

**The Community Church of Chapel Hill Unitarian Universalist**  
**Minutes of Board Meeting of October 13, 2009**

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

**Absent:** Bob Weston

**Ex Officio:** Maj-Britt Johnson, Scott Provan

**Visitors:** Terry Baker, Cecilia Warshaw

**Minutes:** Laurence Kirsch

Erich Lieth called the meeting to order at 7:06 pm. Patricia B. Learned, the Board Member of the Month (BMOM), lit the chalice and offered a reading on loving the world.

### **BOARD LEARNING**

Susan McDaniel and George Thompson led a discussion of Chapter 5 (“The Job of the Board”) of the book *Governance and Ministry, Rethinking Board Leadership* by Dan Hotchkiss. There was discussion of the meaning of the Board members’ “duty of obedience,” about the Board’s responsibility for making policy, and about how the Board is making its current set of policies accessible.

### **ANNOUNCEMENTS**

Maj-Britt Johnson said Bob Weston’s surgery went well, and that he should be home in a few days.

November 10 is the joint Board / Council budget meeting. Erich Lieth said that there will not be time for the Board Learning. The Board meeting starts at 7 pm and the Council joins at 7:30 pm.

Mary volunteered to be BMOM for November. Susan Spalt will help with refreshments

The Executive Committee has proposed that the BMOM no longer be obligated to make a presentation on Sunday. Instead, the BMOM should be available to answer members’ questions on one Sunday per month. The BMOM’s availability should be announced in the Bulletin.

The October 17<sup>th</sup> Covenant retreat has been postponed. It will be rescheduled for spring; or it might possibly be part of the Board retreat.

## CONSENT AGENDA

The consent agenda consisted of the following items:

- For receipt:
  - [October Executive Committee Report](#)
  - [Church Council Minutes](#) for September
  - [Religious Education Registration Numbers](#)
  - [eVote Results](#)
- For approval:
  - September Board Minutes
  - [Board Candidates](#)
  - [Services Auction Fund Raiser](#)
  - [Basketball Parking Fund Raiser](#)
  - [Janice Ian Concessions Fund Raiser](#)
  - [Church Council Charter](#)
  - [Permanent Structures Policy](#)
  - [Art Donation Policy](#)

Mary LeMay suggested that there be a discussion of the Church Council Charter. Erich Lieth suggested that a discussion occur only if there are some specific topics of concern, as the Charter is subject to future review or revision.

Susan McDaniel moved approval of the consent agenda. Seconded by Barbara Chapman. Unanimously approved.

## REPORTS

### 1. [Minister's Report](#)

Maj-Britt Johnson discussed options regarding the number of hours that certain staff time should be asked to work. This choice has financial implications. Erich Lieth expressed concern about this year's pledge receipts running behind earlier years, and suggested that we take the lower-cost option now and re-consider the more expensive option later when the financial situation is clearer. Susan Spalt said that, when staff members change positions, legal considerations make it advisable for the Board to have a process for formally recognizing the change in positions.

Susan McDaniel moved that the Board accept Maj-Britt's proposal for restructuring of staff for 2009-2010: the positions would change from financial assistant to congregational administrator and from office manager to office assistant. Maj-Britt and staff are directed to draft job descriptions and present them to the Board in December. George Thompson seconded. Unanimously approved.

## **2. Previous Month's Action Items**

All action items have been completed!

## **3. Treasurer's Report**

Scott Provan said that we're still behind on pledge receipts but they are picking up. Rental receipts are also down. There was discussion of various means by which the Church might raise money, including soliciting payment of outstanding pledges, advertising parking, and selling T-shirts.

Erich Lieth raised the question of when we will hire a new pianist. Several Board members said that the pianist is critical to the operation of the music program and that a new pianist should be hired as soon as a suitable person is found. There was also discussion of whether the amount of salary for the pianist might be changed, with the general sentiment being that a raise should not be considered until the 2010 budget year.

## **ACTION ITEMS – PAST**

### **1. Stewardship Follow-Up with New Members**

Erich Lieth asked Mary LeMay to ask the Stewardship Committee for details about its current procedure for asking for pledges from new members.

### **2. [Concert Series Charter](#)**

Scott Provan reported that the Concert Series Committee, including Mary LeMay, Terry Baker, and himself, has developed a charter. A key section of the charter creates The Concert Series Fund, which gives the Concert Series Committee financial flexibility, subject to Board oversight. Terry explained that such flexibility is needed to arrange concerts and make guarantees to future artists.

Erich Lieth and Barbara Chapman expressed concern that the financial liabilities of the Concert Series could conceivably be borne by the Church. Scott Provan explained that the Church's liability is limited to the up-front payments to sign up artists, which will ordinarily be completely covered by the Committee's reserves. Mary said that there has historically never been a problem with the Concert Series needing Church funds. Erich noted that the Concert Series has consistently been a money-maker.

Susan Spalt commended the authors of the Charter. It was proposed that a parade be made in the authors' honor, with the authors to be held aloft on the shoulders of the admiring crowd; but the notion was quashed when note was made of the shoulder problems presently afflicting certain Board members.

Mary LeMay moved that the Board adopt the Concert Series Charter. Susan Spalt seconded. 9 ayes, 1 nay. Approved.

**ACTION ITEMS – NEW**

Barbara Chapman reported that the proposed [mission statement](#) will be posted in the Community Room and Maj-Britt Johnson will send to the Church community an email describing the statement. The committee of seven persons that led the effort to create a new mission statement is soliciting comments and may end up amending the statement in light of those comments.

