

**Community Church of Chapel Hill Unitarian Universalist  
April 2011 Board Meeting Minutes**

**Present:** Maggie Scarborough; Josh Socolar; Jim Siplon; Scott Provan; Bob Weston; Steve Marshall; Paige Hall Smith, Chair; Marianna Fiorentino; Kari Andrade, Vice-Chair; Maj-Britt Johnson; S.A.M. Brooks; George Thompson

**Visitors:** Nathan (Nato) Allen, Student Minister; Laurence Kirsch, Assistant Treasurer

**Minutes:** Hillary Waugh

**Welcome:** Paige Hall Smith, Chair called the meeting to order at 7:15pm.

**Reading and Chalice Lighting:** Marianna Fiorentino, April Board member-at-large

**Board Sharing:** Board members shared joys and concerns

**Announcements: Paige Hall Smith**

1. Congregational Town Hall meeting will take place on 5/3/11 at 6pm for the congregation to learn more about the budget process. Kari Andrade has agreed to prepare the meal for the meeting. Maj-Britt Johnson and Paige Hall Smith will discuss the vision for the budget process at this time.
2. Sunday, 5/22/11 is the congregational meeting, where a vote on the budget will occur. There will be one service at 9:15am with the meeting following in lieu of a second service.
3. The annual services auction is taking place on Saturday, 5/21/11. The majority of the funds raised will go to the operating budget, which is the first time this has occurred. There is a need for volunteers and the board has been encouraged to participate, either by volunteering or contributing.
4. As an aside, it was mentioned that the final budget being proposed to the congregation will be approved during the May board meeting.

**Board Learning**

1. Ruth Gibson from Justice United attended to lead the board through a process to gather information on the Board's perspective on how our church may fulfill the third part of our mission statement, "effect change through our love for the world." This process was part of larger church-wide conversations on the same topic. Board members were asked to discuss times in the past when they had belonged to a religious community that made a difference in the world around them. They were then asked to brainstorm about things in the world they would like to see change through the church's involvement.
2. Ruth took notes on these ideas and will be submitting a report of the findings of these conversations to the board.

## **Consent Agenda**

### 1. For receipt:

- a. Executive Committee Minutes
- b. Church Council Minutes
- c. Vision and Strategic Planning Committee Update

### 2. For approval:

- a. Board Secretary Job Description
- b. Insch Church Youth Leadership Fund Proposal
- c. Jim McGaw Congregational Sponsorship
- d. Ministerial Evaluation Update
- e. Board Minutes Communication Policy Proposal
- f. March Board Minutes

3. Josh Socolar moved to approve the consent agenda. Kari Andrade seconded the motion. Unanimously approved.

4. The board will send a letter to Jim McGaw about his congregational sponsorship.

## **Nominating Committee Member Update**

1. S.A.M. Brooks outlined the challenges she has faced in finding members of the congregation who are willing to serve on the committee. Thus far, one person- Kim Gush- has agreed to serve.

2. Some of what she has heard from those who did not want to serve is that they felt that they are already too busy or that they do not yet feel ready to serve. Other members mentioned similar challenges with recruiting members for other committees. The board discussed potential barriers to and strategies for recruiting volunteers, including providing leadership trainings for congregation members, which Maj-Britt and Marion Hirsch have already discussed and will likely be starting next year.

3. George Thompson moved to accept Kim Gush onto the nominating committee. Maggie Scarborough seconded the motion. The motion passed unanimously.

## **Communications Committee Update**

1. George Thompson presented the purpose statement developed by the committee (attached).

2. The board discussed what else the committee could do. Ideas included creating publicity (i.e. newsletters, annual reports) and using social media sites (Facebook and Twitter) to reach and potential members.

3. The committee also noted that they might, at some point, need to change their focus to become broader than solely internal congregational communications.

## **Budget Update: Quarterly Income and Expense Report**

1. Scott Provan gave an update that pledge receipts seem to be up from what they have been in previous 12-month cycles. It was noted that perhaps this is because some aren't aware that the current cycle is only six months long.

2. Currently there is \$6,000 we can put in reserves. We will also be able to pay our 6-month dues. It was noted that the mortgage was paid from the building fund, which may be giving a false sense of security. If this had not been done, we would have been at a deficit of \$2,000.

3. A request was made for board members to assist Bill Poteat, Chair of the Stewardship Committee, in calling members regarding making pledges. S.A.M. Brooks, Jim Siplon, Scott Provan, Bob Weston, George Thompson, Paige Hall Smith, and Kari Andrade volunteered to help.

**Budget Discussion: 2011-2012**

[Redacted]

**UUA Update**

1. Nato Allen presented this update, noting that several elections will be taking place at the district meeting, including a slate of officers and the district name change. C3HUU gets 8 delegates to this meeting; Nato is collecting names of members interested in attending and/or being a delegate. Individuals can register at [tjdistrict.org](http://tjdistrict.org) and the cost is \$45, which includes lunch and childcare.
2. The registration for General Assembly has already reached 4,000, which make this year’s GA likely to be on par with the largest ever of 5,500 (which took place in Portland, OR). The district has a goal of 25% attendance from all congregations. So far our congregation is at about 15% in terms of members who have expressed interest in attending to Nato. C3HUU also gets 8 delegates to GA and Nato requested that the board discuss if and how to select these in a democratic manner. The expenses associated with attending GA are tax deductible for delegates and the church has typically paid their registration fee.
3. Nato will lead information sessions for the delegates and anyone else interested as to what they will be voting on at GA. Following the GA, George and Linda Thompson will plan a service to share the information that was gathered.
4. Additional criteria proposed for selecting GA delegates were seniority as church members and depth of involvement in the congregation, as well as diversity.
5. The executive committee will make the decisions on who will serve as delegates and bring their recommendation to the board at next month’s meeting.
6. It was noted that some money in the youth fund could go to funding a youth delegate.
7. Nato will move forward with his plan and will bring the information gathered to the board.

**Board Secretary Approval**

1. George Thompson made a motion to approve Hillary Waugh as board secretary. Bob Weston seconded this motion. The motion passed unanimously.

**Action Items from the April 2011 Board Meeting**

TOPIC	ACTION	WHO	DUE DATE
Budget/Vision/Stewardship	Town Hall Mtg – show up!	All Board Members	May 3 6pm
Budget/Vision/Stewardship	Congregational Mtg– show up!	All Board Members	May 22, instead of 2 <sup>nd</sup> service
Service Auction	Help as a volunteer and/or submit an item for the auction and/or attend	All Board Members	May 21
Nominating Cmte	Kim Gush is appointed to the cmte. Let her know.	SAM	ASAP
Stewardship	Assist Bill Potet with pledge calls. Thank you!	SAM, Jim, Scott, Bob, Paige,	When Bill Potet calls on

		George, Kari	you
Finance	FC to request Andrea develop list of items that differ between 15K/30K and "Vision" budgets	Maggie	By next mtg
TJ/UUA	Consider attending:  TJ District Annual Meeting - April 30th, ERUUF  UUA General Assembly -- June 22-26, Charlotte, NC	All Board Members	April/June

### **Process Observations**

1. George Thompson noted process observations from the meeting.
2. What was done well:
  - a. Members listened respectfully
  - b. Paige Hall Smith kept us on track during discussions
3. What we could do better:
  - a. Resist the urge to do the work of the Finance Committee

## ATTACHMENTS

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### **BOARD LEARNING**

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*To gather information on the Board's perspective on how our church may fulfill the third part of our mission statement, "effect change through our love for the world", Ruth Gibson led us through this process.*

The Listening for Love and Change sessions were planned as a foundational approach to the development of a stronger, more organized and unifying approach to social responsibility and outreach. Nate Hollister, who is spearheading this work, asked the Justice United representatives to organize a team of listeners, and to set up opportunities for members of the congregation to consider ways in which we might carry on with the third part of our mission statement, to work for justice in our time, collectively and individually, and to identify areas of shared concern.

A team of 12 "listeners" attended a training session offered by Justice United, and then held a series of 30 minute listening sessions. By the end of March, 97 members of the congregation had responded to our question: *Are there ways in which you'd like to see Community Church working for change?*

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### **EXECUTIVE COMMITTEE MINUTES**

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#### **Minutes of April 5, 2011 Exec Committee meeting (Scott Provan)**

**Present:** Paige Smith, George Thompson, Maj-Britt Johnson, Kari Andrade, Scott Provan.

**Absent:** Steve Marshall.

**Discussion on what should go on the web:** Web should have only minutes; attachments will

be put in a folder and made available in some public place in the church. To be placed on the consent agenda.

**Board Learning:** Faith-in-Action with Ruth Gibson.

**Board Secretary Position:** Paige developed the description. We wanted to explicitly state that this person was not be a board member or ex-officio board member. Position is consistent with affirmed policies.

**Congregational Sponsorship of Jim Magaw's ministry:** UUA just wants an endorsement of Jim, not that we would mentor him, and entails no additional time on our part.

**Strategic Planning Committee:** Kari said that the committee should have the timeline of visioning process ready for the receipt agenda.

**Ministerial Evaluation Committee Membership:** Paige will move this to the Consent Agenda.

**Nominating Committee:** Indicates it has run out of potential names to ask to serve as committee members. Paige sent them seven more names.

**Budget Discussion:** Maj-Britt will give a pledging update, go through the bullet points on the board agenda and discuss the three budgets.

**Quarterly Income & Expenses:** Scott will lead discussion. It will be brief, and emphasize the good news.

**UUA Update:** Nato will talk about TJ District and UUA GA, and a variety of related stuff. It was decided that he restrict himself to the method of choosing and empowering delegates to these meetings. He will have the Board Learning for May to cover the rest. Paige talk with Nato about having an interim proposal for a delegate nominating process prepared for discussion at the board. Brief discussion ensued on some criteria he might consider. The church should have a nomination procedure for succeeding years. Maj-Britt felt that by Fall C3HUU should establish an Associational Concerns Committee. Will try to add that to May Board Learning, and Maj-Britt is putting a GA service on the calendar for July-August.

**Communications Committee Update:** George indicated that the purpose of the committee is unclear, and needs clarification by the board. Kari: Committee should be more about publicity than information. Maj-Britt also pointed out that we need a mechanism to keep committees aware that they should communicate important issues to the congregation; perhaps a committee can facilitate this culture change. Paige: What are communication needs and strategies? Does the church have the right mechanisms in place to keep the membership informed? Kari: How can this be made exciting to the congregation? (The outside world can wait.) Decided to put it on the receipt agenda.

**Process statement:** George said that the process report will give one positive and one negative thing about the process at each board meeting.

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## VISIONING AND STRATEGIC PLANNING COMMITTEE UPDATE

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### *The committee put forward this timeline for the visioning process:*

Using the 12 steps outlined by Wayne Clark, the Vision task force adopted the following time line:

#### April

- 4/8/11- Drafts of covenant, ideal candidate and RFP (request for proposal) done and pool of potential named
- 4/15- Discuss names send out RFP with due date of 5/1/11
- 4/22 Feed back on RFPs

#### May

- 5/6- Evaluate materials and proposals, select top candidates to interview by phone
- 5/13 set up interviews for the weeks of May 16 and 23

#### June 1 hire consultant

- Summer- plan work and process for developing Vision Statement
- Sept 1 start process to be completed Dec 15.

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## BOARD SECRETARY JOB DESCRIPTION

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*With one exception, this job description is consistent with the language in the new policy book; the sentence in RED is not in the policy book. This was the sentence that was added to the description by the board.*

**Community Church of Chapel Hill Unitarian Universalist  
Board Secretary  
Job Description**

#### **Appointment:**

- *The President will annually appoint, subject to confirmation of the Board of Directors, a member of the congregation to serve as the Secretary of the Board.*
- *The Secretary will serve until resignation, replacement or removal.*

#### **Duties and Responsibilities:**

- *The job of the Secretary is to assure the integrity of the Board's record.*
- *The Secretary is responsible for ensuring recording and distribution of accurate minutes of the Board and Congregational Meetings.*

- *The Board Secretary is not a member or ex-officio member of the Board of Directors*
- **The Secretary shall, at the request of the President, prepare other correspondence.**

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## **SARAH INSCH FUND PROPOSAL**

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***This request, from the Children and Youth Religious Education Program Committees, asked the Board to approve the establishment of a special fund; this request is consistent with our new Policy Book. The board was not asked to budget any money to the fund.***

March 19, 2011

Dear Board of Directors:

The Children's Religious Education Committee and the Youth Programming Committee request that the Board create a Restricted Fund according to the policy published in the Board Policy Book on Voluntary Restricted Funds (as of 12 03 10). This fund will be called the **Insch Church Youth Leadership Fund** to honor the life and ministry of Sarah Insch, a church member and leader who died in March 2010.

**Policy: Voluntarily Restricted Funds (as of 12 03 10)**

The Board of Directors creates voluntarily restricted funds for capital improvement projects, programmatic and outreach projects, and for other purposes in keeping with the mission of the church. Voluntarily restricted funds are held separately from operating monies and reserve funds. Inactive funds will be closed and the funds will revert to the reserve fund.

The Inch Fund would be similar to the *Joe and Lucy Straley Fund for Youth Travel for Peace, Justice and Service*. People will be able to make memorial gifts to the fund to honor the life and ministry of Sarah Insch. The CRE and YP Committees will request Share-the-Plate Collections for this fund as they do for the Straley Fund. The Youth Programming Committee may in the future do fundraising for the Insch fund according to church fundraising policy. Dan Pelletier, Sarah Insch's husband has offered to make an initial donation to this Fund.

The proceeds of the Insch Church Youth Leadership Fund will be used to fund the **Insch Church Youth Leadership Program**.

Attached are 2 documents:

1. Background about Sarah Insch's life and ministry explaining why the Committees propose to honor her with a restricted Fund.
2. Insch Church Youth Leadership Program Information explaining the Leadership Program.

