

The Community Church of Chapel Hill Unitarian Universalist
Minutes of Board Meeting of March 16, 2010

Present: George Thompson, Mariana Fiorentino, Paige Smith, Barbara Chapman, Susan McDaniel, Mary LeMay, Steve Marshall, Maggie Scarborough, Erich Lieth, Bob Weston

Absent: Josh Socolar, Sam Brooks

Ex officio: Maj-Britt Johnson

Treasurer: Scott Provan

Guests: CRE: Terry Brooks, Kim Gush, Marion Hirsch; Committee on Ministry: Lillie Bonzani, Polly Johnson, Dee Dee Lavinder, Jim Magaw, Nancy Reichle

Minutes: Cathy Cole

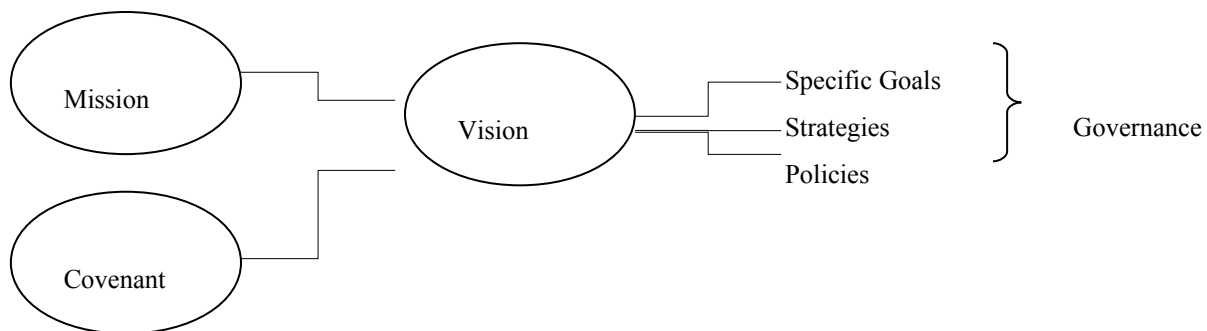
Chalice Lighting

Board Member of the Month, Susan McDaniel, led us through an exercise in laughing from the website for the documentary film, Laughology.

Board Member of the Month Susan McDaniel lit the chalice and shared a reading from ?

Covenant of Right Relations

Jim Magaw, chair of the Committee on Ministry, gave a presentation of the draft Covenant of Right Relations. He explained the purpose of the covenant as defining how we want to relate to each other and to the wider world, as well as providing a foundation for conflict resolution. The following diagram shows the relationship of the covenant to the church and its work.



Jim presented the draft covenant and requested comments from each board member, which were all favorable. The Committee on Ministry's next step will be to publish the draft covenant in the newsletter and set up sessions for the congregation, which has to vote on and approve the covenant. There also will need to be a comparison of this covenant with the Board's covenant to make sure that there are no conflicts between the two documents.

RE Growth Projections and Space Needs

Kim Gush gave a presentation that showed that the number of children in the church is growing faster than the number of adults. Based on current data, it is projected that the RE program will run out of space by 2014 and will not be able to accommodate any new enrollment after that. In the discussion that followed, it was pointed out that the new RE Pavilion that had been planned for the last capital campaign was eliminated due to lack of funds.

In order to continue growing, the RE Program needs the following support from the Board:

Short Term

- Funds for paid staff approx. \$3000 over 4 years
- Program funds - approx. \$3600 over 4 years
- Continued use of the Manse

Long Term

- Addition of Lifespan RE Pavilion to Strategic Plan
- Building completion 2015

Governance Action

On behalf of the Governance Task Force, Susan McDaniel presented four policies on Management:

- Delegation of Management
- Staff Organization and Performance
- Minister as Chief of Staff
- Minister as Spiritual leader

After discussion, Erich Lieth moved and Bob Weston seconded a motion that the policies be affirmed. The board voted in favor of the motion. Susan will prepare an article for newsletter about the four policies.

Open Question from the GTF: What programmatic and administrative policies should the board retain control of? One way to think about the question is to ask how these policies affect your life. Barbara Chapman was going to send the question to board members and request responses by Friday morning.

Consent Agenda

Mary LeMay moved, and Bob Weston seconded, that the consent agenda be approved. The Board voted in favor of the motion.

Announcements

Annual Report. Steve Marshall said that most of the components for the annual report are in hand and that it should be ready for distribution in April. The plan is to distribute it by tabling, then mail reports that have not been picked up.

The **April 13th Board Meeting will be held in the Commons** in order to facilitate Maj-Britt's participation via computer.

Jim Magaw Fund Request. It was pointed out that there needs to be a procedure in the future for how to deal with fund requests and that the current language needs to be changed because it currently is too restrictive. Mary LeMay will send suggested new language to Barbara Chapman for the GTF.

Action Items

Old Business

Mission Statement. Paige Smith and Mary LeMay presented the new mission statement to the board. Barbara Chapman moved and Erich Lieth seconded a motion that it be accepted. The board voted unanimously in favor of the motion. Mary LeMay will prepare an article about the mission statement for the newsletter and as an insert in the Sunday programs. Since adoption of the mission statement will require 80 percent approval by the members, there was discussion that tabling and paper ballots might be preferred to attempting to get such a large percentage of the members to attend a special meeting. It was also suggested that distribution of the ballots be coordinated with distribution of the annual report. Mary will rework the proposed timeline for approval of the mission statement and present it at the April board meeting.

New Business

George Thompson questioned whether the board would like to **extend the official time of board meetings from 7:00 - 9:00 pm to 7:00 - 9:30 pm**. He will set it up for members to offer other options and vote online.

Budget Deficit Action Plan. Bob Weston, board liaison, reported two strategies to address the budget deficit:

1. Set up an operational fund-raising task force that will identify ways to raise money
2. Cut approximately \$12,000 from the administrative budget, as identified by Maj-Britt and staff members

Barbara Chapman moved and Maggie Scarborough seconded a motion to approve the plan. The board voted in favor of the motion.

ACTION ITEMS – C3H-UU BOARD MEETING – MARCH 16, 2010

ACTION	BY WHOM	DUE DATE
Send open question to BOD members	Barb Chapman	tonight
Newsletter article regarding four policies under consideration by BOD	Barb Chapman Susan McDaniel	By beginning of workday 03/22/10
Survey on beginning & ending times for BOD meetings	George Thompson	ASAP
Give Mary LeMay date for distribution of Annual Report	Erich Lieth	ASAP
Rework timeline for actions leading up to and including congregational vote on Mission Statement	Mary LeMay	ASAP

Extinguishing the Chalice

Susan McDaniel read a quote by Albert Einstein, found at the introduction to chapter 2 of Pema Chodron's book, The Places That Scare You.

