relationship to the larger community, and other leadership which s/he and I would determine such as periodically leading a group on bereavement and loss, or other such group. Estimated cost - \$15,000 salary/housing, plus some pro-rated benefits. (there are numerous ministers in the area who would apply, I can assure you!). I would work with this person and the congregation to assure that time boundaries are adhered to.

To raise Marion to full time so that she can become Life Span Religious Education Director, - leading the emerging Adult Programs team, and possibly expanding the Campus ministry a bit.

Add 5 hours to Tifani's schedule in order to expand her job description to be not just membership coordinator but volunteer coordinator. This would mean working with me to set up a more systematic way of nurturing, tracking and guiding volunteers with an emphasis on helping members to find their sense of calling and follow through on it. I'm not completely sure that Tifani wants to increase, though I think the last time I asked she said: "probably". If she didn't want to, we'd have to think about either hiring someone else or...what. Something to think about.

Adding an Outside Light – Rear Parking Area

The Building & Grounds Committee has gathered the following information on adding a light for the rear parking area.

Adding a pole-mounted light will require a town review with a cost of \$352 and a 3 year contract. There is no installation fee but there is a monthly charge of \$16.71 for an overhead line or \$20.76 for a buried line. The overhead line would require some shaving of the tree branches.

Putting in a building mounted light would require the town review, an electrical permit, and hiring an electrician as well as maintenance fees. While they did not get an estimate for this they believe that the pole-mounted light is the better option.

The Building & Grounds budget does not allow for these costs, and they would like direction on how to proceed.