Sincerely,

**Children's Religious Education Committee**

Bonnie Nelson (co-chair), Kim Gush (co-chair), Anna Waller, Becky Wilkes, Jenny Warnasch, Melissa Zemon, Jena Kaizen

**Youth Programming Committee**

Kathy Hodges (co-chair), Beth Morocco (co-chair), Julie Worth, Dave Klibanow, Jeff Nelson, Teri Brooks, Susan Siplon, Linda Shipman

## **Document 1: Insch Church Youth Leadership Program**

### **Background Information**

Sarah Elizabeth Insch (1959-2010) was a life-long Unitarian Universalist and a member of The Community Church of Chapel Hill for almost 20 years. She was active with the children's and youth religious education programs at the church for the last dozen years of her life, including serving as co-chair of the Children's Religious Education Committee for 5 years. In 2006, Sarah was awarded the Gertrude Willis Lifespan Religious Education Award honoring her many contributions to our church.

Sarah was born in July 1959 and raised in Winston-Salem, NC. She attended Duke University, earning a degree in Slavic Linguistics, and attended graduate school at University of North Carolina at Chapel Hill. She co-founded a translation firm based in Chapel Hill. Married to Dan Pelletier, Sarah was mother to Will and Julia, who have grown up in our church and who inspired her involvement in our religious education programs. In addition to her work in our church, Sarah was also extremely involved in the wider community. She volunteered in the CHCCS schools and on political campaigns. Sarah was also active with the Girl Scouts of America, leading her daughter's Brownie and Junior troops.

When Sarah died in March, 2010, the Children's and Youth Religious Education Committees began thoughtful discussions about how we could honor and remember her. This year long process has led us to our proposal for the Insch Youth Leadership Program in memory of Sarah. The proposed program and award will share Sarah's leadership vision and connect all of us to the values she demonstrated during her life. These include:

1. **Young people are vitally important.** Sarah was deeply committed to young people. She felt that they were important to the members of the Children's and Youth Religious Education Committees, to our church community, and to our Unitarian Universalist faith. For more than a decade, she dedicated her energy to making the church a place that is welcoming and nurturing for children and youth. This mirrored her dedication in the wider community through her service in our schools and with Scouts.
2. **Volunteer lay leadership is a critical contribution to the church community.** Sarah provided leadership to the CRE Committee during a pivotal time in the church's development when there was rapid growth in the RE program and the building renovation and expansion project was undertaken. Beyond RE, she also was involved in the service auction and the ministerial search and candidating process.
3. **Sharing our Unitarian Universalist faith is significant.** Sarah's faith was central to her and she embraced UU principles and values in her everyday life. She was dedicated to actively involving our children and youth in our UU faith and to inspiring a new generation of UUs.

Sarah provided an example of leadership that was exemplary in terms of dedication and also in personal and institutional integrity. She set a tone of deep respect which impacted all aspects of our work together. We were more serious, honest, and dedicated together because of her example. She helped to create an environment in which people wanted to serve, felt like their contributions were important and where things grew and thrived. She brought intelligence, insight, and steadiness to her leadership.

The Insch Church Youth Leadership Program will fill an important gap in our ministry for youth. It offers

an opportunity for older youth to deepen their connection to our church and the UU faith after the Coming of Age Program. It prepares them for adult leadership in a UU congregation, ours or others. It tells our youth that we value their leadership potential and we believe in their future leadership role within our faith.

By developing this program in Sarah's honor, we continue her ministry among us by honoring the leadership gifts she gave to us – a deep commitment to young people and to thoughtful lay leadership in our congregation. Our plan for the Insch Church Youth Leadership Program has been discussed and enthusiastically endorsed by Sarah's husband, Dan Pelletier. Dan has generously pledged \$1000 to start the fund for this program. Future fundraising efforts will include collecting other pledged donation and soliciting donations from people who knew and loved Sarah, both within and outside our church community.

## **Document 2: Insch Church Youth Leadership Program**

### **Purpose:**

- To nurture and develop youth leadership in our church.
- To honor and remember Sarah Elizabeth Insch a life-long Unitarian Universalist and a deeply dedicated church leader in our congregation.

### **Program:**

The Insch Church Youth Leadership Program is sixteen-month leadership program for the High School Youth of the Community Church of Chapel Hill Unitarian Universalist. The program offers a structured opportunity for youth to participate in church leadership. Participating in concrete and satisfying ways builds connections with the congregation and provides a way for the youth to give back to their church community. These connections also support their becoming lifelong Unitarian Universalists. The program also provides youth the opportunity to mentor other church youth in their leadership experience. The Insch Church Youth Leadership Program offers three leadership tracks:

- **Worship Associate**  
As a Worship Associate, the youth leader will be trained as a Worship Associate, attend monthly meetings of the Worship and Arts Committee, and serve as a Worship Associate on Sunday mornings. Worship Associates work with the Parish Minister to provide meaningful Sunday morning services. This is for youth who enjoy worship and like speaking public and would like to learn how worship is created.
- **Youth Programming Associate**  
The Youth Programming Associate would represent the High School Youth Group on the Youth Programming Committee (YPC). They would attend the YPC and the Church Council monthly meetings. This is for youth who are interested in the Youth Program and in seeing how church governance really works.
- **Social Justice Associate**  
This is for youth interested in social justice and community organizing. The youth will choose to be involved with one of the church's social justice committees, such as Justice United, the Peace & Justice Committee, or the Social Justice Community Ministry. The position will be further developed after the Listening sessions.
- **Church Associate**  
This is an opportunity for youth to pick an area of leadership within the church that is not defined

by the positions above. The youth would have to present their position and the position details to the DRE and Insch Church Youth Leadership review committee as part of their application.

### **Expectations:**

- Youth would typically participate in the program beginning in January of their Junior year and finishing in early May of their Senior Year. They would apply to participate in the Insch Church Youth Leadership Program during the fall of their Junior year.
- Youth will attend monthly meetings over a twelve month period beginning in January of their Junior year and continuing through April of their Senior year. The details of the commitment depend upon which Associate position a youth chooses. Youth could miss up to four scheduled meetings, dependent upon the timing across the year. However, they are expected to attend at least one meeting as a mentor to any new incoming program youth.
- Youth will attend a leadership orientation when they start the program. The leadership orientation would be hosted by the Director of Religious Education (DRE) and mentors from the respective committees.
- Youth will meet with the DRE monthly for 30 minutes to check in.
- Youth will present a Reflection of 1000 words about what they have learned. The presentation could be oral, written, or both.
- Youth would be partnered with a mentor from the selected committee, and would act as a mentor to the youth selected for the following year.

### **Selection and Application Process:**

Youth will go through a formal application process with a letter of intent and a letter of recommendation. There will be a Insch Church Youth Leadership Program selection committee of three church members, likely chosen from the Coming of Age mentors and the Youth Programming Committee members. Parents of nominees may not serve on the selection committee. The DRE is ex-officio member of the committee.

### **Funding and Scholarship Award:**

Funding will come from designated donations and proposed Share-the-Plate collections. Youth who complete program will receive a scholarship for college. The amount will vary depending on the fund balance and the number of awards made. Scholarships are expected to be \$250-\$500. The DRE and the Insch Church Youth Leadership Program committee will set the amount each year before the application process begins.

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## **JIM MCGAW SPONSORSHIP REQUEST**

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*Below is Jim McGaw's request for the Community Church to become his sponsoring congregation. He does not have any specific expectations of the congregation in terms of the sponsorship. Rather he sees the sponsorship mostly as a vote of confidence in his potential as a UU minister. He believes that the church has already done many of the things that sponsoring congregations do--including providing some financial support, giving him opportunities to participate on committees, to preach, to serve and be served. He does not, at this time, have any expectations that the church will engage in any specific activities. This request does not ask Maj-Britt to become his mentor. He hopes that we continue to communicate and let each other know if there are opportunities that arise.*

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**MEMORANDUM**

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**TO:** BOARD OF DIRECTORS, COMMUNITY CHURCH OF CHAPEL HILL UU  
**FROM:** JIM MAGAW  
**SUBJECT:** CONGREGATIONAL SPONSORSHIP  
**DATE:** 6/4/2011  
**CC:** REV. MAJ-BRITT JOHNSON

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I was recently officially granted the status of candidate for ministry, which is very exciting for me. One of the next steps in the process is to ask a congregation to sponsor me. I'd like to ask the Community Church to be my sponsoring congregation as outlined in the attached document

I feel like the church has already done much of the work of sponsoring me as it has supported my development as a leader, paid for my career assessment and divinity school orientation expenses, and been overwhelmingly supportive of my move toward ministry. In short, my engagement with the Community Church is what has led me to where I am, and I think that it is entirely appropriate and fitting for the church to be my sponsoring congregation.

The attached document goes into great detail about the specifics of sponsoring a candidate for ministry. Please do not hesitate to contact me if you have any questions or concerns about this request.

**MEMORANDUM**

**TO: UU Ministers and Congregations & People Preparing for UU Ministry**

**FROM: Rev. David Pettee, Ministerial Credentialing Director  
UUA Ministry and Professional Leadership Staff Group**

**RE: Congregational Sponsorship of Students and Others Preparing for Fellowship as UU Ministers**

All persons preparing for fellowship as Unitarian Universalist ministers, whether pursuing parish ministry, ministry of religious education or community-based ministry, are required to obtain sponsorship by a Unitarian Universalist congregation. Because your congregation may be asked for sponsorship by a person intending to seek UU fellowship, this memo has been prepared so you will understand the policies, procedures and intentions which comprise this requirement.

As with any new and policy, we have not been able to anticipate every concern. In the pages that follow, however, we will try to answer the most frequently asked questions about congregational

sponsorship. For instance...

*What is the purpose of this requirement?*

The purpose of this requirement is to ensure familiarity on the part of new ministers with UU congregational life, and encourage congregations to take a responsible role in the recruitment, preparation and assessment of our future ministers. Our congregations, our ministries and our religious movement all stand to gain if we can work together creatively to identify and support potential leaders.

*When does sponsorship occur?*

A person should request sponsorship from their congregation when they have been granted Candidate Status by the Regional Sub-Committee on Candidacy (RSCC), and not before. We think it best for the RSCC to make the first official decision regarding a person's fitness for ministry since they will have input from a number of different sources.

*Who should decide who is or isn't sponsored?*

In most instances, sponsorship will be decided by a vote of the congregation or its representative body, such as the Board of Trustees. If your congregation has a minister, he or she may have a recommendation, but it is not the minister's role to make the final decision.

*Is some kind of documentation required?*

Documentation of congregational sponsorship should be provided using the appropriate form in the *Information for Candidates* booklet which is mailed to all students and transfer candidates. It can also be obtained from the Ministerial Credentialing Office at the UUA. A person must have congregational sponsorship before they are considered for an appointment to meet with the Ministerial Fellowship Committee. Sponsorship forms call for the signature of the president or chair of the congregation's governing board.

*What are we saying when we sponsor someone?*

At the most basic level, congregational sponsorship indicates confidence in the person's potential and suitability for UU ministry. The MFC and the Ministerial Credentialing Office will regard sponsorship as evidence that the person seeking fellowship is actively committed to the Purposes and Principles of the UUA and the institutions which uphold them. By sponsoring someone, you are not indicating that the person is presently ready for ministry; you are saying that with further education he or she has a good chance of developing the traits necessary for successful ministry. The final decision to grant fellowship to a candidate is made by the Ministerial Fellowship Committee after careful consideration of written materials, evaluations and a personal interview.

*What are the other requirements for UU ministry?*

The general qualifications, as stated by the Ministerial Fellowship Committee, are these:

All applicants must be college graduates or have had an equivalent education; must have a strong motivation and good potential for our ministry; and must have a balanced and healthy personality, a capacity for self-understanding, a concern for others, intellectual ability and the kind of ministerial leadership ability expected by our societies. The committee will further require that the applicant be well informed on the history and development of Unitarian Universalism, familiar with the Bylaws of the UUA and fully committed to the purposes and objectives of the Association. An applicant for the ministry shall also have a Master of Divinity degree or its equivalent from a theological school approved by the Committee or have had an equivalent educational experience. In examining every applicant's qualifications, the Committee may consider any evidence which it deems relevant to assessing them and may reject any application.

The basic requirements for UU ministry are:

1. Successful interview with the RSCC
2. Sponsorship by a UU Congregation
3. Master of Divinity degree or its equivalent;
4. Career assessment program at a career center approved by the Ministerial Fellowship Committee (a list of approved centers is towards the end of this packet;)
5. Approved internship;
6. Basic unit of Clinical Pastoral Education;
7. Completion of the Reading List
8. Interview with the Ministerial Fellowship Committee

*Doesn't this requirement have the potential for creating an uncomfortable situation in the congregation if we're not enthusiastic about sponsoring a particular candidate, especially if they're a long-term member, big contributor, etc.?*

Yes; this is an important concern which needs to be dealt with carefully. It is especially important, however, not to back away from the challenge of providing the person with honest feedback. Chances are, if you have severe reservations about a person's potential for ministry, he or she will not be well-served in the long run if falsely encouraged.

The time to express your reservations about a potential candidate is prior to their RSCC interview. This can be done confidentially by contacting the chair of the appropriate regional sub-committee. We are not recommending that you risk serious conflict in your congregation over the matter of sponsorship. In expressing reservations to a candidate, try to stress that you are concerned for their well-being and success in employing their unique gifts, which might not necessarily be for ministry. If you come to an impasse or don't know what to do, please call the Ministerial Credentialing Director in the UUA Ministry and Professional Leadership Staff Group.

*In what ways might we support a ministerial candidate?*

Depending on their interests, resources, and the needs of the candidate, congregations will choose to support the people they sponsor in a variety of ways. Nothing in particular is required. One of the major concerns for theological school students is their high level of debt; financial assistance can sometimes make the critical difference between staying in school and dropping

out. A congregation and student may want to work together to raise money in any number of ways, including special fund-raisers and help with locating grant money or with direct backing from generous parishioners. People who are looking for opportunities to donate money tend to believe that contributing to the education of our future leaders is a good and worthwhile investment. Please consider the possibility of contributing to the cost of the career assessment program. It is important for persons aspiring to the ministry to do this as early as possible in their preparation. Congregational support and encouragement to do career assessment will benefit the individual and our ministry as a whole. The cost of the program can be considerable. Valuable support can be offered in less tangible ways as well. Candidates may benefit from opportunities to preach or lead other forms of worship. They may need experience working with committees and the financial aspects of running a church. They might be asked to be leaders in the religious education program, or organize a social action project.