The meeting adjourned at 9:30.

March Executive Committee Report

Community Church of Chapel Hill – Executive Committee Meeting

Date: March 9, 2010 @ 7:00 p.m.

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

BOD Meeting Agendas

- Monthly BOD meeting agenda will be revised so items will appear in the order they are to be presented or discussed.
- BOD meeting ending time should be moved to 9:30 p.m. to be realistic with respect to the length of our agenda.

March 16 Agenda

- Discussions
 - Board Learning (30 minutes) – Jim Magaw will do overview of Covenant of Right Relations.
 - Steve Marshall will do (20 minutes) presentation on RE growth
 - Susan McDaniel will present (20 minutes) the Governance Task Force report to the BOD – cover memo making it clear what BOD action the GTF is requesting, definition and philosophy of governance, and four policies on delegation of management responsibilities. Open questions proposed by GTF will not be presented to the BOD. The BOD adopts policies; the congregation should be kept abreast of which policies are under consideration for adoption. Erich would like to see the global [management] delegation policy in light of what the restrictions are. Scott says it is impossible to write all policies before any are adopted – we need to start with large bowls and get to smaller bowls. Barb will get clarification of GTF rationale regarding adoption of policies [see below].*
- Announcements
 - Steve Marshall will give update on process of annual report.
 - Extending BOD to 9:30 p.m.? If we finish early, great.
 - April 13 meeting in Commons so we can do Skype – MJB at The Mountain
 - FYI – Thomas Jefferson dates
- Consent Agenda

- Jim Magaw fund request – Clyde Long Fund \$3500 for educational matters (need to have policy/procedures in place for future disbursements)
- Church Council minutes – parking rate increase included

- Old Business – Mission Statement discussion

Those working on the mission statement will request BOD approval to go forward to the congregation for approval of the mission statement – an up or down vote. The proposed mission statement will be publicized to the congregation, and an explanation of why certain terms were used will be included. The Executive Committee recommended that rather than a congregational meeting to vote on the mission statement, it could be handed out with the Annual Report in April or May and congregants could vote then. A check sheet of members receiving the Annual Report and mission statement ballot would be maintained; those not handed out would be mailed. This process was used for distributing the Annual Report last year and worked successfully.

- New Business – budget deficit action

- Authorize Maj-Britt and Andrea to work with the staff to come up with proposed cuts by April 2 to include in a revised balanced budget that will be presented to the BOD at its April 13 meeting (MBJ and staff have found \$12,000 in cuts)
- Fundraising Task Force charge revised – add submitting fundraising plan to BOD, recruiting members to run activities, and amount up to \$18,000
- Recommend establishment of on-going Committee on Fundraising that would report to BOD
- We need to think about how to beef-up Stewardship for on-going work with new members
- Whose responsibility is it to recruit members to committees – Stewardship? Attention must be paid!

- Other

- No Treasurer's report this month. Scott's mission is to get proposal for new fiscal year in place.
- Brief Minister's report to George by weekend.

Adoption of Policies

**CLARIFICATION OF GTF RATIONALE REGARDING ADOPTION OF POLICIES, HOTCHKISS, GOVERNANCE AND MINISTRY:*

Why did the GTF recommend BOD affirmation rather than adoption of policies?

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

Once enough policies have been developed by the GTF and affirmed by the board to provide a reasonable safety net, the GTF asks the board (and the board may ask the congregation) to approve a year's trial run of the new structure If the evaluation is positive, the GTF presents the structure . . . for final approval. **Only at this point are bylaws or other documents [e.g., policies] amended as required to make the changes permanent.**

Leaders find the new ways awkward and continually discover situations in which the new structure calls for behavior that surprises them, because they have not thought the implications through (Hotchkiss, p. 162)

Why does the GTF recommend two readings before adoption of a policy?

At the board meeting, the GTF presents its proposed policies in advance, gives feedback and chooses either to “affirm” the policies or not. Affirmation does not freeze the text or put the policies into force. It gives the GTF permission to present the policies to a wider audience before – perhaps – revising them further Nothing is presented to the wider audience that has not been affirmed by the board. (Hotchkiss, p. 172-173)

Why does the GTF submit open questions to the BOD?

As a separate step, the GTF shares an open question at each board meeting [see discussion of open questions, pp. 148-149] Typically the open question relates to the next set of policies the GTF plans to present for affirmation

An iterative process has several virtues. It honors the role of the GTF as imaginers-in-chief. It enables the board to play an important role in shaping the new structure in a reasonable amount of time. Sharing open questions elicits more helpful feedback from the board than could be obtained by presenting finished work. It keeps the process transparent to the membership without needlessly worrying people about alternatives unlikely to be chosen or confusing them about where the process

stands. It gives the GTF opportunities to seek input and to demonstrate its willingness to be influenced

If things go well, somebody will ask, "Didn't we already vote on this?" To leaders, the whole process will seem repetitive, because at every step they will hear the same questions and concerns raised by a new and wider group of people. This repetition is the cost of systemic change.

The iterative process continues until the policies are complete enough to support a trial run (Hotchkiss, pp. 174-175)

RE Discussion on Growth

MEMO

Date: March 12, 2010

To: Board Directors

From: Children's Religious Education Committee & Youth Programming Committee

Subject: RE Program for Children and Youth Space Needs

The Religious Education Program for Children and Youth continues to grow. Kim Gush (co-chair CRE) and Teri Brooks (co-chair YPC) will make a presentation at the March Board meeting to present information to the Board about the expected growth in the Religious Education Program, upcoming space needs, and strategies for handling growth.

This presentation will provide the Board with vital data about RE Growth we hope the Board will incorporate in the upcoming strategic plan.

The 30-minute presentation will include

1. Short Slide Show of pictures of the current RE program
2. Summary of growth projections and space needs
3. Review of the background of the planned RE Pavilion
4. A time for questions and discussion

A supporting document is attached that includes the following information:

1. Summary of RE Growth Projections and Space Needs
2. RE Space Use Plan for 2010-2014
3. Religious Education Space Requirements—Best Practices
4. Background about the planned RE Pavilion
5. Memo about RE Pavilion date January 5, 2005 to the Board from the RE Committee.