**ADJOURNMENT**

The next Board meeting is Tuesday, November 10, at 7 pm, and will be held in the Commons. At 7:30 pm, the Board will begin a joint meeting with the Council.

The meeting adjourned at 9:15 pm.

**FUTURE ACTION ITEMS**

ACTION	BY WHOM	DUE DATE
Follow up with Stewardship to see what the committee is doing regarding connecting with new members and on-going follow-up with new members. (Tifani is staff liaison.)	Mary LeMay	ASAP
Confirm with Glenn that he can proceed with hiring a pianist at the current salary	Maj-Britt Johnson	ASAP

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## Community Church of Chapel Hill – Executive Committee Meeting

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October 6, 2009 @ 7:00 p.m.

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

### Topics Discussed

- **Does Vice-Chair need to attend all Church Council meetings?**

The vice chair should be a part of the coordinating team and would continue the role as liaison between the BOD and CC; however, this should be kept flexible so it will be manageable in terms of time. Tifani Hencke is the staff member at all Church Council meetings and facilitates the meetings.

- **When is joint BOD & Church Council meeting on next year's budget?**

The meeting will be Tuesday, November 10 at 7:30 p.m.

The BOD, if necessary, will meet from 7:00-7:30 p.m.

Scott will let the Stewardship Team know that projections are needed by November 10.

Susan Spalt will take care arranging for special refreshments.

- **Monthly welcome by BOD member at Sunday service.**

1. Services are becoming jam-packed with different folks making presentations.
2. Barb Chapman recommends BOD members being available after services. Erich recommends publicizing in bulletin that BOD members will be available after services.

- **Fundraising for Operations**

In the current budget, the amount established for Operations (\$11,000) has not been reached as no fund raising was done for Operations. The balance currently stands at \$2500, driving mainly from the 20% stewardship component of other fund raisers.

- **Lease with Preschool**

By evote, the BOD approved the lease for the preschool. The lease runs until 2016.

We now have a signed lease.

In the future the lease will renew in October, a more school-year budget-friendly time.

The preschool may request that C3HUU contribute toward the cost of replacing the mulch on the playground, when that is necessary. No commitment to do so has been made at this time.

- **Concert Series Charter**

May be ready for October 13 BOD meeting. If ready by Friday, October 9, it will be on the agenda.

- **How to publicize Mission Statement?**

1. All feedback wanted – positive and constructive criticism
2. Why now a Mission Statement
3. Vote in Dec
4. How – insert, post in Jones Bldg.
5. Rationale & feedback tear-off
6. Contact info for GFT members and others
7. Explain how feedback will be used – not wordsmithing
8. This is what we have come up with based on your input
9. Insert for bulletin (Sunday, October 11), all church email, posters (Sunday, October 18)

- **Reports**

- Minister's Report – Will have recommendations for changes in staff positions and hours, including tentative job descriptions based on UU recommendations. A temp is currently filling the office assistant position.
- At October BOD meeting, Scott will do a short Town Meeting recap and a budget update.
- We need a Stewardship Committee report on pledges from new members. Tifani does give the Stewardship Committee the names of all new members. Periodic reports to BOD are important.

- **Past business**

- **New business**

GTF policies on (1) Global Delegation and (2) Board Agenda. Susan Spalt will put this in correct format for submission to BOD. Will be postponed until December.

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**Church Council Minutes**

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Sept. 22, 2009 7-9pm Commons

Meeting notes are in *italics* and items that are **bolded** require action.

**Attendance:**

B&G	Gary Giles	Membership		Board Rep	George Thompson
Caring	Cathy Cole	Music	Spence Foscue	Council Convener	Tifani Hencke
CRE	Becky Wilkes	Nominating		Minister	Maj-Britt Johnson
ECO	Cecilia Warshaw	P&J	Lori Hoyt		
Coffeehouse		Community Service	Sue Brewer		
COM	Jim Magaw	Stewardship			
		SEA	Jean Genova		
DC		W&A	Marni Goldschlag		
HR		WomenCircle			
IT		Young Adults			
		Youth Programming			

**Chalice Lighting – Maj-Britt****Council Learning: E-mail Hygiene from Marion Hirsch (20 minutes)****Business Meeting:**

- **Announcements from Tifani (5 minutes)**

1. Council Copier Access Code - 27514
2. Current administrative coverage:

[officemgr@c3hUU.org](mailto:officemgr@c3hUU.org)

[bulletin@c3hhuu.org](mailto:bulletin@c3hhuu.org)

[calendar@c3hhuu.org](mailto:calendar@c3hhuu.org)

[rentals@c3hhuu.org](mailto:rentals@c3hhuu.org)

[newsletter@c3hhuu.org](mailto:newsletter@c3hhuu.org)

1. 2010 STP nomination requests – send to [stp@c3hhuu.org](mailto:stp@c3hhuu.org)
2. Email addresses @c3hhuu.org – to get one for your committee contact Mark at [itserve@c3hhuu.org](mailto:itserve@c3hhuu.org)

Interest Group/Committee Booklet Submissions Due by Friday, Sept. 25<sup>th</sup>.

- If you are sending a sub or changing rep please notify Tifani in advance of the change and name of new rep.

- **Consent Agenda: (5 minutes)**

Following is the current by-law pertaining to the Program Council this is included to provide clarification that we are still following the spirit of the by-law as we adopt our Charter.

By-Law: 6.4 *Program Council*. A Program Council chaired by the Vice-Chair of the Board and composed of the Chair of each program-related committee or his/her designee, shall meet at least quarterly to coordinate program planning.