Candidates could be encouraged (and supported financially) to participate in UUA district and continental events. A particularly worthwhile opportunity, especially for people who are relatively new to UUism and/or concerns of the larger association, is attendance at the UUA General Assembly. Consider the sponsoree for delegate status from your congregation.

In many instances, a church will be asked for sponsorship by a person who is away at school or simply moved away for other reasons. If the person is reasonably well known within the congregation, it is certainly appropriate to consider sponsorship. You may want to recognize her aspirations through, for example, newsletter articles, announcements, and invitations to participate in congregational activities when she is in the area. You could invite him to write a newsletter article sharing with the congregation some of the excitement of his journey.

If your congregation has a minister, his or her relationship with students or ministerial candidates in your congregation is an important one. He or she may be a mentor, role model, teacher and spiritual guide of considerable influence. The minister may also have mixed feelings about the candidate or the role that person is playing within the congregation. In any case, it is important to be sensitive to the possibilities and pitfalls inherent in the relationship and include the minister when developing policies regarding congregational response to ministerial aspirants.

*Who's supposed to be providing all this support?*

Again, congregations will respond to this opportunity in a variety of ways. Some will be able to offer little support at all and will simply deal with requests for sponsorship at the board level on a case by case basis. If this is apt to be the scenario in your congregation, it is still important to have a policy in place which will guide your response to possible inquiries. For example: Who decides on sponsorship? What criteria are important? Will you want to interview the candidate? What happens if someone tries to block sponsorship? What if the board and the minister disagree? Some simple guidelines ahead of time could serve you well in the future.

If there is more interest and energy within your congregation for working with ministerial candidates, the board might, for example, recruit a sub-committee to develop policies, explore possibilities, and relate to candidates and their needs for support.

*There's a UU theological school nearby and we're liable to be deluged by requests for*

*sponsorship. What should we do, especially when we don't know the person very well?*

If your congregation is near a theological school attended by many UU students, it will be particularly important to develop your policies regarding sponsorship as soon as possible. Chances are, you already have certain understandings about how to welcome, integrate and support ministerial students and value their presence. Your challenge may simply be to become more intentional about your relationship with them.

If a person you don't know well asks for sponsorship, it's perfectly acceptable to expect that person to become involved in the life of the congregation for a period of time before considering sponsorship. You may also want to ask for a reference from a UU minister or other mutually acceptable person who knows him or her.

All candidates coming before the Ministerial Fellowship Committee are expected to have been actively involved with a UU congregation for at least two years before consideration for fellowship. For people who decide to be UU's during theological school or for ministers who want to transfer from another denomination, this requirement may seem like a difficult obstacle. Though this may be true, the Ministerial Fellowship Committee firmly believes that people aspiring to professional leadership positions in our association need to have grounding in, and understanding of, UU congregational life. Congregational sponsorship may not guarantee this understanding, but it is meant to encourage, facilitate and underscore its importance.

*Is sponsorship like having a ministerial intern?*

Congregational sponsorship and ministerial internships are very different. A ministerial intern has contracted with the congregation and the minister for supervision as a learner for an agreed upon length of time. The intern is acting in a professional ministerial capacity, even though ministerial credentials have not yet been granted. Interns are evaluated and held accountable in a structured way that is not appropriate for someone the church sponsors. A sponsored candidate in your congregation who is not an intern will participate as a layperson, not a minister. If your congregation has an intern or field education student, it will be important for both minister and congregation to be clear about the distinction so the intern's position of authority is not jeopardized or confused.

*Does a person need to be a member for congregational sponsorship?*

While it is important for a candidate to indicate their institutional commitment by membership in a UU congregation *somewhere*, it is not necessary for them to be members of the sponsoring congregation. It would be important to consider this issue on an individual basis.

*This seems like a big responsibility. What's in it for us?*

What's in it for congregations is feeling good about the role you've played in promoting responsible, well-prepared leaders for our religious communities and Unitarian Universalism in general. Our initial experience with congregational sponsorship does not indicate that it will be a burdensome requirement. In fact, both congregations and candidates have expressed pride and

enthusiasm about the opportunity to claim one another.

Those of us who work with people preparing for UU ministry *thank you* for your help!

**For more information about sponsorship or a person requesting sponsorship contact the Ministerial Credentialing Office at the UUA phone number is (617) 948-6403.**

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## MINISTERIAL EVALUATION COMMITTEE UPDATE

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Josh and Jim request present the following as members of the Ministerial Evaluation Committee and request board approval.

Co-chairs – Josh Socolar and Jim Siplon

Members -- Maj-Britt, Joyce Allen, Lilie Bonzani, Catherine Grodensky, and Polly Johnson

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## BOARD MINUTES COMMUNICATION POLICY /PROCEDURE

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### **Background:**

Our practice has been to post the minutes in their entirety on our website; this means that our minutes are available to anyone around the world. We are discussing more and more detailed financial information at our meeting and have documents that do the same.

**Proposed Recommendation:** The Executive Committee decided we would prefer to not to put the financial documents in the minutes that are posted on the web at this time. In the future we may have the ability to have a “members only” section of our website that is accessed by a password. At that point we will be able to return to including financial information with the posted minutes. Until such time, however we are proposing that our procedure be to (1) post the minutes minus the attachments that contain financial information on the website and (2) keep the complete minutes in a notebook that is readily available in the commons alongside the Policy Manual.

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## COMMUNICATIONS COMMITTEE UPDATE

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### ***The Communications Committee put forward this charge for the committee***

The Communication Team of the Board will be charged with observing issues and items that need to be communicated to the entire congregation. Particular items will come from Board discussions and individual feedback that we observe from Board and non-Board members. The focus will be on issues and items not already communicated through the various committees (Finance, Stewardship, Governance, etc.).

Once an issue is identified, the Communications Team will oversee the timely dissemination of the message to the members of the congregation. Such communication will be considered "official" Board communication. The Communications Team will also

post copies on one of the bulletin cases in the Commons.

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## 2011-2012 BUDGET DISCUSSION

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*Below is a summary of the budgets by Maj-Britt. The budget is attached separately.*

### **Budget Presentation** **Rev. Maj-Britt Johnson**

[Redacted]

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## 2011-2012 BUDGET DRAFT

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I could not get this to format properly.

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## STEWARDSHIP REPORT

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[Redacted]

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## ADDITIONAL BUDGET INFORMATION

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[Redacted]

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## FIRST QUARTER BUDGET REPORT

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I could not get this to format properly.

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## UUA UPDATE

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*Nato will lead us in a discussion of how we will choose our delegates for the UUA meeting.*

### **1. Announcements:**

- TJ District Annual Meeting – April 30<sup>th</sup>, ERUUF
- UUA General Assembly – June 22-26, Charlotte, NC

### **2. Discussion: What method will the Board use to choose and to empower delegates to the Annual Meeting and to GA? (JUST FOR THIS YEAR)**

- To be a delegate, folks are expected to:
  - Attend at least one of the two (or three) GA forums in May and June;
  - to learn about the resolutions on the agenda at GA such that they can facilitate discussions about them with the wider congregation to obtain the “will of the people” and;

- to attend Plenaries at GA and vote.
- The proposed criteria for the Board to use in empowering delegates are:
  - Member
  - Church leader
  - Moving into or toward church leadership
  - Diversity: Anti-racism/anti-oppression/multiculturalism

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## CHURCH COUNCIL MINUTES

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***\*\*\*These minutes from the Church Council are important to read as the minutes include the budget requests from the various ministries.***

### Church Council minutes March 27 2011

#### Council Attendees:

Maj-Britt Johnson (facilitator/convenor)  
 Peggy Misch – Peace and Justice  
 Gayle Ruedi – Peace and Justice  
 Gary Giles – Buildings and Grounds  
 Jay Miller – finance  
 Ivy Brezina – Caring  
 Elsbeth van Tongeren – Worship and Arts  
 Bonnie Nelson – CRE  
 Jenny Warasch – CRE  
 Peter Bird – Music  
 Bill Poteat – Stewardship  
 Dave Klibanow – Youth  
 Julie Worth – Youth  
 Jean Harned – Community Services Ministry  
 Barbara Rodbell – CSM  
 Jean Genova – Spiritual Exploration for Adults  
 Cecilia Warshaw – ECO  
 Lilie Bonzani – Committee on Ministry

Committees without an attendee were Denominational Concerns and Membership. Both are currently unchaired.

#### Guests:

Bob  
 Sam Brooks – Communications committee of the Board  
 Eleanor Armstrong – ibid

George Thompson – ibid  
Susan McDaniel – Governance Task Force  
Laurence Kirsch – Finance Committee  
Nathan Hollister – Student Minister

1. Maj-Britt convened the meeting with a reading from “Serving With Grace: Lay Leadership as a Spiritual Practice”. Then she apologized for not being Tifani. I.e. Having all her ducks in a row regarding the technology around the Council email list.

– Announcements:

Contact Susie in the office about any data base changes. She is doing that portion of Tifani’s job. We’ve added a few hours on to her week to cover that.

Maj-Britt is doing the other portions of Tifani’s job.

Refer people to Maj-Britt if they want to join the congregation. They can email her or contact her on Sunday a.m.

THERE WILL NOT BE A COUNCIL MEETING IN APRIL. The next meeting is May 24<sup>th</sup> 7-9 p.m in the Commons.

Nathan Hollister is organizing the effort to get people to GA and to the TJD meeting on April 30 in Durham. Remind your committee members to register for both!  
Also remind them to pledge!

- Explanation of the new budgeting process was given. People were given an opportunity to ask questions of the Finance Committee and to give feedback. The feedback was noted by Maj-Britt and Bill Poteat of Stewardship and will be part of stewardship and budgeting discussions for the future.
- Each committee rep shared their committees goals and budget requests, and talked about how they align with the mission of the church. There was time for questions and responses.

Ended at 9:02 p.m. after another reading from “Serving with Grace.”

NOTE: Thanks everyone for being there. I have heard from numerous people how much they learned about the ministries of the church. I’m impressed with how thoroughly people approached the task of goals setting and budget setting. It’s very helpful. Attached to these minutes will be the goals sheets from each of the committees. The Finance Committee will be reviewing them. Your numerical requests have also gone into the “Vision Budget”. I have submitted three possible budgets to the Board and the Vision Budget is the one which will require the highest return in pledges.

Faithfully,  
Maj-Britt

**Below are the committee requests:**

The Community Church of Chapel Hill Unitarian Universalist  
Budget Request for 2011-2012 year

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.

Name of your Committee or Ministry Charles M. Jones Peace and Justice Committee

Name of Chair(s) Peggy Misch

Names of Committee members Connie Gates, Lynn Harmon, Lori Hoyt, Tracy Kuhlman, Patricia Learned, Lucy Lewis, Barbara Lininger, Peggy Misch, Gayle Ruedi, Miriam Thompson

Amount in your committee's budget line Jan. 1, 2010-Dec 31, 2010 Originally \$ 600; returned \$500

Amount in your committee's budget line Jan. 1, 2010-Dec 31, 2010, actually spent \$100

Amount in your committee's budget line Jan 1, 2011-June 30, 2011 \$ 0

Amount requested for July 1, 2011- June 30, 2012 \$ 1,185

In a congregation a budget is an ethical document. Where we put our resources is an indication of how we are living out our mission. We (the staff and the Board) want to know your goals for the upcoming budget and program year (July 2011- June 2012) and how they connect to our mission. Your responses to the following will help us to make sometimes difficult budget choices and let all of us reflect on the connections between stewardship and mission.

Purpose of the Charles M. Jones Peace and Justice Committee: Engage all members and friends of the congregation in understanding issues of peace and justice in our community, our country, and around the world, and then providing opportunities for people to work for change. This serves our mission to "... effect change through our love for the world ." We will do our work within the broader social justice ministry of the church, working collaboratively and in partnership with other groups where appropriate. This serves our mission "...to strive to nurture spiritual growth" as well as to "... support and care for each other." In all our work, the committee strives to carry on the activist tradition of The Community Church both within and

beyond our walls in the spirit of Reverend Charles M. Jones, our first minister.

In the 2011-2012 program year, the Peace & Justice Committee plans to pursue the following goals :

- Plan, in partnership with the minister, the annual Martin Luther King, Jr., and Labor Sunday services. This supports our mission “...to nurture spiritual growth” and “...to effect change through our love for the world.”

Cost: \$ 60

Included: Lunch for two guest speakers after MLK and Labor Day services.

- Sponsor or co-sponsor educational programs such as the annual Straley Summer Series. The Straley

Series honors our heritage and supports our mission “... to effect change through our love for the world.” These programs help educate our congregation and others on major peace and justice themes and issues and highlight opportunities to work for change.

Cost: \$ 150

Included: Refreshments and childcare.

- Show our church’s commitment “...to effect change through our love for the world” by providing visible expressions of our support for local organizations and coalitions actively working on peace and justice issues.

Cost: \$ 200

Included: ad in program for the local NAACP Annual Freedom Fund Banquet, Coalition for Peace’s annual Memorial Day observance expenses, partially fund the Peace Booth at the state fair, support unanticipated and emergency events.

4. Support, partner with, and participate in peace and justice initiatives of the larger Unitarian Universalist community in undertaking our mission “...to effect change through our love for the world.” Cost: \$ 775

Included: “Scholarships” to enable two members of the committee to attend the annual General Assembly, Uus for a Just Economic Community, Uus for Justice in the Middle East, Uus for Alternatives to the Death Penalty, and annual presence of Uus in the Durham Gay Pride Parade.

5. Promote and work with the current effort to define our Social Justice Ministry better and help move the process forward to become reality. This supports all 3 parts of our mission: “to nurture spiritual growth, support and care for each other, and effect change through our love for the world.”

Cost: 0

6. Submit Share-The-Plate requests for organizations meeting the mission of the Share-the-Plate program.

Cost: 0

TOTAL requested from the 2011-2012 stewardship drive \$ 1,185

3/16/11

The Community Church of Chapel Hill Unitarian Universalist.