Summary of RE Growth Projections and Space Needs

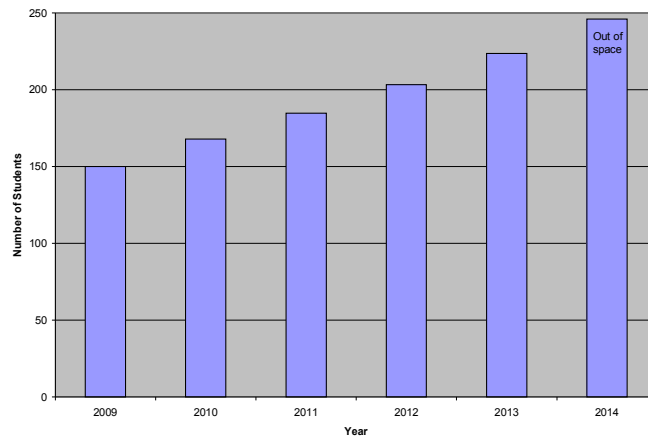
Will the Religious Education Program for children and youth grow?

Yes, the RE program enrollment will increase for a number of reasons:

- The church as a whole is growing; RE program is growing at about 10% per year for the past two academic years.
- Trend data indicates that the RE enrollment grows at a faster rate than church membership.
 - 2002 370 adult members; 143 Total (CRE, MSYG, HSYG) RE enrollment
 - 2010 390 adult members; 190 Total (CRE, MSYG, HSYG) RE enrollment

If we project 10% RE growth per year on Sunday mornings, what we can expect?

Sunday morning projections do not include HSYG, since they are not space constrained on Sunday night.



How many children can we accommodate in the current space?

Given the space constraints, we can add about 70 new children and youth (about 40 families) on Sunday mornings. According to this projection, we will be out of space in 2014.

What are the challenges to RE growth in the current space?

- Lack of appropriate space. The remaining rooms available for expansion are preschool classrooms which are too small to create RE classes of sufficient size to create the critical mass necessary for success, especially for elementary aged children. Small classrooms require the same number of volunteer and paid staff but do not accommodate as many children, thus putting strain on the volunteer and paid staff pool.

- Crowding deters growth. Studies show that after a space is 80% full, people perceive that “there isn’t enough room” for them (for details, see included document: space requirements).
- Families seem to prefer to come at 9:30, not 11:15, so crowding at 9:30 will likely persist.
- The Manse can only safely be used for older children and youth above the 4th grade, due to the distance from the church, and the need for supervision for younger children.

What are realistic short-term strategies to add 70 children and youth? See attachments.

- Encourage CRE families to register for 11:15 (add 15 children at 11:15)
- Expand the use of preschool spaces at 9:30 for young children (add 15 children at 9:30)
- Expand use of the Manse spaces for youth. (Add 20 youth, about 10 at each service.)
- Conserve scarce large spaces in the Jones Building for elementary RE. (Add 24 children at 9:30)

What support will RE need from the Board to accommodate RE growth over the next 4 years?

- Funds to hire paid staff (around \$3000)
- Program funds to accommodate additional children and youth (around \$3600)
- Continued use of the Manse

What will we do when we run out of space?

- Close registration when the space constrained programs are full.

What support will RE need from the Board to accommodate long term RE growth?

- Build the Lifespan RE Pavilion as soon as possible. The RE program for children and youth will be unable to continue to grow without more space. Additional multi-use space will benefit the whole church program, not just the programs for children and youth.

RE Space Use Plan for 2010-2014

11:15 Current Enrollment and Resource Allocation for 2010										Proposed Resources with Projected Growth for 2014						
	Enrolled	Ave. Attendance	Max Attendance	Paid Staff	Teachers	Assistants	Current location	Max Capacity	Rooms	Added Enrollment	Expected Anticipated Maximum Attendance (+)	Paid Staff (+)	Teachers (+)	Assistants (+)	80% Capacity Reached	
Child Care	6	3	5	2			Blue Room	12	Use 2 rooms Blue and Green (6)	5	8	4 (+2)			No	
K-3	17	6	12	2	2	2	Kirby	13	Use 2 rooms: Kirby (K-1)	2	14	4 (+2)	4 (+2)		No	
								Each table fits 10	Community Room (2-3)	3						
4th-5th	15	6	10	1	2	2	Kirby Room	13	Move to Community Room (10 per table)	5	13	2			Yes, Over by 3	
MSYG	31	9	18	2			Manse		Use 2 rooms at Manse	10	21	4 (+2)			No	
Totals	69	24	46	7	3	4				25	56	12 (+6)	6 (+2)	4 (+2)		

There is plenty of room for expansion at 11:15. Space is not the issue. The issue is that more families prefer the 9:30 service because the earlier time works better for families of young children. We already strongly encourage and recruit families to the 11:15 service with some success. We hold special classes at 11:15, like OWL, to help build the service. However, despite these efforts, more families prefer 9:30.

RE Space Use Plan for 2010-2014

9:30 Current Enrollment and Resource Allocation for 2010										Proposed Resources with Projected Growth for 2014						
	Enrolled	Ave. Attendance	Max Attendance	Paid Staff	Teachers	Assistants	Current location	Max Capacity		Rooms	Added Enrollment Expected	Anticipated Maximum Attendance (+)	Paid Staff (+)	Teachers (+)	Assistants (+)	80% Capacity Reached
Nursery	4	2	2	1			Blue Room	12		Move to Red Room (4)	2	3	1			Yes
Toddler	9	5	8	2			Blue Room	12		Use 2 rooms: Blue and Green (6)	6	14	4 (+2)			Yes
Pre-K	18	9	13	2	6		Yellow Room	10		Use 2 rooms: Yellow and Purple (6)	6	17	3 (+1)	8 (+2)	2 (+2)	Yes over by 4
K-1	16	10	12	1	2	2	Kirby Room	13		Use Kirby + Rainbow Room (16)	8	18	2 (+1)	4 (+2)	4 (+2)	Yes for both rooms
2nd-3rd	20	10	17	1	2	2	Community Room	each table fits 10		Use 2 tables in Community Room	8	23	2 (+1)	4 (+2)	4 (+2)	Yes over by 3
4th-5th	14	7	11	2	2	2	Community Room	each table fits 10		Move to Manse and use 2 rooms	8	15	3 (+1)	4 (+2)	4 (+2)	No
MSYG	18	7	13		2		Manse			Manse	8	21	2 (+2)			No
Totals	99	50	76	9	14	6					46	111	17 (+8)	22 (+8)	14 (+8)	

- RE Programs expect 50% average attendance over all. But it is important to note that there are Sundays with 60% and even 70% attendance as well as Sundays with very low attendance due to school holidays. Our program is typical in this regard. Our current spaces are adequate for average attendance but are already crowded for high attendance Sundays. Crowded spaces discourage growth. And visitors tend to come on the high attendance Sundays.
- In order to grow at this service we will have to split classes. The remaining rooms are very small, full of preschool furniture and toys so they can't accommodate many children.
- Each new class requires one paid youth staff, 2 volunteer teachers, and 2 volunteer assistants.