Church Council Charter – *Charter passed will be sent to the Board*

- **Discussion:**

Orange Juice (OCOC) – *Ruth Gibson presented the Council with info about OCOC. A local non-profit working on social justice issues, we are one of the organizing congregations (the Board approved our church being a founding member). This group has already started meeting needs by advocating for all town employees to get a fair & living wage. They are serving as a public witness on the Rogers Rd/Landfill issue. This group will work with organizations, gov't entities and impacted people in the community, they plan to gain accountability by building respectful relationships with gov't officials, organizations and churches.*

*Willing to be contacted to bear witness to injustices, contact our church reps: Ruth Gibson, Joan Garnett, Elsbeth Von Tongren.*

*They are currently working on a grant to get funding from the UUA to cover part of our annual dues.*

*Ruth asked folks to share ideas of current/pressing injustice issues in our community.*



Gary raised some concern about OCOC having positions on issues that our church may not agree with.

Ruth reminded us that our church reps will seek our input on what issues are important to us and that as an organization the OCOC will do a lot of info gathering and research before making a position statement.

**If you would like to contribute issue ideas please email them to Ruth Gibson. Also to RSVP for the OCOC kickoff event.**

Governance Task Force Update – Susan McDaniel presented info on where the governance task force is based on reading ? She also shared a handout with the group to help explain the difference between governance and ministry.

**Asked everyone to go back to their committees and discuss how our current governance supports your group and what changes would benefit your group?**

Jean asked if it is clearly the Board is governing and the Council is part of the ministry.

Susan said it is not clear where the Council falls nor is it clear where all groups fall. There is a difference between a team/ministry and a standing committee.

The task force is trying to address ways to give people more responsibility and have more accountability.

**Please send any generative questions to the governance task force. More info will be in the October Newsletter.**

Solar Panels Follow-up – Cecilia Warshaw asked for any futher input from folks that discussed panels with their committees and encouraged folks to keep sending input.

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

- ☞ SEA – Jean said things are off to a great start BYOT is full and there are programs planned thru November.
- ☞ Caring – Cathy told us the Pastoral Visitor program is going well and they are getting resources together to have a quicker response when a caring situation arises.
- ☞ B&G- Gary said they are catching up on some of the projects and was happy to report they had 4 women help at the last work day.
- ☞ ECO – Cecilia reported that they are still gathering info and working on the solar panel project. They are at the end of the heating evaluation program and are continuing the monthly recycling program for items not collected by municipalities.
- ☞ COM – Jim invited everyone to the retreat Oct. 17<sup>th</sup> where they will be working on a Covenant of Right Relations or Congregational Covenant.

- ☞ Board – George reported that the Board is devoted learning to book “Governance & Ministry” and the generative questions this is creating. They will have a retreat in January.*
- ☞ CSM – Sue told us they have gotten some new members to their ministry and they are bring new, exciting ideas to the group.*
- ☞ P&J – Lori reminded everyone of the upcoming workshop at ERUUF Oct 3<sup>rd</sup> and that they have been working on a progressive agenda regarding health care reform.*
- ☞ Music- Spence said choirs are booming. Glenn is busy with Musical prep and rehearsals. Also got a new mic in the pulpit.*
- ☞☞ W&A – Marni told us they have started the Worship Assoc. program and they have 3 new members on their committee.*

- **Parking Lot: time permitting**

Items that need further discussion

**Closing: Likes/Wishes**

**Next Meeting:** October 27<sup>th</sup> 7pm Commons

Send agenda items by end of business on the 2<sup>nd</sup> Thursday of the month to [membership@c3huu.org](mailto:membership@c3huu.org)

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## RE Registration Numbers

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Dear Church Board--

October 1st is the day that we declare the "official" RE registration numbers for the year. This includes everyone who filled out a registration form this year including all the new families. It also includes a few stragglers who are long time participants in RE but who have not filled out their paperwork but whose children are attending RE. We only include families we have actually seen this year so the registration numbers are a very good measure of who we are serving now.

Our numbers are up 14% from the start of last year. Last year we were up 16% from the previous year. So we are growing rapidly.

The Religious Education and the Youth Programming Committees have been intentional this year about making sure that we are ready for growth. We have a more robust system of greeters and we have structured the RE program so that it can absorb more children and youth. We have also intensified our regular communication with RE families so that both new families and old timers have good information about what is happening in the RE program.

One area of particular success is that we have encouraged families to move to the 11:15 service. The 9:30 service is much more crowded and there is still room at 11:15 for more children. Last year we had 39 children and youth at the 11:15 but this year we have 60.

We are very pleased with the start of the year.

RE totals and breakdowns for 2009 by services and cohorts are listed below. That information is followed by the 2008 information for comparison.

Thanks,

Marion

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October 2009

Total RE Program -- children, youth and college students =204

Total children and youth = 184

Total children = 110

Total youth = 74

Total college = 20

Total 9:30 = 99

Total 11:15 = 60

9:30 Nursery = 2

9:30 Toddler = 7

9:30 Pre-K = 15  
9:30 K-1 = 16  
9:30 2-3 = 21  
9:30 4-5 = 16  
9:30 MSYG = 24

11:15 Childcare = 6  
11:15 K-3 = 12  
11:15 4-5 = 16  
11:15 MYSG = 26

6:00 PM High School = 24

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October 2008

Total RE Program -- children, youth and college students =191

Total children and youth = 161

Total children = 109

Total youth = 52

Total college = 30

Total 9:30 =100

Total 11:15 = 39

9:30 Nursery = 2

9:30 Toddler = 4

9:30 Pre-K = 18

9:30 K-1 = 20

9:30 2-3 = 27

9:30 4-5 = 16

9:30 MSYG = 13

11:15 Childcare = 1

11:15 K-3 = 9

11:15 4-5 = 12

11:15 MYSG = 17

6:00 PM High School = 22

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## eVote Results

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On September 22 to September 29, 2009 the board voted via internet on 4 matters. The following questions and responses were posted:

### Item 1:

Preschool rental rate: via email you should have received an explanation of a proposed rent schedule that phases in a \$1500/mo increase over 6 years, taking into account inflation. The schedule is as follows, and would become active in October of each of the indicated years: yr lease

2008 \$3,000.00

2009 \$3,250.00 = 2008 amt + 1500/6

2010 \$3,613.75 = 2009 amt x 1.035 + 1500/6

2011 \$3,990.23 = 2010 amt x 1.035 + 1500/6

2012 \$4,379.89 = 2011 amt x 1.035 + 1500/6

2013 \$4,783.19 = 2012 amt x 1.035 + 1500/6

2014 \$5,200.60 = 2013 amt x 1.035 + 1500/6

2015 \$5,382.62 = 2014 amt x 1.035

Vote result: 9 approve, 0 disapprove, 2 did not vote

### Item 2:

OCOC fund raiser: In a separate email you should have received from Erich Lieth a proposal originating from Ruth Gibson and Hank Rodenberg proposing to raise money for our OCOC dues by selling a book. Some questions were raised by board members regarding whether all the books can be sold, or whether they should start with a smaller number of books. The organizers intend to continue selling the books until they are all gone. In the spirit of not micromanaging the organizers, and since there has been no further discussion in the last 24 hours we will commense with the vote. In addition to approval for the fund raiser, the organizers are requesting an advance of \$1000 to purchase books. This advance will be repaid from the sale of the books.

Vote result: 9 approve, 0 disapprove, 2 did not vote

### Items 3 and 4:

Every year the board must confirm two new members of the Committee on Ministry to maintain the staffing of that committee at 6 members. This year's candidates, who have been notified of

their candidacy, are Lilie Bonzani and Jim Magaw. Lilie would be a new member. Jim has been a member of this incarnation of the committee for one year (a partial term), and since he is one of the people that created the charter for this committee, and thus understands many of the complex issues surrounding this very important committee, he has agreed to serve an additional term to facilitate the continuation of the transition into their new method of operation. You may recall the presentation Jim made during board learning a few months ago, which addressed this complexity. Upon approval, the new composition of this committee, along with their term expiration dates, will be as follows:

Gayle Ruedi, class of 2010

Polly Johnson, class of 2010

DeeDee Lavinder, class of 2011

Nancy Reichle, class of 2011

Lilie Bonzani, class of 2012

Jim Magaw, class of 2012

Vote results:

Lilie Bonzani 9 approve, 0 disapprove, 2 did not vote

Jim Magaw 9 approve, 0 disapprove, 2 did not vote

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## **Board Candidates**

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We are ready to announce to you the slate of candidates that Nominating Committee has recruited to run for the Board this Fall. Can you please present this slate of candidates to the Board for approval? It should be noted that we have 2 more people than we need, so it will be a REAL contest, and there will be 2 who do not win. However, they might be called upon to help with other Board functions, etc. in the future.

Without further ado, here is the slate:

Vice Chair -- Paige Smith

At Large Candidates:

Peter Witt

Sam Brooks

Patricia Learned

Maggie Scarborough

Josh Socolar

Please also note that Paige Smith has not only agreed to Vice Chair, but has been proactive in talking to Maj-Britt about it, and George in order to get a better feel for the expectations of the job. She says she is ready and willing to take it on.

The Nominating Committee respectfully submits this slate and feels these are all terrific candidates.

Thank you,

Mia

Nominating Committee Chair

Rick Szymanski

Cathy Cole

Laura Gilliom



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## Service Auction Fund Raiser

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**TO:** Erich Lieth, Chair C3UU Board of Directors  
**FROM:** Service Auction Co-chairs, Kim McNeary, Steve McNeary, Paige Smith  
**RE:** 2010 Services Auction

Attached please find our fundraising request form for the 2010 Services Auction. The Services Auction has been an important fundraiser for the church for many years. Our vision for the 2010 services is that it will again be an important fundraiser as well as a significant fellowship activity for the entire congregation. We are planning an intergeneration event includes child-friendly auction items as well as appropriate child- and youth- activities separate from the auction.

Although we are still in the planning stages we can list a few of the highlights below:

1. The date is scheduled for February 6 (Saturday) 2010
2. The auctioneer is tentatively planned to be Greg Hohn
3. We are using Frankie Stern's historic planning materials updated from the 2008 auction
4. We have some volunteers already and will be soliciting others later on.
  - a. Rob Perkins has agreed to oversee the IT aspects of the auction
  - b. Linda Shipman and a "team" from the 2008 auction are doing decorations
  - c. Kathy Hodges
  - d. Beth Moracco
  - e. Sarah Nelson
  - f. Lynn Harmon
  - g. Representative TBD from the Community Services Committee
  - h. We are confirming other names before we list them here.

Last year we raised over \$12,000. The funds were distributed as follows:

- 20% general fund
- 40% Straley fund/youth travel
- 40% outreach

We are proposing the following distribution for 2010:

- 20% general fund

- 40% Staley fund/youth travel
- 20% outreach (specifics TBD in collaboration with Community Services Committee); we are proposing this amount given the new “share the plate” program
- 20% to be used to furnish and/or decorate the Manse

We served as co-chairs for the 2008 services auction and we are pleased to serve as co-chairs served for the 2010 services auction. We look forward to an exciting evening that celebrates our community’s commitment to our ministries.