Budget request for 2011-2012 Fiscal Year

Environmental Committee

MISSION:

To support and encourage the Church and its members/friends to take action toward sustainability and better stewardship of the Earth.

Chairs: Hank Rodenburg, Cecilia Warshaw,  
Committee members: Laura Gilliom, Joyce Peterson, Hank Rodenburg, Elsbeth van Tongeren, Mike Vann, Cecilia Warshaw, Steve Warshaw.

Budget Request	Jan. 1 to Dec. 31, 2010:	\$400
Amount spend	Jan. 1 to Dec. 31, 2010:	\$12

Note: ECO members have been absorbing some expenses in 2010

Budget Request	Jan.1 to June 30, 2011:	\$200
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Budget Request	July 1, 2011 to June 30, 2012:	\$310
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GOALS:

- Increase awareness and provide information about environmental issues.
- Table at least once per month after service with information on current environmental issues and events. Cost \$25 for display materials.
- Show movies or invite speakers with discussion on environmental issues at least 3 times per year at the Church. Cost to rent/purchase/fee \$100
- Request a "Share the Plate" Sunday event at least once a year (Earth Day) with the money collected to be donated to an environmental group or initiative.  
Cost for printing and materials \$25.
- Communicate with members thru the church-supported webpage and the ECO Google group on Environmental issues, and activities. Cost \$0
- Identify and provide ways in which the Church and its members/friends can take action.

Recycle items such as batteries, caps, CD's, packaging materials, medicine, Christmas lights and others once a month and send to recycling centers. Cost of shipping some items long distance \$60

Provide at least one workshop per year demonstrating how people can save energy, water or other resources in their daily lives. Cost for materials \$25.

Demonstrate ways to save energy such as the bicycling event in the fall of 2010. The goal is at least one event per year. Cost for supplies \$25.

Conduct audits at church member's homes via HEAT (Home Energy Action Team), to find ways to save energy. This is an educational effort but also strengthens sense of community and provides the members with a personalized list of actions they can take. The goal is to conduct at least six audits per year based on members' requests. Cost to replenish supplies (mask, gloves) and/or occasionally purchase a device to assist with the audit \$25

Environmental Action:

Conduct at least one "Clean up" event at the Church to reduce invasives and teach members about invasive plants and environmental gardening in general. The purpose is education, property enhancement and community spirit. Cost for refreshments and educational material \$25

Investigate and make recommendations to the Church Council on ways the church can reduce its environmental footprint. Items for consideration: Solar energy, tank less water heating, reduce paper usage, increase composting. Cost for investigative part \$0.

However ECO may make separate, specific budget requests and/or recommend that the church set aside a % of its future budgets to achieve some of these goals.

Support other local environmental groups (Transition Carrboro-Chapel Hill, South Durham Green Neighbors, NC Interfaith Power and Light) in their efforts thru participation and assistance in publicity. Cost \$0

Support general environmental efforts in advocacy where regional and national important issues are involved. This would involve "spreading the word" and recommending to the church its members and friends to sign petitions. Cost \$0

Total projected cost and requested budget allocation: \$ 310

The Community Church of Chapel Hill Unitarian Universalist  
Budget Request for 2011-2012 year

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.

Name of your Committee or Ministry Community Service Ministry

Name of Chair(s) Treasurer Jill Baker

Names of Committee members Eleanor Armstrong, Jill Baker, Sue Brewer, Kathy Farinola, Jean Mariana Fiorantino, Connie Gates, Jean Harned, Maureen O'Rourke, Jane Provan, Kathy Putnam, Shanon Richards, Barbara Rodbell, Jamie Rohe, Violet Simon

Amount in your committee's budget line Jan. 1, 2010-Dec 31, 2010 As of 1/1/10, \$400, most of which was surrendered when a solution to the budget deficit was being sought

Amount in your committee's budget line Jan. 1, 2010-Dec 31, 2010, actually spent: \$19.40

Amount in your committee's budget line Jan 1, 2011-June 30, 2011: \$21.00

Amount requested for July 1, 2011- June 30, 2012: \$162.74 Please see detail below.

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

Goals:

- To continue to support existing community organizations, through financial and volunteer support, and expand as needs arise
- To continue to raise awareness of church members of community needs and CSM activities
- To increase participation of church members in community outreach and in CSM activities.

Community Service Ministry members are active in and support the following community organizations: Interfaith Council for Social Services, Orange County Habitat for Humanity, El Centro Hispánico, Charles House, O.K.A.Y. In addition, we support community projects: School Supplies, Crop Walk, Holiday Meals, Project Homeless Connect.

In addition to active participation in these activities and organizations, much effort is put into Share the Plate activities. STP not only raises money in direct support of these causes, but educates the church membership about the financial and volunteer needs of these groups.

To support these goals, CSM needs funds for the following items:

Crop Walk T-Shirts \$125

This sum of money helps purchase T-Shirts that are sold to walkers and other supporters and insures that the name of our church is included on the shirt as a sponsor. The sale of these shirts raises money for Crop Walk and makes the

marchers a more visible presence as they bring awareness of local and world hunger to the public.

Habitat for Humanity Lunches \$175

need, the churches take turns providing lunches for the workers. This year, Community Church Habitat team expects to participate in one build, meaning that they will contribute three lunches for the whole group of workers present.

Printing Expense and other Incidentals \$75

As part of our Share the Plate activities, in an effort to educate the membership, we annually generate about 1400 copies for inserts into the Order of Service. We understand that during the next fiscal year, there will be a printing charge. Although we don't know what the church will be charging us, local commercial printing operations, charge between 9 and 11¢ per copy. Hopefully, the church will not have to charge us that much. Figuring 5¢ per copy, we would like to include this money to cover such charges.

Total Needs \$375

Presently, in our Activity Account, we have a balance of \$212.26. Once that is depleted, we are requesting a budget of \$162.74.

Thank you for your consideration.

Jill Baker  
Treasurer, CSM

The Community Church of Chapel Hill Unitarian Universalist  
Budget Request for 2011-2012 year

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.

Name of your Committee or Ministry: The Music Committee

Name of Chair(s): Peter Bird

Names of Committee Members: Spence Foscue, Greg Hohn and Linda Thompson

Music Director: Glenn Mehrbach

Amount in your committee's budget line Jan. 1, 2010-Dec 31, 2010: \$3,500

Amount in your committee's budget line Jan. 1, 2010-Dec 31, 2010, actually spent: \$3,392

Amount in your committee's budget line Jan 1, 2011-June 30, 2011: \$2,000

Amount requested for July 1, 2011- June 30, 2012: \$4,800

### The Music Committee

Purpose of the Music Committee: The Music Committee supports, makes budgetary requests on behalf of, and promotes the Music Program at The Community Church. Committee members take an active role in various musically centered projects throughout the year in accordance with the church visioning process.

The committee meets periodically with the Music Director to plan, review, discuss and modify all aspects of the program. The committee acts in close concert with Worship and Arts and the minister in reviewing and refining the worship experience in accordance with the church visioning process. The committee coordinates, along with the Music Director, special music services, a Musical Gala, certain choir activities as needed and other musically centered projects.

In the 2011-2012 program year our committee wishes to accomplish the following goals/which serve our congregation's mission in these ways:

- Continue to enhance the worship service by acquiring and performing inspiring music, closely integrated with the overall worship message. Some of the music we perform can be obtained free of charge. However in order to obtain a broad range of music, linked to the worship themes, we need to invest in acquiring sheet music. We also need to occasionally invest in supplies for the choirs. Cost: \$1,200.

Most of the music performed at the Community Church of Chapel Hill is performed by friends and members of the church. These volunteers demonstrate their love for our church by donating their time and talents. And the volunteer performers receive much spiritual and musical growth in return for their service. Occasionally, in order to perform the music that we think is most appropriate for certain services or special events, we have to bring in outside musicians. This enhances the overall experience but does come with a cost. Cost: \$1,100.

We are privileged to have a visually and acoustically beautiful grand piano to enhance our services and special events. However, the piano requires tuning on an annual basis. Cost: \$200.

Our choirs often perform wonderful music at both services many Sundays. When they do, they can be at the church for hours and have to perform at their best. We have historically provided them with a light breakfast/snack of bagels between services to help re-energize them and keep the music sounding fresh. Cost: \$500.

2. Invest in the ongoing development of our Music Director. The Music Director is responsible



<b>2010 Analysis</b>						
<b>Bathroom and janitorial supplies</b>						<b>\$ 1,465</b>
<b>Scheduled Services</b>						
Fire alarm system service and monitoring						\$ 1,104
HVAC annual service						\$ 1,440
Terrazo floor annual maintenance						\$ 1,000
Garbage collection (Town of Chapel Hill)						\$ 880
Termite inspection						\$ 110
Grease trap monthly inspections						\$ 900
Fire extinguisher service						\$ 288
<b>Total Scheduled Services</b>						<b>\$ 5,722</b>
<b>Contracted Services</b>						
Snow removal						\$ 690
Tree service						\$ 1,550
HVAC repair						\$ 694
Plumbing repair						\$ 225
Exterminator						\$ 300

Fire alarm system repair						\$ 260
Locksmith						\$ 487
<b>Total Contracted Services</b>						<b>\$ 4,206</b>
<b>B and G Expenditures</b>						<b>\$ 1,060</b>
<b>Total B and G Operations</b>						<b>\$ 12,453</b>
For 2011-12 I suggest we propose a 3% COLA increase across the board plus add \$4,000 to the \$1,550 tree service 2010 cost to cover our biennial tree inspection. Our proposed pro forma 2011-12 budget would then be						
\$16,453.00						

The Community Church of Chapel Hill Unitarian Universalist  
Budget Request for 2011-2012 year

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.

Name of your Committee or Ministry Caring

Name of Chair(s) Ivy Brezina

Names of Committee members Cathy Cole, Martha Jordan, Mary LeMay, Peter Witt, Renate Rodenberg, Su Wannamaker

Amount in your committee's budget line Jan. 1, 2010-Dec 31, 2010 \$200

Amount in your committee's budget line Jan. 1, 2010-Dec 31, 2010, actually spent \$201

Amount in your committee's budget line Jan 1, 2011-June 30, 2011 \$100

Amount requested for July 1, 2011- June 30, 2012 \$100

The purpose of the Caring Ministry is to provide a ministry of caring and a network of support to all members and friends of The Community Church. The Caring Ministry provides support by sending greeting cards, lending out caring quilts, coordinating support services at times of critical need, maintaining contact with congregants unable to attend church, visiting congregants who are hospitalized or homebound, and assisting with memorial service receptions on request.

In the 2011-2012 program year our committee/ministry wishes to accomplish the following goals/which serve our congregation's mission in these ways:

- Recruit and train new pastoral visitors as our pastoral visitors program expands to meet the needs of our growing and aging congregation. We give support and care to each other by visiting our elderly population on an at least monthly basis, and offer visits and support to those who are ill or hospitalized. The Pastoral Visitor team will also make contact with congregants who we haven't seen at church in awhile. The team meets monthly to assess congregant caring needs and to support each other as we continue to spiritually grow in our ministry. Cost: 0
- Recruit and provide volunteer opportunities for congregants to participate in the caring ministry. Volunteer opportunities include providing meals, transportation, and assisting with memorial receptions. The Caring Ministry relies on volunteers to assist in supporting and caring for each other. Cost: 0
- Continue to send greeting cards for births, deaths, major illnesses, and other remarkable events to immediate family members. We feel this is an integral part of the Caring Ministry in showing our love and support for each other. Cost for cards and postage: \$100

The Community Church of Chapel Hill Unitarian Universalist  
Budget Request for 2011—2012 year

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.

Name of your Committee or Ministry: Children's Religious Education

Name of Chair(s): Kim Gush and Bonnie Nelson

Names of Committee Members: Anna Waller, Becky Wilkes, Jena Kaizen, Jenny Warnasch, Melissa Zemon, Marion Hirsch (ex officio), Sheila Solis (ex officio)

Mission of the Children's Religious Education Ministry:

To be a safe, supportive, and joyful spiritual community where children and families can explore and develop their spiritual beliefs while learning about Unitarian Universalism and other religions.

Goals:

In the 2011—2012 program year, our committee/ministry wishes to accomplish the following goals that serve our congregation's mission in these ways:

1. Improve integration of new families into the Religious Education Program and to the wider church (by enhanced roles for RE greeters, improving the registration form, not registering families too soon — having a temporary registration so that we know who folks are however not putting them on the permanent list until we are sure they are really interested). This ties specifically to the part of the mission which relates to “support and care for each other.”
2. Anticipated Cost: \$0
3. Improving Communications. This ties specifically to the part of the mission which relates to “support and care for each other.”
4. Anticipated Cost: \$0
  - α. With RE Families about what happens on Sunday morning by instituting a white board to complement weekly emails
  - β. Anticipated Cost: \$0
  - χ. With the wider church community about what is happening in RE by submitting items to the announcement sheet and posting on the website
  - δ. Anticipated Cost: \$0
5. Evaluation and adjustment of Curriculum Cycle to further emphasize Unitarian Universalism. This ties specifically to the part of the mission which relates to “nurture spiritual growth.”
6. Anticipated Cost: \$0

7. Continue to develop ways to increase registration at 11:15. This ties specifically to the part of the mission which relates to “support and care for each other.”
8. Anticipated Cost: \$0
9. Continue to expand the Faith in Action Program started in 2010—2011. This ties specifically to the part of the mission which relates to: “nurture spiritual growth” and “effect change through our love for the world.”
10. Anticipated Cost: \$0
11. Continue to provide staff and supplies for weekly activities and special events. This ties specifically to the part of the mission which relates to “nurture spiritual growth” and “support and care for each other.”
12. Anticipated Cost: Most of the program budget

The Community Church of Chapel Hill Unitarian Universalist  
Budget Request for 2011-2012 year

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.

Name of your Committee or Ministry Youth Programming Committee

Name of Chair(s) Kathy Hodges and Beth Morocco

Names of Committee members Dave Klibanow, Susan Siplon, Julie Worth, Jeff Nelson, Linda Shipman, Marion Hirsch (ex-officio)

Purpose of the Youth Ministry: To provide meaningful programs for youth in 6<sup>th</sup>-12 grades, including youth groups, coming of age, OWL, travel for peace and justice, service opportunities, and multigenerational connections. We are dedicated to building fellowship, a Unitarian Universalist identity, a continuing involvement in our faith for our youth and their families.