Space Requirements for Religious Education: Best Practices

Summary: *“When you are regularly exceeding 80% of capacity in many of your Sunday school rooms, it is past time to start planning for more space.”*

Data on space requirements for elementary and middle school aged students in Sunday school is reproduced from: <http://www.fsfarchitecture.com/drsundayschool.html>

“The biggest factor [in determining space needs for Sunday School rooms] is age group, with the following guidelines for each age grouping:

Babies through 5 year olds - 25 to 35 square feet per child and 12 square feet for each adult worker.

First grade through fifth grade - 25 square feet per child and 12 square feet for each adult worker. Assembly rooms used for short periods of time can have around 12 to 15 square feet per child.

Middle School and High School Youth need about 15 square feet per person in smaller classroom groups with less space being needed for larger assembly groups (over 20 persons).

College age and most adults can do fine at 12 square feet per person. Anything less than 10 square feet per person will seem crowded.

To determine if a classroom has reached capacity, measure each classroom, excluding built-in cabinets, shelves, etc. and calculate the area in square feet. Average the high attendance for each month during the past year and divide that number into the room area. For an additional verification, take the maximum attendance for any Sunday during the last year and divide that number into the room area. ... Also, anytime a space reaches 80% of capacity, people will start to feel crowded and will feel that more space is needed. When you are regularly exceeding 80% of capacity in many of your Sunday school rooms, it is past time to start planning for more space.”

The classrooms at church are in use during the week as preschool classrooms. Consequently, approximately 20% of the available floor space is consumed by storage of items not used by our classes, and the furnishings are not the appropriate size for our children and youth. The room capacities were calculated using the floor plan information from our church, subtracting the space used for storage and 24 sq. ft. for minimum two adult workers per class. These capacities are used in the Space Utilization Table below.

Room	Size (sq. ft.)	Adjusted for Storage	Adjusted for 2 adults	80% Capacity	100% Capacity
Kirby	369	369	345	11	13
Green	242	194	170	5	6
Rainbow	242	194	170	5	6
Yellow	369	295	271	8	10
Purple	242	194	170	5	6
Blue	416	332	309	10	12
Red	174	139	115	3	4

About the RE Pavilion

The need for space for religious education and for the sanctuary were the motivating factors for the original building program which began in 2002. The religious education program had already outstripped the preschool classrooms and the two backstage rooms (which were eliminated when the administration wing was built.)

In 2004 when the architect presented the site plan to the congregation, it include 4 components

1. Administration Wing
2. Renovated Sanctuary
3. Renovated Jones Building
4. RE Pavilion (sited adjacent to the Jones Building on the west side, towards the large playground in the woods)

However, there was not enough money available to pay for all 4 of the components and cuts to the program were considered. The plan was to go forward with all 4 components but scale back the quality of the each of components. Many of the ideas that make the current facility attractive were considered for elimination. As the congregation searched for a solution, the Children's Religious Education came forward in January 2005 and suggested that the RE Pavilion be postponed for a time and that the other 3 components be built as designed.

The CRE Committee suggested this solution for three reasons:

1. The RE Program proposed using the Community Room for the Religious Education Program which provided a lot of additional space for the program. The Community Room was a large space and allowed the RE program to grow despite the lack of adequate classroom space.
2. The RE Committee felt very strongly that the cuts being considered to the building program would significantly diminish the strong design that the architect presented.
3. That renovating the Sanctuary and Jones Building should be the priority for the long term good of the whole church.

However, the need for RE space remained. The understanding and commitment from the congregation was that the RE program would use the Community Room in the interim and that the RE Pavilion would be built soon.

It is important that we begin the process of building the RE Pavilion because

1. The RE Program is now sharing the Community Room with the coffee hour which significantly limits the space available for RE. Originally, coffee was served in the Commons and Breezeway and the whole Community Room was designated for RE.
2. The RE Program has grown and is continuing to grow. Despite the addition of the Manse, we are still lacking adequate space for younger children.
3. RE Growth is central to the healthy growth of the church. If we want to grow as a congregation, we need to add RE space.

Memo

Date: January 5, 2005

To: Board of Directors, BPT, ABC

From: Children's Religious Education Committee

Subject: Recommendations on Building Program Priorities

The Children's Religious Education Committee has discussed the preliminary results of the capital campaign and the impact the projected shortfall will have on the Building Program. It is the carefully considered opinion of the CRE Committee that the Board of Directors should set the following priorities for the Building Program.

1. Maintain Commitment to the Master Plan

- The Congregation was very excited by Master Plan because it is a good plan
- Donors gave money based on Master Plan
- The Master Plan is in the best **long term** interest of the Congregation

-- Best use of space

-- Best of use of site

-- Beautiful

-- Serves ALL of our needs long term

-- Will make our buildings desirable for renting

- A great deal of money has already been spent on the Master Plan. Changing it significantly wastes the funds already spent on its development and may result in an overall facility that meets none of our community's needs well. Available funds should be used for repairs, renovations and construction instead of revising the plan.

2. Phase Master Plan, Instead of Cutting It

It is better to maintain a commitment to the accepted master plan and raise money to complete the plan at some later date than it is to cut the plan and compromise on our long term needs.

3. CRE suggestion for Phasing

- Renovations, particularly to Jones Building (First)

- Sanctuary (Second)
- Administrative wing (Third, see below)
- RE Pavilion (Last, raise money later to do this)

4. About the RE Pavilion

The site for the Pavilion is beautiful and deserves a high-quality, beautiful, green, multi-use education building. It is better to wait to raise enough money to put the right building there than it is to put up what we can afford now. We believe that at some point in the future, the funds will be there to do it right.

The Board and Congregation should vote to reserve that space for an RE Pavilion and make a commitment to raise the funds at a later date.

5. Administration Wing

The Master Plan for the Administration Wing is the best use of the site and the best design for flow through our campus. It would be better to make a long term commitment to that vision than to eliminate the redesigned Commons, which will be important to maintain if we continue the current structure of the CRE program. This new CRE program structure utilizes the common space in the Jones Building and takes the pressure off the classrooms.

6. Manse

We believe it is important to consider the use of the Manse for Administration and RE while we are working towards making the Master Plan a reality. Doing so may allow us to avoid taking our valuable site and putting up structures which are not adequate, not beautiful, not green, not rentable, and not what we really need or want.