## FUNDRAISING REQUEST

**1. Name Of The Event:** Services Auction

**2. Contact Person for Event:** Co-Chairs: Kim and Steve McNeary, Paige Smith

**3. Brief description of Event:** Silent and live auction plus dinner, drinks and fellowship that serves as a both a significant fundraiser and fellowship event

**4. Proposed Date(s):**

- The event: February 6 (Saturday) 2010 in the evening
- Administrative dates (may be n/a):
  - Closing date for out-of-pocket reimbursements: March 4, 2010
  - Closing date for donations: June 30, 2010

**5. Who (e.g., which committee) Is Sponsoring The Event:** Youth Programming Committee

**6. Budget:** We need to talk with Andrea about last 2008 expenses most of the expenses were covered by the cover charge (\$10 per person) but the following items will need to be paid for: decorations (~\$200), food (~\$800), printing and mailing of catalog (TBD), child care (\$100)

**7. What The Event Will Cost The Church:** We take the expenses out of proceeds so there is no cost to the church.

**8. Anticipated (Estimated) Income From The Event:** In 2008 we raised just over \$12,000; this was significant considering that the event came just as the economy was collapsing.

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

- 20% general fund stewardship contribution
- 40% Staley fund/youth travel
- 20% outreach (specifics TBD in collaboration with Community Services Committee)
- 20% to be used to furnish and/or decorate the Manse

**10. Impact On The Church In Terms Of Volunteers And Space Resources:** This even uses a lot of volunteers and it is one that most volunteers enjoy being part of. We will be using the entire church for this event. The auction itself will be in the Jones Building, children/youth activities will be in the Kirby room, the sanctuary (movie) and possibly the commons. Depending on the weather, we may set up registration in the commons.

**11. Any Additional Information Or Concerns:** Cover letter attached.

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**Basketball Parking and Janice Ian Concessions Fund Raiser**

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September 30, 2009

Dear Executive Committee/Church Board,

This year is our first year of having a Coming of Age class for 9th/10th graders. Coming of Age is very similar to confirmation or a bat/bar mitzvah. An important component of the program is a UU Heritage Trip to Boston for the participants. Typically in UU congregations the youth and their families raise the funds to make the trip possible. We will be having the Heritage Trip in June 2010. We seek the board's support in allowing the Youth Program to raise funds to make this trip possible. 8 youth will be participating this year.

There are two requests here. Basketball Parking and Concessions for Janis Ian Concert. We hope that you will support our requests to raise these funds.

The Janis Ian Concert is murky. The concession was offered to us by the Coffeehouse folks (Terry Baker) and we were excited by the possibility. I am assuming that although they offered it to us that we would still need to get permission from the Board to do it. So hence the request.

Thank you,

Marion

## **Fundraising Request for Basketball Parking**

1. Name Of The Event: UNC Home Game Basketball Parking in the church lot
2. Contact Person for Event: Marion Hirsch
3. Brief description of Event: Selling basketball parking for selected UNC Home Basketball games. The Youth Program can't commit to staffing the parking lot for all the basketball games because many of the games are on weekday evenings or late on weekend evenings which are not appropriate for youth to do.
4. Proposed Date(s)  
Sunday Nov. 15 4:00 PM  
Sunday Nov. 29, 6:45 PM  
Saturday Dec 12 7:30 PM  
Sunday, Jan. 10 7:45  
Saturday, Jan 16, 4:00  
Sunday, Jan 31, 7:45  
Wednesday, Feb 10 9:00  
Saturday Feb. 13, 4:00 PM
  
- Closing date for out-of-pocket reimbursements: Feb 28  
Closing date for donations: Feb. 28
  
5. Who (e.g., which committee) Is Sponsoring The Event: The Youth Programming Committee
6. Budget: None. All the supplies for parking have been purchased ie, vest, cones, signs.
7. What The Event Will Cost The Church: Marion's time for organizing.
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% General Church Budget. 80% Coming of Age Trip Fundraising
10. Impact On The Church In Terms Of Volunteers And Space Resources: Using the youth and families who are involved in Coming of Age and the parking lot.
11. Any Additional Information Or Concerns: None.

## **Fundraising Request for selling concessions at Janis Ian Concert**

1. Name Of The Event: Janis Ian
2. Contact Person for Event: Marion Hirsch
3. Brief description of Event: The Coffeehouse folks (Terry Baker) offered the concession of selling coffee and baked goods during the Janis Ian to the Youth Program
4. Proposed Date. Nov 8  
Closing date for out-of-pocket reimbursements: Nov 30  
Closing date for donations: Nov 15
5. Who (e.g., which committee) Is Sponsoring The Event: The Youth Programming Committee
6. Budget: Coffee, cream, sugar, napkins etc.
7. What The Event Will Cost The Church: Marion's time, plus overhead for running the kitchen
8. Anticipated (Estimated) Income From The Event: Don't know.
9. How The Sponsor Would Like To distribute The net Income From The Event (after the dedicated 20% stewardship contribution): 20% General Church Budget. 80% Coming of Age Trip Fundraising
10. Impact On The Church In Terms Of Volunteers And Space Resources: Using the youth and families who are involved in Coming of Age and kitchen.
11. Any Additional Information Or Concerns: None.

## **Charter: Church Council (Council)**

The Community Church of Chapel Hill Unitarian Universalist

Church Council approved on: 9/22/09

Board approved on:

### **MISSION**

To provide a forum for effective communication, coordination, collaboration and decision-making among committees/ministries of the church

### **REPORT**

The Church Council (Council) is the body of the congregation made up of standing committees/ministries recognized by the Board and it reports to the Board.