Goals:

In the 2011-2012 program year our committee/ministry wishes to accomplish the following goals/which serve our congregation’s mission in these ways:

1. Integration of new youth and their families in youth groups and to the church. Specifically ties to the mission of the church relating the support and care for each other. Cost: 0
2. Expand and improve opportunities for service for youth started in 2010-11 in the Faith in Action Project. Specifically ties to the mission of the church relating to effecting change through our love for the world. Cost: 0
3. Analyzing if and how to continue providing opportunities for youth travel for peace, justice and service in a constrained economy. Specifically ties to all parts of the mission of the church relating to the

nurture spiritual growth, the support and care for each other, and effecting change through our love for the world. Cost: 0

- Adding a 6<sup>th</sup> grade RE class to make the size of Middle School Youth Group more manageable and appropriate. Specifically ties to the mission of the church relating to the nurture spiritual and growth, the support and care for each other. Cost: 0

 Providing gift for Rising youth, graduating seniors, and a reception. Specifically ties to the mission of the church relating to the nurture spiritual and growth, the support and care for each other Cost: \$600

 Provide payment for staff who provide work with Middle School Youth which provides needed continuity for the program and keeps youth coming. Specifically ties to the mission of the church relating to the nurture spiritual and growth, the support and care for each other Cost \$2000.

Committee on Ministry (COM)'s – goals were reported by Lilie Bonzani verbally. They are: To complete the conflict resolution process, and to institute processes by which the ministries may evaluate themselves. They are not requesting any funds in the budget.

SEA – The Community Church of Chapel Hill Unitarian Universalist  
Budget Request for 2011-2012 year

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.

SEA Committee

Staff: Marion Hirsch

Chairs: Steve Warshaw, Jean Genova

Committee Members: Cynthia Vail, Mike Vann, Bill Waltrip, Sandy Young, Lynn Harmon,

Budget Line Jan 1, 2010-Dec 31, 2010: 750.00

Actual Budget Jan 1, 2010-Dec 31, 2010: 750.00

Budget Line Jan 1, 2011-June 30, 2011: 375.00

Amount requested for July, 2011-June 30, 2012: 750.00

(This is a reduced budget request as the new fiscal year now combines the two events – Grinch, Winter Series – that require the majority of our budget 1125.00 spent for these events combined 2010-2011)

SEA Mission Statement:

Spiritual Exploration for Adults educational programming at The Community Church of Chapel Hill Unitarian Universalist will help develop a supportive and joyful spiritual community where

individuals of diverse backgrounds and beliefs can explore and grow while deepening their connections to the UU principles and The Community Church.

#### 2011-2012 Program Year Goals:

- Expand SEA committee membership to support growing and existing programs (Martha Martin, Jean Arlow, Susan Friedman likely to join as of March 2011). Cost 0
- Publish/disseminate brochure/course calendar of events more widely. Cost nominal
- Consider in addition to existing programming ideas: new course on Buddhism, interactive spiritual discussion group, bible study, death and dying, green burial. Cost 0
- Provide contact info to course participants to maintain group contact/discussions after course completion. Cost 0
- Support Grinch Event. Cost 500.00 plus participant food subsidy
- Support Winter Series. Cost 250.00 plus church group support for dinners (i.e. covenant group will provide, prepare, serve and clean up for one event, buildings and grounds for another, etc.)

#### Budget Request from Worship and Arts Committee, 2011-2012 Chapel Hill Community Church, Unitarian/Universalist

The mission of the Worship and Arts Committee is to help shape the core experience of the Church Community which is our worship service. To do this, the committee works with the minister to ensure that the worship service honors church traditions while experimenting with new forms and styles of worship to reflect the concerns and needs of this particular community of faith.

In the 2011-2012 program year our committee/ministry wishes to accomplish the following goals, which serve our congregation's mission in these ways:

1. Train a diverse new group of worship associates, including at least two young adults to assist the minister in the pulpit. This serves our mission most directly by challenging the worship associates to grow spiritually. It also will bring new voices to our mix, and new faces to our pulpit reflecting the congregation's own diversity. Cost: 0
2. Periodic UU services at the Continuing Care Communities, led by the worship associates. Again this is essential to our congregation's care of our elders who have already given to UU congregations for decades and should not be forgotten. Cost: 0
3. Bring six guest ministers in to speak over the summer in order that the congregation may hear a diversity of voices. This is in service to the congregation's continued spiritual growth and to provide us with intellectual and ethical inspiration. Cost: \$1,500

4. Develop a small taskforce of worship associates to assist the minister with memorial services. This provides an opportunity for theological education and spiritual growth for the associates and will be a caring service to the congregation. Cost: 0
5. "Annual Greening" – in service to our care of each other, and the building of closer community. There is a need for new decorations as well as food items. Cost: \$40
6. Continue to provide art work and ritual elements in our service. Cost: 0
7. Cakes for the "Moravian Love Feast". This is an intergenerational occasion, where all participate. Cost: \$114
8. Supplies such as candles for the Sunday services, candles for both Christmas Eve Candlelight services, (\$25), lamp oil (\$9) and wicks (\$3) for the Chalice and paper supplies for labels for the Art Shows (\$20). Cost: \$57

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## **BOARD MINUTES**

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### **Community Church of Chapel Hill Unitarian Universalist March 2011 Board Meeting Minutes**

**Present:** Paige Hall Smith, Chair, George Thompson, Past Chair, Kari Andrade, Vice-Chair, Jim Siplon, Maj-Britt Johnson, Steve Marshall, Josh Socolar, Bob Weston, Kari Andrade, Maggie Scarborough, Scott Provan, S.A.M. Brooks, Marianna Fiorentino, Eleanor Armstrong

Visitors: Laurence Kirsch, Assistant Treasurer; Nathan (Nato) Allen, Student Minister

**Minutes:** Hillary Waugh

**Welcome:** Paige Hall Smith, Chair called the meeting to order at 7:15

**Reading and Chalice Lighting:** Bob Weston, March Board member at large

**Board Sharing:** Board members shared joys and Concerns and Hillary Waugh, who is considering being Board Secretary was introduced

#### **Announcements: Paige Hall Smith**

1. March 13<sup>th</sup> sign up for conversations with congregation: We do not need anyone else to sign up at this point.
2. Paige asked the board to remember that budget discussions are confidential
3. Paige thanked S.A.M. Brooks for organizing Tifani Hencke's going away party

#### **Board Learning**

1. The Board Learning was on C3HUU Finance 101 and was led by the Finance Task Force and facilitated by Assistant Treasurer Laurence Kirsch. The discussion focused on our Financial Reserve funds and the 2010 balance sheet. Laurence observed that we are still in the process of determining figures. Laurence will get together w/ Andrea to get the entries cleaned up and audited, hopefully having updated info for end of 2009 and 2010 before next board meeting. The balance sheet gives a general picture of where things are, but numbers

may be off by thousands. At the end of 2010, Financial Reserves were sufficient to cover only about 2 weeks of expenditures, while the new procedures say there should be enough to cover about 3 months worth of expenditures.

2. We do not have firm figures for the value of all of our assets at this time (i.e., furniture and fixtures) since some expenditures on assets have been recorded as expenses. The largest part of our assets is our real estate (church and Manse buildings). Andrea looking into our various insurance policies. We have a lot of unused borrowing power. The Finance Committee will discuss some of our accounting procedures, including whether we will count pledges in the year they were pledged or in the year they were received, and will include in the discussion those Board members who are interested.
3. There was some discussion about whether there is a relationship between pledges and share the plate (is it drawing from our pledged income). Laurence will look into this.

### **Consent Agenda**

1. For receipt:
  - a. Church Council Minutes
2. For approval
  - a. Executive Committee Minutes
  - b. Board Minutes
  - c. Motion to Transfer some restricted funds to operation funds
  - d. Item by the Finance Task Force proposing job descriptions for the Treasurer, Assistant Treasurer and Finance Committee was removed from the consent agenda
3. Mariana Fiorentino moved to approval of the Consent Agenda. Steve Marshall seconded. Unanimously approved.

### **Discussion on Finance Committee Description**

1. There was concern that we might lose institutional memory if all members shall serve for only one year. The FTF clarified that they did not intend for members to serve only one year but that the members on the committee would be appointed or reappointed annually. The FTF will edit the language to reflect the spirit of the discussion.
2. Jim Siplon made a motion to **approve descriptions of finance committee, treasurer, and assistant treasurer as amended; S.A.M. Brooks seconded. Unanimously approved.**

### **Nominating Committee Request**

1. Board discussed the recommendation by the Nominating Committee for two changes to the by-laws. The By-laws say that this is a committee of the board whose members are appointed by the board, who then have to find at least 2 people for each position; the By-laws also state that the Nominating Committee must mail each member of the congregation a ballot The Nominating Committee is proposing that at least as many candidates as there are positions (could be a slate) and that there is an option to provide a ballot (so it could be emailed). The Board also discussed the idea of having the Nominating Committee report to the Congregation, rather than the Board (as is the case with the Endowment Committee). This would address the concern that some have that it is problematic for the Nominating Committee to propose a slate of candidates for the Board and the Board appoints members of the Nominating Committee.

2. Josh Socolar moved that we accept email part of the proposal. Jim Siplon seconded. Unanimously approved.
3. Kari Andrade moved to accept the Nominating Committee's Recommendation that they nominate a minimum of 1 at-large candidate per opening, rather than only 1. Bob Weston Seconded. The vote passed 6 in favor and 5 opposed.
4. Kari Andrade moves to make the nominating committee independent from the board and reporting to the congregation. George Thompson seconded the motion. The motion failed, 3 in favor and 7 opposed.
5. The Board needs to fill two positions on the Nominating Committee. Jim Siplon and S.A.M. Brooks will identify two people to serve.

### **Ministerial Review Committee:**

1. The Ministerial Review Committee (Jim Siplon and Josh Socolar) presented its recommendation. There was concern that the language of the reported indicated that the Chair of the Committee on Ministry would be chair of the Ministerial Review Committee/Team and the Board that a Board Member should be the chair. This will be taken out of the language.
2. Josh and Steve will serve as co-chairs.
3. Mariana Fiorentino moved to empower the committee to move forward with their proposal. Maggie Scarborough seconded the Motion. Approved unanimously.

### **Strategic + Vision Planning Committee:**

1. The Strategic and Vision Planning Committee (Steve Marshall, Kari Andrade, and Mariana Fiorentino) presented its report. They noted that Maj-Britt has recommended a book by Wayne Clark that could be helpful to this process. The Board expressed concern that the visioning process not interfere with the listening process currently being underway to help us envision how we can best "care for the world". It was noted that his process is about to end. Nato Allen indicated that he would like share information about the future of worship and the church if it can be of help to the process.
2. Jim Siplon motion to empower this committee to move forward. Josh Socolar seconded. Eight votes in favor; the three committee members abstained. Motion passed.

### **Ministry and Management Report**

Maj-Britt Johnson presented her report which detailed Marion Hirsch's request, supported by the DRE Advisor Committee to take time in the coming year to pursue studies to become a Credentialed DRE. Under the new governance structure this is the Minister's decision but it is important for the board to be appraised of important issues related to the staff.

### **UUA Issues: District Name Change:**

1. Nato presented a request to for the Board to consider signing onto a proposal, being brought to the District Annual Meeting, by at least 6 congregations (to date) to support changing the name of the Thomas Jefferson District to the Southeastern District. Six other congregations have done so. Bylaws of the church give the board the power to make this decision for the congregation. It was noted that changing the name should not be seen as a referendum on our feelings about Thomas Jefferson. Rather, the name Thomas Jefferson may signify that our

doors are not open to people of all races and that this decision is a smart thing to do from a marketing perspective. This decision does not bind how our delegates vote at the national convention

2. Josh Socolar motion to support this proposal. Maggie Scarborough seconded. Approved **unanimously**.

**Treasurer and Vice-Treasurer Elections**

1. Finance task force nominates Scott Provan to be treasurer and Laurence Kirsch to be assistant treasurer and they have agreed to serve for a one-year term. The next vote for these positions will be in December of 2011.
2. Prior to the vote the Treasurer, Scott Provan, was asked to leave since his name was on the ballot.
3. Maggie Scarborough motion to approve the FTF recommendation. Bob Weston seconded. Approved Unanimously.

**Action Items from March 2011 Board Meeting**

TOPIC	ACTION	WHO	DUE DATE
Financial	Document (list and photograph) our equipment and assets for insurance purposes	FC & Staff	12-31-11 or sooner
Communications	Consider providing some communication to the congregation about the relationship between STP and pledging – to emphasize the point that both have grown over time and that they are synergetic, not antagonistic	Communications cmte	12-31-11 or sooner
Financial	Circulate dates for forthcoming FC mtgs to board members	Maggie	Prior to next FC mtg
Nominating Cmte	Find two new members for nominating cmte	SAM	April 12
Vision+Strategy	Co-ordinate with Nato and listening process group; ensure that their process is not replicated and the information they collect is utilized	Steve	May 1
District	Nato Allen will draft the letter in support of the Districts proposal to change the name and coordinate with Paige	Nato Allen	TBD

**ATTACHMENTS**

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## BOARD LEARNING

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### *C3HUU Finance 101 by Finance Task Force*

*Below are three documents: Rationale for Financial Reserves, Balance Sheet, the annotated list of restricted funds*

**To: The Board of Directors**  
**From: The Finance Task Force**  
**Re: Rationale for Financial Reserves**  
**Date: 3/1/11**

The purpose of this memorandum is to explain concepts and data relevant to Financial Reserves.

What are Financial Reserves?

Financial Reserves are basically financial assets that are unencumbered by restrictions and are therefore available to satisfy the church's current capital and operating obligations. As defined by the new procedures, Financial Reserves include what have heretofore been considered Operating Reserves plus Building and Grounds Reserves.