The Manse, which has remained unrented for many months, could provide excellent space for Administration and RE as the Master Plan is phased in. This would be preferable to proceeding with a compromise plan that would erect structures that do not meet the Congregations needs or desires and that will limit the possibility of achieving those needs and desires in the future.

7. Immediate RE Needs

The Religious Education Program will benefit from renovations to the Jones Building (particularly air conditioning) right away. It is very important that the youth have a larger room as soon as possible.

The current structure of the RE program puts less pressure on the issue of classrooms and makes it more important that we retain a commons in the long term.

We believe that it is important to create beautiful and functional spaces throughout our church campus and that our buildings should reflect our shared UU values through sustainable, green

design and construction. We believe that a long term commitment to the Master Plan is in the best interest of our entire church community, including RE.

Mission Statement

To: The Board of Directors, Community Church

From: Task Force on mission statement: Mary LeMay, Paige Smith, Josh Socolar

Date: March 8, 2010

This Task Force report presents the following sections:

- A.** A revision of a proposed statement of mission for the church
- B.** Notes on our thoughts and frames of reference
- C.** Methods and timeline for informing the congregation of the new statement, accepting comment, and leading to a congregational meeting for a vote

A. Proposed statement, March 8, 2010:

The Community Church of Chapel Hill Unitarian Universalist
Mission Statement

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

B. Notes from our deliberations.

1. In balancing the need for reflecting our special identity, both as a UU congregation and within the UU fold, with the need for a short, memorable statement, we tried to find language that has the right connotations without requiring explicit mention of every important point. When it comes to general dissemination of the statement, it has to stand on its own without explanation. When it comes to use of the statement to guide policy decisions, however, we hope that the following points will be clearly understood by the Board of Directors:
 - a. We considered several possible ways of elaborating on the phrase "love for the world," especially to make it clear that we mean to include both the natural world and the social/cultural world. In the end, we opted for simplicity and assumed that this meaning would be understood.
 - b. We intend that "nurture spiritual growth" apply to children as well as adults and assume it will be read that way.

2. We have tried to express the importance of the three central items: the spiritual lives of our members, our commitment to caring for our fellow members, and our interest in making/keeping the world a better place for everyone. We struggled with the issue of how to include our commitment to caring for people beyond our walls in the sense of service to individuals as opposed to broader social action. In our judgment, the phrase “through our love for the world” in conjunction with the earlier mentioning of ethical engagement signals an attention to the needs of our local community (Chapel Hill, Triangle, NC) as well as global or more abstract concerns. We felt it was important that the phrase “support and care for each other” be reserved for the deeper type of dedication members of our church community have expressed toward each other.

C. We propose the following actions and time line.

- **March Board meeting.** The Board approves or disapproves the proposal package: the current version of our mission statement and the process leading to a congregation meeting to vote on it.
- **Beginning on March 28**, the last Sunday in March, and running through the XX Sundays in April, there will be an insert in the order of Service which lists the statement, any relevant commentary, the need for a high rate of agreement (80%) and the date of the vote.
- **The April newsletter** will carry an article about this process, with as much history and context as seems appropriate. We will be open to comment and will try to respond with clarifications as appropriate, but we will decline suggestions for changes in wording.
- **The congregation will be provided with a “mission statement packet” including a voting ballot over 2 Sundays.** This will occur in conjunction with the distribution of the Annual Report. We will mail a packet after the second Sunday to those who do not pick up their ballot. Ballots will be accepted until XX date. THE DATES FOR THIS ARE TBD TO BE IN CONJUNCTION WITH THE DISTRIBUTION OF THE ANNUAL REPORT.
- The vote will be announced as soon as Board members can tally the count.
- If the vote is to approve the current statement, the Board will make arrangements to post it around and about. The Board will work with Worship and Arts on this posting.

Governance Action

March 13, 2010

TO: C3HUU Board of Directors
FROM: Governance Task Force (Susan McDaniel, Maggie Scarborough, Susan Spalt, Cecilia Warshaw, Barb Chapman)

Please find attached:

- (1) The philosophy and definition of governance adopted by the C3HUU BOD on September 15, 2009.
- (2) Four policies on management
 - (a) Delegation of Management
 - (b) Staff Organization and Performance
 - (c) Minister as Chief of Staff
 - (d) Minister as Spiritual Leader

The Governance Task Force is requesting that the BOD take the following actions at this board meeting:

- (1) Read and consider the policies (prior to the March 16 BOD meeting)
- (2) Discuss the policies at the March 16 BOD meeting
- (3) Affirm the policies (Affirmation¹ gives the GTF permission to proceed, e.g., share the affirmed drafts with a wider audience, get reactions from congregants. Adoption of these

¹ ***Governance and Ministry, p. 162:***

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

Once enough policies have been developed by the GTF and affirmed by the board to provide a reasonable safety net, the GTF asks the board (and the board may ask the congregation) to approve a year's trial run of the new structure If the evaluation is positive, the GTF presents the structure . . . for final approval. **Only at this point are bylaws or other documents [e.g., policies] amended as required to make the changes permanent.**

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

policies and others as they are written will occur after a second reading², in this case that would be at the April 13 BOD meeting.)

GOVERNANCE – Definition & Philosophy

Governance Defined

Governance is the process of making and implementing decisions in an organization. Church governance refers to the system adopted by a congregation for making decisions about articulating and implementing mission and vision, ensuring that the church serves its mission, evaluating church programs and ensuring responsible stewardship of resources.

Governance Philosophy

Our congregation elects a board of directors to serve as its governing body and hires a minister to serve as its spiritual and administrative leader. The board focuses on serving the church's mission and on ensuring the well-being of the congregation. The board governs by

- Discerning and articulating the congregation's mission and vision of ministry
- Setting goals and making strategy choices
- Creating written policies to guide the congregation's ministry
- Monitoring and evaluating the congregation's leadership, including itself
- Promoting transparency, collaboration and inclusiveness in all areas of church leadership
- Delegates responsibility & authority

Submitted to and affirmed by C3HUU BOD 09 15 09

Policy: Delegation of Management

Date of First Reading:

Date Affirmed:

Date Adopted:

Suggested Date of Review:

² *Governance and Ministry*, pp. 172-173:

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

The Chief of Staff (CoS) shall lead and direct the programmatic, and administrative work of the congregation. The CoS has the authority and responsibility to make day-to-day decisions, allocate designated resources (both financial and human), and adopt administrative practices except as specifically limited by board policies. The CoS will designate a substitute during his or her absences. The CoS will report to the board of directors*.