### **RESPONSIBILITIES**

Provide a setting for participating lay leaders to deepen connections and be supported, renewed and/or inspired.

Provide a forum for information-sharing, coordination and collaborative, even synergistic, approaches regarding ongoing work of committees/ministries and new initiatives impacting congregation as a whole.

Make decisions in program areas as appropriate.

Share and support best practices among lay leadership.

Review the annual calendar, initially generated by staff, and coordinate further additions by committees/ministries.

Approve new charters, for new and existing committees/ministries, prior to passing charters forward to Board for final review and approval.

Review existing charters a minimum of every 3 years; charge committees/ministries to update charters as needed.

Set periodic goals to assess Council's performance and level of accountability at least once per year.

## **MEETINGS**

The Council is made up of the chairs of standing committees/ministries. Chairs are expected to attend most Council meetings and to send a designee when they are unable to do so.

Other church groups (non-committee or ministry) may request time on the agenda by contacting the Coordinating Team in advance. (Examples of non-committee groups would be WomenCircle, Covenant Groups or other Small-Group Ministries)

The Council meets most months (exceptions are by yearly agreement, usually July and December).

The Council is organized and facilitated by a Coordinating Team made up of the Membership/Volunteer Coordinator, Minister, and Vice Chair of Board. The Coordinating Team solicits input from committee/ministry chairs and establishes the agenda prior to the Council meeting.

## **Proposed Procedure for Agenda Setting and Decision Making by the Church Council (Council)**

Ideas, issues, or concerns, along with an explanation, are sent to the Coordinating Team by members of the Council, Board, Staff, or members/friends of the Congregation.

The Coordinating Team will review and determine if an item needs further explanation. If so, it will be sent back to originator for revision. If the Coordinating Team agrees an item is ready to move to Council, it will be put on the agenda.

The Coordinating Team will report to the Council what they have reviewed and the action they have taken on a potential agenda item.

Once an item is on the agenda, it will be disseminated to the Council for review prior to discussion and be given appropriate attention during in-person meeting time before a vote is called.

Council decisions:

Occur after reflection upon church's Mission

Are made by representatives of established church committees/ministries with input welcomed from representatives of any non-committee/ministry groups participating in that Council meeting

One vote per committee.

Require quorum of 2/3 of standing committees for a vote.

Pass by vote of 2/3 of those present.

Needing consideration by individual committees/ministries prior to a representative vote may be delayed until following meeting (or longer if pre-designated by Council decision) at which time a vote will be taken.



## **Proposed Ground Rules for Church Council Meetings:**

Begin and adjourn on time.

One speaker at a time.

Stay on task and on topic.

Listen attentively.

Share the floor.

It is OK to disagree, please do so respectfully.

Our discussions are not confidential.

Come prepared

Determine duration for topic discussions and keep time

### NOTE:

Standing Committees (currently 15) include:

1. Spiritual Exploration for Adults(SEA)
2. buildings and grounds
3. caring committee
4. children's religious education
5. committee on ministry
6. denominational connections
7. informational technology services
8. membership
9. music committee
10. peace & justice committee
11. Community Service Ministry
12. worship & arts committee
13. youth programming committee
14. Stewardship
15. ECO

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**Permanent Structures policy**

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**NAME OF POLICY**

THE REGULATION OF ADDING OR DELETING PERMANENT ELEMENTS  
TO THE CHURCH BUILDINGS AND GROUNDS

**PARTY ORIGINATING THE POLICY** The Board of Directors

**DATE FIRST ADOPTED BY THE BOARD**

[draft, October, 2009]

Date Revised \_\_\_\_\_ Date of next Review \_\_\_\_\_

**PURPOSE OF POLICY**

Due to the lack of written church policy, permanent projects have been proposed, put in place, or removed by unrepresentative groups of members. This policy is intended to create a clear, open, and visible decision-making process. It establishes transparent public planning and a structured decision-making process among committees, staff, and individuals over what, where, and by whom, permanent additions or deletions can be made to our church buildings and grounds.

**DEFINITION**

“Permanent” refers to any artifact or feature which is intended to remain in place for more than a year and is not easily moved.

**RATIONALE**

- Permanent artifacts and features have a visual and emotional impact on church members as well as on visitors.
- Such elements as functionality, scale, color, texture, mechanical requirements, mobility, costs (of acquisition, installation, and upkeep), and overall appropriateness of design and creation should all play important roles in decision-making.
- There may be individuals or groups outside the presenting entity whose input could impact the outcome of a given proposal.
- Since the environment affects all individuals on campus, it is important to provide opportunities for members to participate in decisions made about future additions. This opportunity should occur through formal mechanisms and procedures.

**GOAL**

This policy establishes a process for open decision-making on significant additions or changes to any permanent physical entity on the premises of the church.

## CONTENT

Whenever a group desires to put in a feature or artifact which is to remain in place permanently, or to remove such a feature or artifact, the group will first send a brief description of the object, a statement of purpose of the object, and an estimation of costs and how it will be paid for to the Coordinating Committee\* of The Church Council, which will consider the matter and decide either a) that the matter is minor and the group initiating the project may proceed, or b) that the matter needs further consideration and will go to the full Church Council for discussion. The Church Council\* will decide whether the project, after discussion in their full meeting, can continue or if the following procedure should be pursued.