As an accounting matter, Financial Reserves are defined as follows:

$$\begin{aligned} \text{Financial Reserves} &\equiv \text{Financial Assets} + \text{Accounts Receivable} \\ &\quad - \text{Accounts Payable} - \text{Temporarily Restricted Funds} \\ &\quad - \text{Permanently Restricted Funds} \end{aligned}$$

where financial assets include any cash, certificates of deposits, bonds, and stocks.

What is the Purpose of Financial Reserves?

The purpose of Financial Reserves is to assure that the church can meet its fluctuating and uncertain needs for funds. They are intended to provide an internal source of funding for:

- temporary monthly discrepancies between receipts and expenditures (cash flow); and
- one-time unbudgeted expenses; and
- unanticipated funding shortfalls.

Financial Reserves are not intended to replace a permanent loss of funds or to eliminate an ongoing budget gap. They should be replenished within a reasonably short period of time.

What Are the Church's Fluctuating Need for Funds?

The church's need for funds fluctuates from month to month because receipts and expenditures: a) never match each other in any month, and b) change from month to month. As discussed in Attachment 1, our receipts have historically had a seasonal pattern whereby they tend to peak at the end of the calendar year, which is the end of most contributors' income tax years; and expenses have tended to be fairly smooth from month to month. Consequently, the pattern of receipts determines when the church is most in need of funds, which has tended to be in late summer, before year-end contributions bring in substantial funds. In the past four years, the highest need for funds occurred in September 2008: to cover cash needs, 1.45 months worth of average expenditures would have been required at the preceding December 31, while 0.62

months of expenditures would have been needed at the preceding June 30.<sup>1,2</sup> At the present rate of expenditures of about \$45,000 per month, about \$29,000 would be needed at June 30 to cover cash fluctuations, though the actual need may be different because of the change in the fiscal year.

#### What Are the Church's Uncertain Need for Funds?

The church needs to be prepared for "rainy day" episodes of various kinds:

- Major repairs to church facilities may be needed at any time. These could cost tens of thousands of dollars: within recent memory, one such repair cost \$45,000.
- Receipts may be smaller than anticipated, so having a cushion can give temporary respite while the Board adjusts expenditures to meet a new reality. As discussed in Attachment 2, our recent receipt shortfalls have peaked at 1.3 months of average expenditures, which is equivalent to about \$55,000 at the present rate of expenditure.

#### Why Can't We Dip Into Restricted Funds to Handle Uncertainties?

Restricted Funds have been given to the church for specific purposes. The tax laws applicable to a 501c3 charity may require that Restricted Funds be used for their intended purposes.

Furthermore, we have an ethical obligation to contributors to apply these funds only to their intended purposes.

#### Why Can't We Rely Upon Bank Financing to Handle Uncertainties?

The downside of new financing is that we would incur additional interest expense and must ultimately repay the loans. The upside is that we would avoid cutting any programs today, at the risk of greater cuts tomorrow if receipts do not rise sufficiently to pay the additional interest and repay principle.

#### How Do Other UU Churches Handle Financial Reserves?

About three months reserve is the most common recommendation and practice when various financial advisors and church balance sheets are examined. Sometimes lower amounts for cash reserves are suggested but then a separate depreciation fund is added to that.

#### What Quantity of Financial Reserves Do We Have?

Because of outstanding accounting uncertainties, our Financial Reserve figures are subject to revision. Our best present information shows the following balances at the indicated year ends:

[Redacted]

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<sup>1</sup> In other words, the amount of Financial Reserves required to cover fluctuating cash needs varies from month to month. The change in the fiscal year therefore changes the amount of Financial Reserves needed at the end of the fiscal year.

<sup>2</sup> Note that the change in the fiscal year might change the time pattern of when contributions are received. Nonetheless, contributions can still be expected to peak toward the end of the calendar year, which for almost all church members is the end of their income tax year.

## What Quantity of Financial Reserves Do We Need?

We know the following:

- For a fiscal year ending June 30, we need at least 0.62 months worth (\$29,000) of expenditure to handle fluctuations and uncertainties in cash balances.
- Our experience of the past four years has included a revenue shortfall equivalent to 1.3 months worth (\$55,000) of expenditures.
- Within recent memory, there has been at least one unexpected repair of \$45,000.

Our balance sheet as of the end of 2010 is still being revised, but presently shows Financial Reserves of \$8,232. If the church adds \$6,749 to reserves in the first six months of 2011 as per budget, then Financial Reserves at 6/30/11 will be in the neighborhood of \$15,000, equal to about 0.3 months of expenditures. If \$30,000 is added to reserves in the 2011-12 fiscal year, then Financial Reserves at 6/30/12 will be about \$45,000, equivalent to about 1.0 months of expenditures. These latter amounts – \$45,000 and 1.0 months – are surely less than the level of Financial Reserves required to meet uncertainties and fluctuating cash balances, implying that a \$30,000 addition to Financial Reserves in the next fiscal year is not larger than what we will ultimately need.

### **Balance Sheet:**

#### **Community Church Balance Sheet at 12/31/10 (approximate)**

[Redacted]

### **Restricted Funds**

#### **Summary of Restricted Funds by Category as of 12/31/10**

Active Funds - Continuing	57,973	These 21 funds are claimed by some church group for some continuing purposes.
Active Funds - Depleting	14,370	These 3 funds can be used by the Board to offset costs in the immediate future.
Defunct Funds	92	These 5 funds are either inactive or have trivial balances that have an indefinite purpose.
Total Restricted Funds	72,435	
Misclassified Funds	4,993	These 2 funds are actually a liability and an improperly treated asset.
Total Per Books	77,428	

### **Individual Funds**

	Amount	Active			Misclassified	Notes
		Cont.	Depleting	Defunct		
Ministerial Restricted Funds						
Ministerial Changes Fund	-225			-225		This has had no activity for years.

Minister's Discretionary Fund	1,780	1,780				
Lifespan Restricted Funds						
Campus Ministry Activity	525		525			Future expenditures in this area will come from this account before coming from general funds.
Adult Programs Activity	98	98				
CRE Activity	6,999	6,999				
Young Adults Activity	211			211		This has had no activity for years.
Youth Activity	12,169	12,169				
Denominational Affairs Restricted Funds						
Clyde Long Scholarship	1,850	1,850				
Worship & Arts Restricted Funds						
Art Resources Fund	1,043	1,043				
Flowers for Sunday Services (Francis Brewer)	1,697	1,697				
Music Activity Fund	5,705	5,705				
Within These Walls Restricted Funds						
Concert Series (old Coffeehouse)	6,736	6,736				
Quilting Group Clearing	1,188	1,188				
T-shirts - NC Pride	1,035	1,035				
Outreach Restricted Funds						
Benevolence Fund	6,124	6,124				
NC Gay Pride Parade	280	280				
Habitat for Humanity	2,434	2,434				
Interfaith Council (IFC)	281	281				
Orange County Justice United (OCJU)	982	982				
Peace & Justice Community Service	2,666	2,666				
Ministry	1,247	1,247				
Share the Plate	85			85		These are leftover funds.
Admin / Operations Restricted Funds						
Endowment Start-Up Fund	1,111	1,111				

Health Reimbursement Accounts for Staff	4,833				4,833	This is a liability.
Sales Tax Refund	160				160	This should be an asset, but somehow has a credit balance.
Technology Activity	4,704		4,704			These funds are being used to pay computer rental fees.
Buildings & Grounds Restricted Funds						
Manse Activity	2,349	2,349				
Church Wide Activites Restricted Funds						
Service Auction	15			15		These are leftover funds.
Additional Temporary Clearing Funds						
2005-09 Capital Campaign Pledges	9,141		9,141			These funds will be used to pay the mortgage.
2010 Governance Consulting	200	200				
Church Camping Trip	5			5		These are leftover funds.
Totals	77,428	57,974	14,370	91	4,993	
Numbers	31	21	3	5	2	

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## **EXECUTIVE COMMITTEE MINUTES**

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### **Community Church of Chapel Hill – Executive Committee Meeting**

**Date:** Mar 01, 2010 @ 7:00 p.m.

**Present:** Paige Hall Smith, Scott Provan, Maj-Britt Johnson, Steve Marshall (2<sup>nd</sup> half of mtg only)

**Absent:** George Thompson, Kari Andrade

#### **Board secretary & minutes**

- Paige will discuss with the incoming secretary the nuances of recording the board minutes
- Steve spoke in favor of recording decisions and action items and the rationale for them, but not recording all the “who said what” details of the discussion that lead up to the decision.

#### **Volunteer recognition**

- There is a need for saying “thank-you” to volunteers who take on major tasks
- The newsletter would be a good forum for this
- Should “successes” be something the board should recognize and include in its minutes?

#### **Board Learning**

- Mar: Finances 101
- Apr: Justice United??

#### **Minister’s compensation package**

- Does not comply with UUA fair compensation guidelines
- The Exec will review UUA guidelines
- May discuss at April board mtg, possibly in a closed session

#### **Benefits of Membership vs. Friendship**

- For a later board agenda (Might be a board learning)

#### **Scheduling for Future Exec meetings**

- For April, and May, the Exec will meet from 4:30-6:30pm.

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## Church Council Minutes

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***\*\*\*Attached are the minutes for both January and February 2011. Please read to keep abreast of council discussions.***

### Church Council Minutes

Jan 25, 2011 @ Manse

#### In attendance:

B&G	Gary Giles		DC		SEA	Jean Genova
Board Rep	Kari Andrade		ECO	Elsbeth van Tongeren	Stewardship	
Caring			IT		W&A	Elsbeth van Tongeren
Council Convener	Tifani Hencke		Membershi p		Youth Programming	Julie Worth
CRE	Bonnie Nelson		Music	Spence Foscue		
CSM	Jill Baker		Minister	Maj-Britt Johnson	Governance	Barb Chapman
COM			P&J	Peggy Misch	Guest	Ruth Gibson

#### Chalice Lighting –Tifani

#### Budget Request Procedure – Maj-Britt

Maj-Britt announced that Tifani Hencke and her family are going on a work-related transfer to Australia, and Tifani has accordingly resigned. She will be reducing her hours in Feb as the transition gets underway.

Maj-Britt then turned to the Budget Request Procedure for the 2011-2012 Church year. She distributed the budget request form for Committees and Ministries, along with a sample form filled out for guidance. She reviewed how the form should be completed: Committees should arrive at their goals for the year, determining how those goals relate to the mission of the Church. They should then determine how much money they need in their budget, and why.

Maj-Britt encouraged Committees to prioritize in formulating budgets: they should begin with their basic “must have’s”, and layer on from there. She encouraged Committees not to hold back on seeking funding for important goals.

Tifani is sending the form to Committees and Ministries immediately. Completed forms should be returned to Maj-Britt by Mar 15. There will then be give and take to arrive at necessary clarifications.

#### Council Learning – GTF Discussion –

Barb Chapman led this discussion.

Policies on Management recently affirmed by the Board were distributed. Council members are encouraged to take these back to their Committees and Ministries for discussion, and to give feedback to the Board and the GTF.

The Church will begin a trial year under the governance structure in March. Affirmed policies will be reviewed at the end of the trial period. The Church's by-laws will also undergo revision at the end of the trial year.

The GTF has not analyzed the role of the Council under the governance structure. The Hotchkiss model does not address this, but emphasizes that churches should adapt the model to their needs. Also, GTF will not write policies for Committees and Ministries. They may want to do that themselves.

## **Business Meeting:**

### ■ **Announcements:**

- **Tabling procedures:** In the Jan newsletter. Tables cannot be set up while RE is ongoing. Also, sales of items need advance approval of the Church office.
- **Sound room procedure:** Spence Foscue reviewed the procedures distributed for the Council meeting. Spence pointed out that a gathering of fewer than 50 in the Sanctuary does not need amplified sound.
- **Loving the World:** Ruth Gibson led this discussion. A team of volunteers is receiving training to engage Committees and other groups at the Church to listen to ideas on social justice priorities for the Church. The effort is to go beyond Share the Plate, as well as Justice United. Ruth will be working with others to schedule such meetings in Feb and Mar.

### ■ **Check-ins:**

- **B&G** – Held a working day Jan 22, engaging in a number of tasks around the Church.
- **Board** – There is an upcoming Board retreat. The Board is about to start on developing a vision for the Church, following which it will undertake developing a strategic plan.
- **ECO** – ECO's recycling programs are going well. On Feb 19 ECO is holding a workshop on conserving water usage at home.
- **CRE** – The 9:30am service is attracting rather more children than 11:15. CRE is studying why this is so. Space for activities remains an issue. Finally, CRE is planning more service projects for the children.
- **CSM** – CSM has new members, and now has a member assigned to each of the umbrella activities it is involved in. The Share the Plate for IFC fell short of its \$4,000 goal by some \$700, even while the Committee has a request from IFC to increase the amount of money it raises. This is under discussion.
- **Music** – Music will do tabling to solicit funds for the purchase of new hymnals and supplements. Proceeds from the Feb 26 musical event "Tune that Name" will also be used to purchase hymnals.

- **P&J** – P&J wants to engage more people in the congregation in its activities. To that end, P & J will now hold its meetings after the 2<sup>nd</sup> service on the 1<sup>st</sup> Sunday each month.
- **SEA** – SEA is completing a successful Winter Session of Thursday evening sessions. Two new programs begin on Feb 10. SEA is also looking for new members.
- **W&A** – Three new worship associates are in training, and will be ready soon to take on the role.
- **Youth Programming** – 28 went on a very successful New Orleans trip. The Coming of Age program is underway. Planning is underway for a hunger banquet service project on May 7, a Shelter Neck youth program in the summer, and a service project in Ecuador for youth and adults this summer.

Church Council Minutes  
Feb 22, 2011 @ Commons

In attendance:

B&G	Larry Schaller	DC		SEA	Jean Genova
Board Rep		ECO		Stewardship	Bill Poteat
Caring		IT		W&A	Becky Waibel
Council Convener		Membersh ip		Youth Programmi ng	
CRE		Music			
CSM	Kathy Putnam	Minister	Maj-Britt Johnson		
COM		P&J	Peggy Misch		

Chalice Lighting – Maj-Britt

Listening Session – Ruth Gibson, Joan Harnett, Maureen O’Rourke

This was one in a series of listening sessions intended to develop ideas around the third

part of the Church's mission statement: how will the Church affect change in and love the world?