Policy: Staff Organization and Performance

Date of First Reading:

Date Affirmed:

Date Adopted:

Suggested Date of Review:

The Chief of Staff (CoS) shall be responsible for maintaining a productive and effective staff team, ensuring that its efforts are directed toward fulfilling the mission and vision of the church. The CoS shall also be responsible for ensuring staff compliance with all board policies. The CoS is responsible for conducting annual reviews (based on job descriptions) of all staff and for developing a plan to resolve any identified problems.

Policy: Minister as Chief of Staff

Date of First Reading:

Date Affirmed:

Date Adopted:

Suggested Date of Review:

The senior minister will serve as Chief of Staff.

Policy: Minister as Spiritual leader

Date of First Reading:

Date Affirmed:

Date Adopted:

Suggested Date of Review:

The senior minister will serve as the spiritual leader of the congregation.

Church Council Minutes

February 23, 2010

Present: Paige Smith as liaison for the board of directors; Jean Genova for the Committee on Spiritual Exploration for Adults; Board Liaison, Tifani Hencke and Maj-Britt from the staff; Jim Magaw for the Committee on Ministry; Lee for the Building & Grounds Committee; Spence Foscue for the Music Committee; Julie Worth for the Youth Programming Committee; Becky Wilkes for CRE

Tifani opened the meeting at 7pm with a reading and the chalice lighting

Council Sharing

Maj-Britt reviewed last month's discussion on the meaning of ministry and the distinction between ministries and committees. The increasing size of the staff and volunteers makes this discussion important. Maj-Britt suggested the possibility of employing small coordinating committees to help organize the work of the church. There was discussion about which committees are in fact ministries and which are not. Building & Grounds Committee does not feel that it is a ministry, but a committee that acts in service of the church mission. The Youth Programming Committee views itself as a ministry. It was noted that both Youth Programming and CRE work include an ongoing staff person (Marion Hirsch). Jim reported that the Committee on Ministry's role is still evolving, but in service to the larger church, this work is ministry and not best characterized as a committee. Maj-Britt noted that the intentionality of each committee's leadership likely shapes the perception or expression of a group's ministry. There was discussion about some discomfort about lay ministry, and the need for training to serve in this capacity. There was some agreement that conceptualizing and defining ministry for the church needs further consideration. Maj-Britt and Jim noted that some congregations have changed their Committee on Ministry to function more as a committee that works in support of achieving the mission of the church. There was discussion of the ways that people envision their work within the church, and whether the notion of being a lay minister requires specific training and support. There was discussion of the distinctions between minister and ministry, and further thought regarding these concepts is warranted.

Maj-Britt will report the discussion to the governance committee.

Business Meeting

Tifani distributed copier codes and email address for the information of the membership

- Council Copier Access Code - 27514
- Current administrative email addresses:
 - officemgr@c3huu.org
 - bulletin@c3huu.org
 - calendar@c3huu.org
 - rentals@c3huu.org
 - newsletter@c3huu.org
- STP nominations for 3rd & 4th quarter being accepted send to stp@c3huu.org
- If you are sending a substitute or changing your committee's representative to the Church Council please notify Tifani.

Announcements – Tifani

The staff made arrangements with Kehillah to use any of their far-spot parking spaces on Sundays. Use of the fire lane is prohibited. Someone will be stationed outside to indicate when the parking lot is full.

Tifani is conducting a survey of time, talents, and gifts. To date, 90 people have completed the survey and many want to make new connections and are seeking (1) social opportunities; (2) opportunities for promoting social justice. Many people are doing volunteer work outside the church. In May, at the volunteer appreciation event, everyone's outside volunteer work will be highlighted. Tifani asked that everyone complete the survey and return it to her.

Andrea is trying to determine who has keys, and is asking people to complete key forms so that she can update the key inventory.

The Building & Grounds Committee has programmed the thermostats in the Manse, so groups are encouraged to use the Manse for evening meetings.

Please email agenda items for the next Church Council meetings by 3/16 to membership@c3huu.org

Staff Report – Maj-Britt

Susie, the new office manager has started. She will be managing the bulletin and the newsletter. Maj-Britt clarified that Andrea's role is to manage finance and infrastructure, but it is evolving. Susie reports to Andrea. People can contact Susie with problems, and she will route them to the correct person to be rectified.

Work is underway for the new webpage. Susan McDaniel has done a great job with it.

Board Report – Paige

The board decided at their retreat that they set 3 goals: 1) church-approved mission statement; 2) implement the governance plan; and 3) develop a strategic planning process.

The board is working on evaluating the governance structure, to ensure that groups tasked with certain responsibilities are authorized to complete them. The focus on governance is expected to improve efficiency.

The board has discussed the Manse and its role. The Manse Committee recommended, and the board supported, not working to rent The Manse out regularly. However, long-term rental of The Manse will not be discouraged. RE is the primary user of The Manse, and will be allowed to decorate it so that it is comfortable for their use. Other groups are welcome to use The Manse. Some of the proceeds from the Service Auction will be used to update the Manse.

Regarding the budget, the board is entertaining the possibility of a shortfall. Four remedies are under consideration: 1) get more members quickly into stewardship after they join (this is underway; a year-round steward has been found to support this effort); 2) find more ways to improve rental revenues; 3) conduct operational fundraising activities, including whole-church activities that support the operating budget; and 4) consider cutting certain expenses. Paige noted that last year the board passed a new policy that designates 20% of all fundraising activities will go to operating expenses. Last year's deficit resulted in the draining of the operating reserve fund, which should be approximately \$150,000 (and it is currently approximately \$46,000).

Jim noted that current efforts that are underway to strengthen the congregation's connections to the church will improve the financial situation long-term.

Committee Updates

Julie reported for Youth Programming: A parent network dinner was held on Sunday for the first time, and it was well attended. The new coming-of-age program is being planned. The high school youth service and New Orleans trip are being planned now. The New Orleans trip will include a stop at a new civil rights museum. The Committee is also working to develop projections based on current elementary and middle school enrollment in CRE. Space will be a particular challenge as the number of children increase substantially, as is anticipated.

Jim reported that the Committee on Ministry: The development of the covenant is well underway, and closer to being a reality. Next month the covenant will be presented. The upcoming work of the Committee is to develop a conflict resolution plan. There is little conflict in the congregation now, which makes it the perfect time to develop such a strategy, while the church is healthy.

Spence reported for Music Committee: *Hurray for Hollywood* is the theme of the gala, for which publicity is underway.