If The Church Council\* determines need for broader discussion, the group initiating the project will undertake the following steps:

1. A full description of the project will be publicized in the church newsletter. This will include a statement of purpose of the object, an estimation of its costs, and explanation of potential maintenance questions.
2. The same description will appear in the Sunday announcements for four Sundays.
3. A mechanism both for groups and for individuals to contribute comments and ideas will be made available. This mechanism can be tailored to the situation, but it will include a method or place for comments to be sent or posted and at least one name with contact information for further discussion.
4. When the four weeks for public discussion ends, the group initiating the project will have adequate information and deliberative time to recommend appropriate outcomes to The Church Council\*.
5. The Church Council\* shall either
  - a. make a decision according to their operating procedures;
  - b. or make a recommendation to the Board. This option will be appropriate if financial considerations are important.
6. Once a decision is made, the group which initiated the project will be notified, and they will oversee the completion of the project.

Purview of policy:

1. Relative to the way the church handles permanent artifacts, this policy supersedes previous policy language on this subject. However, this policy does not supersede the Art Donation Policy which gives Worship and Arts Committee the authority to approve all art coming to the campus, but it does require them to follow this procedure when the item falls under the definition of permanent artifact.
2. This policy is applicable to but not limited to gardens and landscaping features, benches, signs and information boards indoors and outdoors, fountains, sculptures, sun shades indoors and outdoors, and other structural indoor and outdoor elements.
3. If an individual wishes to donate an item that will fall under this policy, he/she will take it to the appropriate committee, which will follow the procedure above.

\*Or its successor as directed by the Board in potential by-laws changes

**Art Donation Policy**

**Approved by Board April 10, 2007**

**Revision approved \_\_\_\_\_**

The Worship and Arts Committee (Committee) of The Community Church of Chapel Hill Unitarian Universalist (Church) has the task of making a determination regarding any art that is offered to the Church as a donation.

The Committee will happily accept any art piece that can be used to enhance Church spaces and which can be cared for properly. The following conditions apply:

The Church has the final say for the location of the piece, including its being in storage from time to time.

The Church retains all rights to keep, sell or donate the work to other parties in the future. It accepts art donations with the plan to use them, but later congregations need to have the above named options.

The Church recognizes that ownership of an artwork does not constitute ownership of the artist's image. We will not reproduce for publication an image in any form without permission of the artist or the artist's heirs, except as needed to sell the work.

Should the donated piece be a permanent artifact, as defined by the policy titled **THE REGULATION OF ADDING OR DELETING PERMANENT ELEMENTS TO THE CHURCH BUILDINGS AND GROUNDS**, the Committee will follow the guidelines in that policy to determine acceptance and location of the piece.

After accepting or declining the art donation, the Committee will send a letter, signed both by an officer of the Committee and of the Board of Directors, to the potential donor offering our gratitude or regrets. In the case of acceptance, the Art Donation Release Form will be included. (See page 2).

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**Minister's Report**

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**Mid September to Mid October****Rev. Maj-Britt Johnson**

The area of staff supervision was the big item this month so that's all I'm going to take time to tell you about. Last week Andrea and I interviewed three possible candidates provided by a temp agency (OfficeTeam) for office assistant. We chose Stephanie Wertman who began Thursday the 8<sup>th</sup>.

Over the next two months I will work with Andrea and Susan Spalt and Bob Weston (if he is able after surgery) from H.R. to finalize job descriptions and to review and revise staff polices. A month ago I read over piles of files and it turns out there are some good policies in place, and the revisions shouldn't be too difficult to make.

The more significant change I am proposing is in how we structure the work in the office. During this transition period Andrea has effectively been acting as a congregational administrator at 35 hours per week. We have hired Stephanie e to be an (temporary) office assistant, not an office manager. I would like to ask the Board to make this an official change in our staff structure.

Job descriptions from the UUA are at the end of this report. I have highlighted the proposed ones in red.

There is a great advantage for the congregation, and the paid staff, in moving Andrea into this position. She has the skills, the interest, the experience, and the abilities. It means that there is one person overseeing the financial and administrative operations on a daily basis. It also means she has support staff as the office assistant is helping her with the detail work e.g on rental agreements, and other operations that cross reference with financials, though the administrator retains oversight.

The congregational administrator would supervise the day to day work of the office assistant, with the minister retaining overall supervision of the staff. Only the C.A. and the minister and the Board president (channeling requests through the C.A.) would give work to the office assistant.

Attached to my report are charts showing impact to the budget. Andrea drew them up at my request.

Here is a summary of options:

For 2009, we will continue to have Andrea act as congregational administrator at her present rate of pay for 35 hours per week (she had been contracted at 25 hours as financial assistant). With that increase if the temporary office assistant works 30 hours a week the cost will be \$615.00 extra to C3HUU for 2009. If we drop the office assistant's hours to 25 the extra cost will be -\$337.00 (a savings of 337) for 2009.

For 2010 the increased cost would be approximately \$4,000 if we kept Andrea at her old rate of pay as financial assistant. If we moved her up to the UUA midpoint rate for a congregational administrator the increased cost would be \$6,000. These are approximate numbers because the cost of the office assistant's position could vary depending on cost of health insurance.

[for those who wish details about my calculations, here they are...

Andrea's total package for 2009 was \$29,827. I am assuming you would have increased her by say 3% COLA for 2010, so the cost would have been \$30,700 approx. A cong. administrator at 35 hours, at her 2009 (financial assistant) rate would cost \$40,803, an increase of \$10,000. At UUA midpoint for a congregational administrator her position would cost \$42,066, an increase of 12,000.

If we had continued with an office manager model at the former rate, with COLA increase the cost would have been \$32,300. An office assistant, at the midpoint rate, and 30 hours, would be \$26,341. The difference here, of \$6000 offsets the increase above and is how I arrived at the \$4,000 and \$6,000 figures. Note: I could have figured in office assistant to start at the "low" rate but \$10.00 an hour doesn't seem like a living wage to me.]