■ Business Meeting:

• Announcements:

← In March and April, the Council's meetings will include listening to descriptions by each Council committee and ministry of its goals and budget needs for the upcoming year. This will form part of the budgeting process. Attendance of all committees and ministries is encouraged.

← All fund raising requests now must go through the Staff. Requests should be submitted to Susie Warden, they will be reviewed by a committee of Staff, and will be vetted by the entire Staff. The goal is to provide turnaround within two weeks.

• Check-ins:

← B&G – B&G needs to recruit younger members, as many members are retirees. Ideas were discussed how B&G might attract additional, younger members. One idea is to ask those who are volunteers for Habit for Humanity as they have the needed skills. Another is to hold a ministry community fair, to attract members to all committees and ministries.

– Another idea is to raise the visibility of committees and ministries, by recognizing their work during services on recurrent Sundays. Recognition could consist of a brief talk on the committee's activities, an insert in the order of service, tabling after the services that Sunday, and recognition in the monthly newsletter. Maj-Britt will explore scheduling.

← CSM – The committee has now recruited a member to head each of the major projects it sponsors: Habitat for Humanity, IFC, and CROP Walk. All will have Share the Plate's.

← P&J – P&J is working on increasing its membership. At its most recent meeting, which are now held on Sundays, two college students joined.

– It was noted the committee lacks operating funds. Maj-Britt explained that in the budgeting process last year it was decided that the committee should use the restricted funds that were set aside at some point in the past for P & J which had been sitting for some time. She also said that the new Financial Task Force may be recommending the same procedure this year in order to use down these funds.

← Stewardship – The annual pledge appeal is about to begin. The campaign will be discussed at services on Sunday, March 6, with information sessions on the campaign following each service. There will also be a note in the March newsletter. Pledges can be made at the Church's website.

- March 13 there will be a status report on pledges received, with a further information session after each service. The deadline for pledges is April 8. Calls to members who have not pledged will begin April 22.
- The goal is to have all members pledge. In the fall 2010 campaign, 75 of 375 members did not pledge, but pledges were received from 45 friends of the Church.
- All committees and ministries are encouraged to tell their members about the importance of pledging, and of doing so in a timely fashion.
- ← W&A – Elsbeth van Tongeren is the new chair of W&A. The committee also has two new members. March 5 is the next art hang at the Church. The committee is looking for speakers for services in the summer, and would also welcome suggestions for themes for summer services.

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## FINANCE TASK FORCE: Descriptions for Treasurer, Vice-Treasurer and Finance Committee

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*Attached please find the updated job descriptions for Treasurer and Asst. Treasurer and for the Finance Committee. The changes made by the FTF in response to earlier Board discussions are highlighted in red. This is the third reading of these, and only minor changes have been made.*

### **Job Description -- Treasurer**

The Treasurer shall report to the Board and assist the Board in its oversight of the congregation's finances. It shall ensure that the financial operations of the church are in line with best practices and with the church's mission. The Treasurer shall seek the assistance of the Finance Committee in fulfilling the responsibilities of office. The Treasurer may delegate responsibilities to the Assistant Treasurer or to members of the Finance Committee.

The Treasurer has the following responsibilities:

**Development of Policies and Procedures.** The Treasurer shall collaborate with Staff to develop procedures, practices, and systems designed to protect the congregation's assets and facilitate the finance-related aspects of the church's functions as proscribed by church policy. The Treasurer shall research new procedures, practices, and systems; and, when appropriate, collaborate with Staff in their implementation. The Treasurer shall make recommendations of changes in financial policy to the Board when needed.

**Oversight.** The Treasurer shall review the church's record-keeping system to assure its adherence to prudent business practice.

**Asset Management.** The Treasurer shall modify financial arrangements (such as bank accounts, investments, and loans) when it is prudent and to the congregation's benefit to do so, insofar as is allowed by the church bylaws and policies. The Treasurer shall annually review the insurance coverage, although maintenance of such coverage is a responsibility of the Chief of Staff.

**Non-Voting Ex-Officio Board and Executive Committee Member.** The Treasurer shall attend regular Board and Executive Committee meetings and provide to the Board the necessary information for all Board Members to have adequate understanding of the congregation's financial standing and goals.

**Budget Development.** The Treasurer shall collaborate with the Chief of Staff, the Congregational Administrator, and the Finance Committee in the preparation of budgets.

**Reporting.** The Treasurer shall collaborate with the Congregational Administrator and Finance Committee in ensuring that financial reports are clear and helpful, and in researching financial questions raised by the Board.

**Board Education.** The Treasurer shall arrange occasional educational sessions when requested

by the Board.

**On-Going Activities.** The Treasurer shall sign checks, review expenditures for consistency with invoices, supervise Sunday collections, and supervise the Assistant Treasurer.

### **Job Description – Assistant Treasurer**

The Assistant Treasurer shall assist the Treasurer in the performance of the Treasurer's duties. The Assistant Treasurer shall have check-signing authority, and shall act as Treasurer when the Treasurer is not available.

### **Description – Board Finance Committee**

The Finance Committee shall be chaired by a member of the Board, and shall include, at minimum, a member of the Board and the Treasurer. Additional members, including congregational members not on the Board, may be appointed by the Board. All members shall serve a term of one year. The Finance Committee shall report to the Board.

The Committee meeting schedule shall be determined by the Committee. The chair or three committee members can call special meetings.

The Committee has no management authority, and shall not participate in day-to-day financial decision-making.

The Finance Committee shall assist the Board in its oversight of the congregation's finances. For this purpose, it shall:

- work with staff to develop information for the Board;
- ensure that financial reports are clear and helpful;
- function as a conduit between staff and Board in the budget-planning process;
- review proposed budgets and provide feedback to the Staff regarding the consistency of any proposed budgets with the vision and mission of the church;
- coordinate the annual internal or external audit;
- hold educational sessions, when requested, to ensure that Board Members have adequate understanding of the congregation's financial standing and goals;
- develop and review policies related to church finances, bringing recommended changes to the Board for action; and
- develop and review procedures to implement financial policies.

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## Budget Related: Fund transfer request

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**Motion #1** for Consent Agenda: The following Temporarily Restricted an/Funds shall be zeroed out and the balance put into the operating fund: the Ministerial Changes Fund (-\$225), The Young Adults Activity Fund (\$211), the Share the Plate leftover (non-earmarked) fund (\$85), the Service Auction Fund (\$15), and the Church Camping Trip Fund (\$5). The Ministerial Changes Fund and Young Adults Activity Fund will be closed.

**Reason for Motion:** This is an annually occurring “clean-up” of temporarily restricted funds so that funds that are no longer needed may be closed and money that is not being used for the purpose for which it was encumbered may be put into the operating funds. The Ministerial Changes Fund was left over from the hiring of Maj-Britt. The Young Adults Activity Fund has been untouched, and the group for which that fund was created disbanded. The Share the Plate funds are not ear-marked and so cannot be dispersed. The services auction fund and church camping trip funds are leftover from previous events. The total amount transferred from these 5 funds into the operating budget will equal \$92.

**Motion #2** for the Consent Agenda: Funds in the 2005-2009 Capital Campaign Building Fund shall be transferred to Financial Reserves at December 31, 2010. All money received for the 2005-2009 Capital Campaign Building Fund after December 31, 2010 shall be credited to ID Contributions or a similar revenue account.

**Reason for Motion:** The 2005-2009 Capital Campaign Building Fund had a \$9,141.47 balance at December 31, 2010. Because the cost of the building project exceeded the loan amount back in 2006, operating reserves were used to pay the excess, which was larger than the \$9,141.47 that is the immediate subject of this motion. The effect of this motion is to repay operating reserves (now called Financial Reserves) for this past expenditure.

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## Nominating Committee Request

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Below is the report by the Nominating Committee (NC) for proposed by-law changes. In addition to their recommendations, the Board may consider two related issues. By way of background, the by-laws indicate that the NC is a Board Committee and as such the Board appoints the members of the Nominating Committee.

1. We must appoint two more members to fill the committee as Laura and Cathy are rotating off.
2. The Board may want to also consider two changes in addition to the ones proposed below.
  - In many UU congregations the NC is not a board committee but is a committee that is directly responsible to the congregation (as is the Endowment Committee in our congregation). In addition to identifying and recommending to the congregation a slate of candidates for the Board the NC also identifies and recommends to the congregation a slate of candidates for the NC. In essence, it becomes self-replacing. This removes the BOD from the process.
  - The advantage of this position is that it eliminates the “circular” problem of having the NC appoint a slate of candidates for the Board, and the Board appointing members to the NC.
3. The NC is not prepared to make recommendation #2 since they are down two members but they are not opposed to it. They are mostly uncertain.

### Nominating Committee’s Proposed Bylaws Changes

Submitted by: Laura Gilliom, Cathy Cole, Ruth Gibson, Liz Bryan  
Date: 1/14/11

#### Proposed changes:

Article 5, Section 5.3, second paragraph:

The minimum number of at-large candidates shall be *equal to* (instead of twice) the number of vacancies on the board.

Article 5, Section 5.3, third paragraph:

The Nominating Committee shall *provide* (instead of mail) each church member *with* a ballot. (This less restrictive language allows for electronic ballots.)

#### Background and Rationale:

The first proposed change is an attempt to address the disadvantages of a contested election. From our report to the Board:

“The reasons for this recommendation are as follows. First, we have heard directly and indirectly from church members that it is quite discouraging and hurtful to make a commitment of time and energy to serve on the board, and then not to be elected. In addition to hurt feelings and resentment, this has caused some very capable individuals to be unwilling to run, or if they run and lose, to be unwilling to run again in the future. This is a shame, particularly when it is already difficult to find people willing to make such a commitment. Second, the process as it stands is not a true democratic election but more of a measure of popularity or name recognition. Candidates do not run on platforms but on a brief bio and picture. As the church grows in size, we no longer know everyone and tend to vote for those we do know, leaving out people who may be talented but lesser known.”

The Board was concerned that nominating a single slate would potentially be seen as limiting the availability of leadership positions, especially since the Nominating Committee is appointed by the Board. We were asked to do some research on other UU church election procedures and to consider recommending that the Nominating Committee be elected by the congregation to remedy this problem.

At seven out of the nine UU congregations whose bylaws we read (see list below), the Nominating Committee is responsible for nominating *1 or more* candidates for each Board opening. The other two did not specify a number of candidates in their bylaws. (As a matter of interest, all of those congregations conduct their board elections at the annual meeting, and there is only a written ballot if there is more than one candidate for a spot.) Thus, it is quite common for a slate of candidates to be equal to the number of openings. **We have modified our recommendation slightly in light of our research, such that the Committee would nominate a *minimum of 1* at-large candidate per opening, rather than *only 1*.** This leaves open the possibility of a contested election in the event that the Committee turns up more interested people than there are openings, or if there are additional self-nominated candidates.

In these nine congregations, some of the Nominating Committees are elected and some are appointed. After discussion, our Committee decided not to recommend election of the Nominating Committee. In our opinion, this simply shifts the problem to a different election. We feel that the process by which the Committee recruits nominees, through widely publicizing Board elections and through conversations with various Church leaders and staff, is sufficiently broad, deliberate, and open to all interested members. In our experience, the problem of finding people willing to commit to serving on the Board is a much bigger problem than the potential problem of excluding anyone. We feel that doing away with the *requirement* (but not the possibility) of having a contested election would remove one major obstacle to finding willing nominees.

Finally, it is our opinion that many of the details about elections currently specified in our bylaws would more appropriately be contained in a Nominating Committee policy. If the Board moves in the direction of simplifying the bylaws in the shift to policy governance, we would be glad to draft such a policy and suggest simpler language for this section of the bylaws.

\*UU Congregations

UU Fellowship of Harrisonburg, VA

Holston Valley UU

Palomar UU Fellowship

ERUUF

1<sup>st</sup> UU Church of Philadelphia

UU Church of Delaware County

Edmonds UU Church

Nashville UU

Boulder

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## Minister Review Planning Committee

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Dear Board,

We would like to propose the protocol and schedule below for completing the review of the minister. As you will see, we propose that the Board settle in April on a committee for carrying out this task. We'd like the contents of the present note to be included in the Board packet for March.

-- Josh, Jim, and Maj-Britt (The review planning subcommittee.)

### REVIEW PROTOCOL:

We propose an implementation of the 360-Degree Model outlined on the UUMA website. (See <http://www.uuma.org/?page=assessmenttools>) The process has more of a "constructive feedback" quality than a "grading" quality.

Note that the Review Committee is charged by the Board. Though it may consist largely of the members of the Committee on Ministry, it is actually a Board Committee. The Board can then decide what it wants to do with the report, which may, in principle, depend on the content.

The central idea is to call on 15-20 members of the congregation to provide constructive feedback that will help Maj-Britt identify her own strengths and areas that may require attention over the coming years. The group that provides feedback should include people who can represent the full spectrum of church activities and church members.

The Committee (with Maj-Britt included) collects and synthesizes the feedback and reports to the Board.

### TIMELINE FOR THE REVIEW:

March Meeting: This plan is presented to the Board.

April Meeting: The Board appoints the Review Committee.

By mid-April: Maj-Britt puts together materials.

Late April: Feedback form prepared and respondents selected.

May Meeting: Maj-Britt's materials and feedback form presented.

Board approves feedback form.

May-June: Feedback collected, including self-assessment.

July: Committee deliberates and writes

August Meeting: Committee reports to the Board. (Board responds?)

Sept. Meeting: Committee Chair presents a set of procedures for conducting future reviews.