Becky reported for CRE: The children's involvement with the Haiti projects went very well. There was another successful family dinner, and 3-4 more are planned. K-1 OWL is underway and doing well. The Shelter Neck Retreat is coming in April, and CRE will do tabling at a couple of services to advertise it. New volunteers are being recruited.

Jean reported for Spiritual Exploration for Adults: The Committee has organized to determine what falls under their scope of activity. Marion has been very helpful in supporting the Committee to make these decisions. Planning for basic offerings, enrichment offerings, and small group activities is underway. The Committee is working to develop programs that are flexible to meet the needs of congregants with disparate interests. Two five-week programs will be in April and these will be advertised in March.

Maj-Britt reported for Worship & Arts: Maj-Britt is developing a program for volunteers to serve as worship associates; this program is evolving.

Maj-Britt reported for Caring Ministry: Maj-Britt is working with Ivy and Cathy, the coordinators and they are training pastoral visitors. The size of the congregation makes it imperative for active recruitment of new visitors. There will now be a caring greeter to provide assistance to members in need at the beginning and end of services.

Lee reported for Building & Grounds: Monthly work projects are still underway and are going well. The panic bar has been fixed. Fixing the thermostats in the Manse will improve the likelihood of renting the larger building. The Manse parking lot has been washed out from all the heavy rains. Fixing it will cost approximately \$1,000. Curbs will also be painted

yellow to highlight that people should not be parking here. The Committee is investigating illuminating the church sign at the entry.

Next Meeting: March 23rd, 7pm Commons

Tifani adjourned the meeting at 8:40 pm

Minister's Report

Minister's Board Report Mid-February to Mid-March

Staff

Tifani has drawn up some preliminary reports from the survey of members. The staff began brainstorming ways to use the information in our various area of work, and how to disseminate findings to the church ministries. It will allow us to quickly identify interested volunteers and is also telling us something about how people feel about their involvement in the church. We decided to make a second attempt to get returns which has yielded good results and they're still coming in. So far over 100 have responded and I hope that next month I can attach a more detailed report.

Susie, office assistant, is learning new tasks related to rental contracts, and is integrating them into her weekly and monthly schedule.

Andrea and I met to assess the budget. You'll remember that we all came to the awareness that if some changes are not made in the budget we could easily have another shortfall at the end of the year. There's not much fat in the budget, but she and I have identified some areas where we believe cuts can be made without negatively affecting programs and growth. This also gives us a clearer idea of exactly how much fundraising needs to be done to make up the difference. So far I have met with two of the affected groups to discuss this, and have more to go. By next month I'll feel able to give a more detailed report about that.

Glenn reports that he is focused on the Gala. He and I are collaborating on the Spring Music service which will be themed on some of Walt Whitman's poetry.

Marion's voice will be heard at this meeting in the reports you receive about R.E. growth and the need to begin strategically planning for the future. That has been her primary concern, other than that R.E. seems to be going swimmingly.

The staff is planning to meet later in March to assemble the calendar for the 2010-2011 program year. At our most recent staff meeting we also came up with some recommendations regarding the proposed fiscal year change, such as when to hold a by-laws change meeting and other calendar issues. We feel that we ought to weigh in on such as we have a sense of how all the programs flow and mesh throughout the year, and when the heavy traffic times are. Andrea has been charged with passing that information on to Scott and others who are meeting to discuss the change of the fiscal year.

Pastoral Care

Many of the staff, and many members of the congregation are feeling very affected by, and at times have had some difficulty staying focused on business as usual this month, after the deaths of first Judy Siegel, then Dan Pollitt and Sarah Insch.

I met with Judy's sister Marcia and a cousin to plan her memorial. About 25 people attended a small, intimate service, and I know that Marcia and other family members were deeply grateful for this community and their support of Judy. I am grateful for the musicians who stepped forward: Josh Socolar, Linda and George Thompson, Ivy Brezina to provide music for the service.

The R.E. community was particularly in need of some care as they dealt with their anticipatory grief about Sarah, so I met with them as a group to talk and do some grieving in the week prior to her death. Of course I also spent some time with Sarah and with Dan and the kids before and after her death. The memorial service is planned for Saturday the 20th at 2:00.

I also am grateful to have had two opportunities to visit with Dan Pollitt before he died, and hear stories about the Community Church and his memories. This past week I met with Ellie Cannaird and two of Dan's "kids" to plan his memorial service. There will be a private memorial service for just family, their invited friends, and Community Church members on Saturday April 17th at 1:00. On Sunday the 18th there will be a secular, public memorial at the Friday Center to which everyone is also invited.

There were five other pastoral care visits this month including a visit to Mary Weston-Jones who had a mini-stroke, and was at a UNC hospital.

Church Council and Committee Work

You'll read the minutes that are attached but wanted to comment that I continued to lead the discussion this past month about the difference between ministries and committees. What shook out: People are probably willing to call what they do ministries (with some exceptions) but do not want to call themselves ministers or even "lay ministers" unless it is a designation that comes after some training and discernment. Which gives me lots to think about and affirms the idea that the Council might be the place where we do some of that training in the future. A few committees like Buildings and Grounds don't see themselves as ministries. The rest of us begged to differ with them. For the change to be more than just one of nomenclature there would need to be two shifts. First the structures of some of the committees would change. We might end up with some sub-councils. We might end up with ministries that have either small committees or task forces at their core. And it would mean that the leaders of the ministries would need, as mentioned before, the training to lead a ministry, which is somewhat, though not drastically, different than leading a committee.

Other groups I work with such as Worship Associates, Covenant Group Facilitators, Pastoral Care Visitors, and the Friday noon group are coming along well. The latter swelled to 26 people last week. Usually we average about 16. I will be starting another round of Building Your Own Spiritual Practice next month.

Larger Community

I continue to attend Justice United Clergy meetings, and attended the Historic Thousands on Jones Street Rally in Raleigh.

I will be delivering the charge at Rev. Cheryl Walker's installation in Wilmington this Sunday the 14th. Cheryl is the minister who delivered the sermon at my installation.

I applied for, and was selected, to serve as a facilitator of a new UUMA project called "Whose Are We". This is an initiative to train ministers to lead chapter discussions about our theological grounding in U.U. It means I will need to go to G.A. a few days early (bonus=they pay my airfare, and room and board for those days), and then will lead workshops at the already scheduled Chapter meetings at the Mountain.

Treasurer Report

Treasurer's Annual Report FY2009

There is good news and bad news for the budget this year.