Here is what I would like to propose to the Board.

We continue to pay Andrea for 35 hours, at her current rate of pay, and benefits, as she learns the job of congregational administrator; and that we retain a temporary office assistant at 30 hours per week while we finish working on policies and procedures and learning how best to tailor that job. (This is the option which will cost us approximately \$615.00)

Make a commitment for 2010 to officially establish the position of congregational administrator, to hire Andrea for that position, and to hire her at the UUA midpoint rate for a C.A.

Change the office manager position to an office assistant position at 30 hours per week at the midpoint UUA rate.

That if #2 and #3 are approved we are given the go ahead to rewrite job descriptions before 2010.

## **UUA CAPSULE JOB DESCRIPTIONS from [www.uua.org](http://www.uua.org)**

### **Business Administrator**

Manages the administrative and financial matters of the congregation with a high degree of independence and fiscal responsibility. Typically empowered to sign contracts, negotiate insurance programs and develop financial plans. Advises the governing board on a wide range of financial matters at a strategic level. Supervises other administrative staff. Typically requires significant business experience and a degree in business administration with at least five years of managerial or significant professional employment in a religious organization.

### **Congregational Administrator**

Responsible for a broad variety of functions for the smooth operation of the church program with minimal guidance by a business manager or minister. Manages office procedures, facilities, schedules, purchasing, preparation of budgets, and bookkeeping services. Will be skilled in office applications for computers. Will supervise other administrative staff in the absence of a Business Administrator. Prepares reports and recommendations to governing board and minister. Contacts people internally and externally to gather information. Knowledgeable about the organization and its policies. May prepare payroll, accounts payable, and record revenue.

### **Office Administrator**

Responsible for a variety of operations for the administration of the church program under moderate supervision. May perform most of the functions listed above, but likely to require guidance. Often performs the duties of an Office Assistant. Will be skilled in current office applications for computers. May supervise other staff and/or volunteers.

### **Office Assistant**

Provides general clerical support of semi-routine nature under close to moderate supervision. Operates office equipment. Activities include preparation and distribution of written/printed materials such as newsletters, Sunday bulletins, and sermons. Also answers and routs incoming calls, schedules building use and work hours for others. Will likely maintain church membership and mailing lists. Maintains necessary office supplies. May perform some ongoing, programmed administrative duties such as preparation of payroll and accounts payable.

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## Concert Series Charter

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### CONCERT SERIES COMMITTEE CHARTER

Adopted

Next review March, 2010

#### MISSION STATEMENT

The goal of Concert Series Committee is the enhancement of congregational life at the Community Church through the presentation of high quality musical arts performances.

#### OBJECTIVES

- .1 To encourage fellowship for church members and community by providing a non-smoking, family-friendly concert environment;
- .2 to enhance the visibility and presence of the church in the community;
- .3 to create a financially successful operation whose proceeds will be used to support the mission of the church.

#### RECOGNITION AND SUPPORT FROM THE CHURCH

- .1 The church endorses the mission, goals and objectives of Concert Series as a valuable adjunct to church programs.
- .2 The church supports the use of its facilities and encourages member participation in the activities and presentations of Concert Series.
- .3 The church recognizes the value of the Concert Series in providing funds in support of its mission.

#### RESPONSIBILITIES OF THE CONCERT SERIES COMMITTEE

- .1 To determine the schedule of performances for the year and reserve the dates at the church's annual calendaring event;
- .2 to arrange dates and contracts with performers;
- .3 to request special additional dates with the church office as exceptions warrant;
- .4 to set entrance fees and pay incurred expenses;
- .5 to arrange for management and refreshments at the concerts;

#### THE CONCERT SERIES FUND

- .1 The Concert Series Fund is recognized as a standing fund to be used for operation of the Concert Series and to further the mission of the church.



- .2 The Concert Series Committee will maintain an operational reserve within the Concert Series Fund sufficient to cover ongoing expenses in running the Concert Series.
- .3 At the appropriate time after each concert, the Concert Series committee will make an accounting of income and expenses for that concert.
- .4 The church financial administrator will be responsible for maintaining the concert fund, depositing receipts, and disbursing funds as needed for the operation of the Concert Series. The church will receive 20% of the net of proceeds after expenses for the operational budget in accordance with its fundraising policy. The Concert Series Committee will assign a financial officer to oversee the fund and work with the financial administrator in maintaining it.
- .5 The Concert Series Committee, in consultation with the Board, will make decisions about church needs that would be appropriate for funding by the Concert Series Fund, and forward proposals to the Board for disbursement of this fund. The Board may likewise request money from the Concert Series Fund if it has appropriate needs, also in consultation with the Concert Series Committee.

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## **Mission Statement**

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October 3, 2009

Barb Chapman, Maj-Britt Johnson, Susan McDaniel, Paige Smith, Susan Spalt, George Thompson, Cecilia Warshaw

Following almost six months of meeting with members of our congregation to review and revise our Statement of Purpose, we have a first draft! After reading ***Governance and Ministry: Rethinking Board Leadership*** by UU minister Dan Hotchkiss, we moved from calling this a Statement of Purpose to calling it our Mission Statement. Hotchkiss says that a mission statement is active – it is about what we are doing and where we are going – and that better describes The C3HUU. We have synthesized the thoughts expressed by our members into the following Mission Statement:

### **Mission Statement for The Community Church of Chapel Hill Unitarian Universalist**

**Guided by our faith in the transforming power of love, we dedicate ourselves to lifelong spiritual growth, building diverse community, and engaging compassionately with each other and the world as we work toward a just society.**