Here is an expanded explanation of the elements on the timeline:

- 1) April Meeting: The Board appoints one (or two) of its members as Chair (or Co-chairs) of a Ministerial Review Committee, charged with organizing and carrying out the review process. The committee consists of the Chair(s) and 5-6 other people. One possibility would be for the Chair(s) to work with the members of the presently constituted Committee on Ministry. Another possibility would be to let Lilie, as Chair of the Committee on Ministry, be the Chair of the Review Committee and just have a Board representative appointed to the committee as a regular member. We would expect the Committee to include Maj-Britt in all of its deliberations.
- 2) Maj-Britt puts together a description of her responsibilities and summary of her activities over the past couple of years to assist in the selection of responders and to be handed out with the feedback form.
- 3) The Committee, including Maj-Britt, develops an appropriate feedback form and identifies a set of 15-20 people who will be asked to fill it out. (See the attached document on the selection of people.)
- 4) At the May Meeting, Maj-Britt's summary and the feedback form are presented to the Board for comment and approval.
- 5) The forms are distributed and completed forms collected by the Ministerial Review Committee. Maj-Britt also completes a self-assessment version. The committee, including Maj-Britt, meets to discuss the content of the feedback and obtains further clarification from the responders if necessary.
- 6) The committee writes a report to the Board summarizing its findings.
- 7) The Chair(s) write a set of procedures for conducting future reviews and present it to the Board as part of the process of developing Policies and Procedures.

## **Steps to follow for Vision+Strategic Planning Process**

Notes from 2<sup>nd</sup> mtg of Strategic Planning Taskforce (SPT)

Present: Steve Marshall, Kari Andrade, Mariana Fiorentino, Marion Hirsch, Maj-Britt Johnson  
Feb 18, 2001

### **Immediate Goal: develop a 2020 Vision by the end of 2011**

- The 2020 Vision should be specific
- The 2020 Vision should address the three components of the Mission
- The 2020 Vision should address the topic of growth
  - How do we want to grow?
  - How do we retain and foster intimacy as a community, even the number of members increases?
  - What are historic trends in growth in:
    - RE/Youth
    - Sanctuary
    - Other areas
  - Can we project our growth based on current data?
  - What will be the impact of our limited parking on growth?

### **Steps to follow to generate a 2020 Vision**

1. Hire a consultant by May 1
  - An outside consultant will provide external input and ensure the process is balanced and inclusive of all members
  - SPT will find and interview candidates and bring a recommendation to the Board. Board input will be solicited via email. SPT retains the right to the final hiring decision.
  - Purpose of consultant to assist with development of 2020 vision
  - Develop a workplan for consultant

- Agree to work responsibly with consultant
  - Funding – ask angels, budget operational funds
  - For the purposes of hiring a consultant, additional members should be invited to join SPT to ensure diversity and more consulting experience
  - Maj-Britt has a book by Wayne Clark on steps to follow in this process. Kari and other have reviewed the section on hiring a consultant. The Clark book lays on detailed steps and provides a model process follow.
2. Get people involved and collect their input
    - Weekend workshop
    - Survey of membership
    - Integrate with other processes such as social justice academy
    - Cottage meetings?
  3. Draft a 2020 Vision Statement
    - Circulate and collect more input

**Longer-Term Goal: develop a Strategic Plan by the end of 2012**

- Develop a strategic plan to implement the Vision
- Include an evaluation plan (“balanced scorecard”).

**Notes:**

- Generating a good vision and strategic plan will take multiple years
- This timeline might seem lengthy, but involving the congregation in the process takes time. However, without congregational involvement, the process has no meaning.
- Data on historic trends on growth, and our parking need to be researched thoroughly as part of the process
- Use of a consultant will be critically important in ensuring:
  - The process is objective
  - The process moves along on schedule
  - The process comes to a successful conclusions

- We recommend that the vision and strategic plan extend beyond a 5 year horizon. We last initiated a visioning/strategic planning process about 15 years ago.
- The expectation is the consultant funds will NOT come from operational budget

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## Ministry and Management Report (Formerly Minister's Report)

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Ministry and Management Report  
Rev. Maj-Britt Johnson  
March 2011 Board meeting

This past January I spent some time carefully combing through the new and affirmed policies noting which ones expand my scope of responsibility, and require me to write new procedures. I then recruited Mary LeMay to meet with me and review the "map" which I made of the tasks. She and I made a list of possible people to work on these areas. (These procedures all fall under Care of Resources, Care of Staff and Care for People)

On Feb. 9th when Mary and I met, we decided it would require five separate task forces, with at least two people on each to accomplish all of the research and writing. We hope to have it all completed by the end of the summer. We came up with a list of thirty possible volunteers after combing the directory thoroughly. One of my goals is to include people who have some known expertise but who have not necessarily served the congregation before. In other words, to not only tap the same small group of people. Mary is now working on the recruitment and is going to get back to me this coming Wednesday about her progress.

Attached to this report is a request that came to me via Marion Hirsch's DRE Advisory Committee. I am including it here for the Board's education.

Marion has requested that she be given time to pursue graduate studies which would make her a Masters Level Credentialed Religious Educator. This will mean a few months of leave in the early part of 2012, and would eventually result in a rise in both experience and salary level.

She is requesting that a very small portion of the cost come out of our budget. I thoroughly support all of the above and have asked Andrea to put this into one of the budget scenarios for the upcoming fiscal year 2011-2012. Marion, in her usual thorough manner, has already worked through the issues about who will fill in for her when she is gone. I hope you will read the document. Though I am Chief of Staff and you have empowered me to manage this aspect of our congregation's life, ultimately we, the staff, all report to the Board, who reports to the congregation. I think it's important that the Board be aware of the issues and interests of staff members, particularly so that you can explain budget and management decisions to the congregation if necessary.

To that end, I hope that you will share any questions, or concerns about this proposal with me and with Steve Marshall who is on Marion's committee, at our Board meeting this Tuesday.

Faithfully,  
Maj-Britt

From: The DRE Advisory Committee  
To: Maj-Britt Johnson

Request from Marion Hirsch for Support to Become a Master's Level Credentialed Religious Educator

The Unitarian Universalist Association offers a credentialing program for Religious Educators that provides a career pathway for professional religious educators and aims to strengthen religious education in UU congregations. For more information, see <http://www.uua.org/leaders/leadership/religiouseducation/> and <http://www.uua.org/leaders/leadership/religiouseducation/frequentlyasked/index.shtml>.

#### Request:

I request support from the church to obtain a Master's level Religious Educator Credential from the UUA. I well exceed the minimum eligibility requirement for the Master's level, which is five or more years' experience working at least half-time as a Religious Educator.

#### Basic Requirements for Credentialing:

Master's level credentialing requires completion of three graduate-level courses, an extensive reading list on topics relevant to the profession, a reflection paper, and a meeting with the UUA Religious Educator Credentialing Committee (RECC) for approval.

#### Benefits to Our Congregation:

The UUA lists the following benefits to congregations who have credentialed religious educators:

- Stronger, more vital religious education programs as religious educators integrate their professional learnings into their congregations.
- Assurance that a religious educator who has achieved status in this program has met professional development standards in religious education and is held accountable to professional ethics guidelines by the UUA.
- Potential for deepened collegial relationships among staff members.
- Professional training or self-study and demonstrated professional leadership ability and experience in the many areas of religious education leadership, including the following:
  - ← RE program administration, including volunteer management
  - ← UU lifespan religious education curricula and programs
  - ← History and philosophy of UU religious education
  - ← Human and faith development
  - ← Learning theories and teaching methods
  - ← Sacred texts
  - ← Multi-age worship
  - ← UU history and polity
  - ← UUA initiatives such as anti-racism/anti-oppression/multiculturalism, safe congregations, and ethics and congregational life
  - ← Stewardship
  - ← Organizational development
  - ← Conflict management
  - ← Right relations and professional ethics
  - ← Systems theory
  - ← Spiritual life, self-care and renewal
  - ← Written and oral communications
  - ← Ability to work collaboratively
- A religious educator with a greater ability to serve as a resource to the congregation (parents, families, children, youth, lay leadership, ministerial colleague) in the many areas of religious education leadership.

- A religious educator with theoretical knowledge and demonstrated ability to put knowledge into practice—creativity and the ability to go beyond pre-packaged programming.
- A religious educator who has been evaluated and is recognized by the UUA as a professional.
- Recognition by the UUA as a congregation that supports and values the highest levels of professional excellence in religious education.
- Exposure to a network of information on the cutting edge of religious education.
- A religious educator with a greater incentive for further professional development.
- A religious educator with more professional confidence.
- A better position to grow a religious education program.
- A religious educator able to take on broader responsibilities in the congregation.

**Logistics of the Credentialing Process:**

According to the UUA website, credentialing typically takes from one to five years. I rarely have had time for professional development during my tenure as Religious Educator; therefore, I'm requesting paid study leave so that I can complete the requirements in a timely fashion. My goal is to have the credentialing requirements completed in 18 months, from June 2011 to December 2012. As part of this process, I request a two-part paid study leave.

The first part of the study leave would occur from January 1 to April 31 of 2012. This timing would allow me to be at church for the start and end of the program year and would leave plenty of time for me to get the religious education programs underway and all the volunteers in place.

The second part of the study leave would occur from July 1 to July 31 of 2012. I am generally away in July for vacation, so my absence will be covered by staff and volunteers as it usually is during that month.

I have proposed times for paid study leave that would be the least disruptive to the Religious Education Program. During the study leave, my regular duties would be handled by a combination of paid staff (specifically, a small increase in the hours of the RE Assistant) and volunteers. I will also be available for occasional consultation and emergencies during the study leave.

In addition to the paid study leave, there will be times when I am in regular paid employment and working on the credentialing. Specifically, I wish to take to one online course in the Fall of 2011. During this time, I will work on credentialing in my evenings and weekends. I do not expect that credentialing will interfere with my work duties during this period.

**Proposed Schedule**

	Activity	My Location	Status
Summer 2011	Application to program	Chapel Hill, NC	Regular employment
Fall 2011	One online course at Starr King School in Berkeley, CA	Chapel Hill, NC	Regular employment
January 2012	Two intensive classroom courses at Starr King School	Berkeley, CA	Study Leave

February–April 2012	Reading list, finishing coursework	Berkeley, CA	Study Leave
May–June 2012		Chapel Hill, NC	Regular employment
July 2012	One-month study leave to complete reflection paper	Berkeley, CA	Study Leave
July–Dec 2012	Completion of paperwork and meeting with RECC at UUA	Chapel Hill, NC	Regular employment

#### Additional Need for Paid Staff Hours

RE Assistant Sheila Solis is willing to work an additional five hours per week to cover some of my responsibilities, including the weekly RE newsletter, e-mail, communication and coordination with the wider church, meeting with Maj-Britt, and meeting with the co-chairs of the RE and Youth Program Committees. These are core functions that are best handled by a staff member.

#### Additional Need for Volunteers

Volunteers would be recruited to lead programs during the study leave. I have already tentatively begun discussions with some leaders, mainly to assess whether or not this proposal is feasible.

The functions that I propose be performed by volunteers are:

- Leadership & Oversight of CRE and Youth programs: Committee Co-Chairs
- Coordinate Coming of Age program: volunteer TBA
- Lead High School Youth Group: volunteer (Jeff Nelson)
- Campus Ministry: volunteer TBA
- Small Groups/Family Dinners: volunteer TBA
- Parking Management: volunteer TBA
- Shelter Neck Youth Retreat: advisors TBA
- Children’s Worship: volunteer TBA

#### Credentialing Process Budget:

Costs to the Congregation of Credentialing During the 2011-12 Budget Year:

	Operational Budget	Special Funds/Outside Funding (Clyde Long Fund, RE Fund)	Marion Hirsch personal funds
5 additional hours per week, Jan-April 2012, for Sheila Solis, RE Assistant	\$1468		
Tuition		\$3000	\$2640
Travel			\$500*
Books			\$500*
Total	\$1468	\$3000	\$3685

\*estimated cost

Starr King tuition is now \$1880 per course. The total cost of my coursework will be about \$5640. I request that the church consider paying \$3000, with \$1000 coming from the regular professional expense budget line in the operational budget, and \$2000 coming from special restricted funds such as the Clyde Long fund and/or the RE fund (in order to minimize the impact on the operational budget). I am also investigating external sources of funding, such as UUA funding mechanisms.

Future Impact on the Operational Budget (after completion of credentialing in Dec 2012):  
On average, Credentialed Master's Level Religious Educators are paid about 20% more than the non-credentialed, lowest level Religious Educators, so there potentially would be a budget impact for having a Master's Level Religious Educator on staff. According to the UUA Salary recommendations (for Geo Index 3, which is the Raleigh area and our sized church), the mid-range salary for a non-credentialed Religious Educator (my current position) is \$47,100, and the Master's Level mid-range salary is \$57,000. After the completion of credentialing, I would be very comfortable with a phased proposal to adjust my salary upwards over several years.

## Thomas Jefferson District: Name Change Proposal

Annual Meeting, April 2011

Last year at the District Annual Meeting the District board proposed that our District change its name from "Thomas Jefferson" to "Southeast." That proposal lost the supermajority (66% needed) vote by three votes. This year, a number of congregations in the District have chosen to bring forth the same proposal again. So far, six congregations have signed on in support of the name-change proposal, and the Community Church has been formally asked by those congregations to join that support.

The reasons for the proposed name change are many, and well worthy of discussion, but for the sake of brevity I offer a summation:

Thomas Jefferson was not a Unitarian, nor a Universalist. He owned slaves, but unlike his compatriots such as George Washington, refused to free them, even upon his death. He fathered children with one of the enslaved women that he owned, and kept them, too, in slavery. While Thomas Jefferson can be pointed to as being responsible for many of the democratic structures that this country was founded upon, and while he can rightly be seen as the person who championed our cherished value of the separation of church and state, and while he is known for his famous edits of the Christian Bible, the board and these supporting churches do not believe him to be a positive representative of our District today. Using the name of a wealthy, white, slave owning man tells a very narrow story of what we are about, and is not inviting to those that do not identify with or are hurt by that story.

This proposal is especially important this year as we are hosting GA. The last time GA was in our District, a special event was organized, the Thomas Jefferson Ball. It was a fun social event wherein folks were asked to dress up in period-specific clothing for dancing and general frivolity. A massive and insensitive oversight was thankfully exposed when some black members of the UUA asked, "What are we supposed to wear, rags and chains?" In light of this, some see GA this year as a reconciliation for that ill-conceived event. The District name change falls in line with these attempts at reconciliation.