First the good news: Share the Plate has had a very successful first full year, garnering over \$34,864 for a wide range of worthy organizations. Community Church should be proud of itself for being so community-conscious. As a result of the continued success of Share the Plate, outreach will no longer be part of the annual operating budget of the church. Our obligations to Interfaith Council, Habitat, and Orange County Justice United are being amply fulfilled through personal giving, and will continue to be a regular part of the Share the Plate schedule.

This year's Stewardship Campaign brought \$410,785 from 250 households, a record total. Again, congratulations to the whole congregation, and special thanks to the Stewardship Committee for a successful drive. As a result, we were able to provide increased staff for a new Adult RE program and for church music, as well as several travel and miscellaneous committee requests. Also, \$9,000 has been allocated in the budget to start to replenish the Buildings Reserve, which was depleted during the building program.

Now the bad news: Our church, along with many other organizations, is experiencing some hardships due to the tough economic climate. Last year we had an almost \$25,000 shortfall in our pledge receipts, as well as significantly less-than-expected income from building and parking rentals. The result is that we lost about \$28,000 from our Operations Reserve. This year may also present lower-than-expected income in several areas. The board is actively looking at ways to increase church income to make up for the projected shortfalls.

For this year, our other main goal will be moving the church's fiscal year from its current calendar year to a fiscal year starting in June or July. This will allow us to take a little more time to complete our Stewardship drive, so that we have a better idea of what our pledge income is when we make the final annual budget. It will also put us more in sync with the UU Association calendar. It should not affect our December year-end member tax reports.

Budget Deficit Action

1. Operational Fund Raising Task Force:

- The board will appoint a task force of 3-4 people to serve for the remainder of fiscal year 2010.
- The task force is charged with exploring various fundraising activities with the goal of raising up to \$18, 000 to balance the budget. They will recruit volunteers and outline a plan for implementing the activities.
- The executive committee will appoint members to this task force as soon as possible.
- The OFRTF will have access to the office administrator, minister, and other staff members as they explore and coordinate proposed fundraising activities.
- The task force will submit a written proposal to the executive committee for consideration at the April 6 meeting.

2. Authorize Maj-Britt and Andrea to work with staff to find how much we can cut the operational budget.

- CHARGE to Minister and Church Administrator to work with staff to trim operating expenses for the current year.
- Maj-Britt will forward their recommendations to the executive committee by Friday, April 2.

The executive committee will put the recommendations on the agenda for the April 13 board meeting

Items for Your Information

- TJD annual meeting April 30-May 1. Check TJ District web site for more information.
- Need to extend board meetings to 9:30 on regular basis to allow for productive discussions and allow us to complete business on agenda.

Proposal for 2010 Changes to Weekday Parking Rentals

March 3, 2010

Dear Board,

Parking rental rates were last increased May 1, 2008 and due to 2010 Budget increases, I propose that parking rental rates be increased, effective May 1, 2010. I also propose the delinquent payment policy be changed to encourage on time payments.

Parking Rental Rates

The current schedule for Parking Rental Rates is:

Monthly	\$58	(\$2.68 day / \$58 mo. / \$696 yr)
Quarterly	\$157	(\$2.42 day / \$52.33 mo / \$628 yr)
Semi-Annually	\$288	(\$2.22 day / \$48 mo. / \$576 yr)
Annual	\$540	(\$2.08 day / \$45 mo. / \$540 yr)

I propose increasing the Annual payment option by \$5/mo. and bringing the other payment options into simple alignment, making each payment option a difference of \$2.50 per month. This would increase all rate options, while reducing the difference between monthly and annual payments (recognizing that those who pay monthly can't always take advantage of the discounted longer term payments). My proposed rate schedule looks like this:

Monthly	\$60	(\$2.77 day / \$60 mo. / \$720 yr)
Quarterly	\$172.50	(\$2.64 day / \$57.50 mo / \$690 yr)
Semi-Annually	\$330	(\$2.54 day / \$55 mo. / \$660 yr)
Annual	\$600	(\$2.31 day / \$50 mo. / \$600 yr)

Based on current renters and their chosen payment plans, this will increase projected annual rentals from \$44,500 to \$48,840. We of course will not realize the full annual increase in 2010 with rate increases effective for only a partial year.

Delinquent Payment Policy

To encourage on time payments, create clarity, and reduce lag time between non-notification of a cancelled space and finding a new renter, I propose we change the delinquent payment statement in the *Parking Space Rental Agreement*.

Currently:

IF I have not made a payment or contacted the church by the 5th of the month, the church will start the process of finding a new renter.

As long as I have contacted the church by the 5th, all delinquent payments on or after the 15th of the month will incur a \$5 late charge.

Proposed:

- IF I am delinquent in my rental payment by more than 7 days past the due date, my parking agreement with the church will be considered cancelled and my assigned space open for new rental.

This will eliminate late fee collection, allow for unexpected circumstances that the renter may incur (absence from work or school obligations, delay in mail delivery, etc.), close the gap between rentals when the office is not notified of a cancellation, and clearly state the obligations for rental payment.

Upon consideration and approval of the above changes, a letter stating the new rental conditions will be sent to all current parking renters. I have attached a copy for your viewing.

Thank you,

Andrea Sordean-Mintzer

Proposal for Use of Long Fund

TO: BOARD OF DIRECTORS, COMMUNITY CHURCH OF CHAPEL HILL UU

FROM: JIM MAGAW

SUBJECT: PROPOSAL FOR USE OF LONG FUND

DATE: 6/4/2010

CC: SCOTT PROVAN

Scott Provan recently made me aware of a fund at the church whose purpose is to support members who are pursuing becoming ordained ministers. I am respectfully requesting support from this fund for some upcoming expenses related to my ministerial aspirations.

Specifically, the UUA requires that candidates for ministry undergo extensive testing and counseling at an accredited ministerial counseling center to determine the candidate's psychological suitability for becoming a minister. This testing and counseling is somewhat costly and requires an overnight trip out of town

In addition, I have been accepted into the M.Div. program (distance learning program) at Meadville-Lombard Theological School in Chicago and will need to attend a three-day orientation session there this summer. Although there is no fee for the orientation session, I will incur expenses for travel and lodging and would like to proceed booking airline and hotel reservations.

Below, I have listed the specific expenses involved. I am happy to submit receipts after the fact, but I am in need of money now to pay for these items beforehand.

Thank you for considering this proposal!

Testing at the Ministry Development Service center in Charlotte (March 4-5, 2010):

- Ministry Development Services Fee: \$900
- Travel: \$125
- Lodging: \$115
- Total: \$1,140

Orientation at Meadville-Lombard Theological School in Chicago (August 2010):

- Travel: \$240
- Lodging: \$330
- Total: \$570

Total amount requested from the Long Fund: \$1,710