

**The Community Church of Chapel Hill
Board of Directors Minutes
October 11, 2011**

Paige Hall Smith, Board Chair
Board Member of the Month: SAM Brooks
Process Observer: George Thompson **Minutes: Barbara Chapman, Acting Secretary**

C3HUU BOD Meeting – October 11, 2011 – 7:15-9:35 p.m.

Present: Paige Smith, Kari Andrade, Eleanor Armstrong, SAM Brooks, Mariana Fiorentino, Steve Marshall, Maggie Scarborough, Joshua Socolar, George Thompson, Robert Weston III, Maj-Britt Johnson, Nato Hollister, Scott Provan, Treasurer, and Laurence Kirsch, Vice-Treasurer

Absent: Jim Siplon

Acting Secretary: Barbara Chapman

Welcome

Lighting/reading – SAM from ***Earth Prayer***

Board Sharing

Announcements

1. For personal reasons our Board Secretary resigned last week effective immediately. Please forward recommendations for BOD secretary to Paige or Kari.
2. Looking for someone to make commitment to co-chairing Service Auction.

Board Learning

Consent Agenda (items attached except for September Board Minutes)

Kari Andrade moved approval. SAM Brooks 2nd. The consent agenda was unanimously approved
Receipt

- Church Council Minutes for September, 2011
- Endowment Committee Minutes for June, 2011
- Updated Budget Process

Approved

- Richard Perry as new member of the Nominating Committee
- September Board of Directors Minutes

Past Business – Sponsorship

The Church Sponsorship Policy was considered for a second reading.

Maggie moved approval. George 2nd. Affirmation of this policy was unanimously approved

New Business

Ministerial Evaluation (Summary from the Ministerial Evaluation Committee is attached).

- Josh reported for the committee. Overall the evaluation was very positive. For every criticism, equal or more positives.
- A main concern is that Maj-Britt may have too much to do. Maj-Britt does not at this time feel she has too much to do or is working too much. It is typical for ministers to work 6 days a week.
- Maj-Britt shared her self-evaluation with the Board.
- She has recruited Mary LeMay and has gone through entire policy manual and outlined what her responsibilities are as COS.
- The board discussed certain key issues:
 - With our new governance structure, there was learning curve with Maj-Britt, the board and the congregation.
 - BOD could help by managing expectations.
 - Strategic plan will help – hopefully it will make the division of work and the work itself more clear and logical.
 - Josh – read down the list of her activities, decided going ahead with programs not dominant thing. Pastoral care could take all of her time. People don't understand how long it takes to write a sermon. Staff time not main thing with establishing persona to congregation.
 - In evaluating Maj-Britt's job, it is hard for congregation members to separate their perceptions of her dual roles as minister and COS.
 - Many congregants do not recognize the difference between family, pastoral (250-300), program (we are here), corporate, and mega size congregations: we are a program church and the role of the minister is not as "personal" as some would like.
- Josh reported that part of the Charge to the Ministerial Evaluation Committee is make recommendations for next time. Please email with concerns, suggestions. Committee should have recommendations for procedures for next evaluation by November or December.
- Josh, Maj-Britt and Paige will meet to talk about follow up to the evaluation.

Financial Report: Short fiscal year financial results (final) and the first quarter financial results (preliminary) [Documents are attached].

- Laurence, Assistant Treasurer, noted that this is not a professional audit;
- Finance Committee will make a recommendation regarding audits.
- Scott, Treasurer, notes that we can be really happy about how things have gone. Better position with regard to cash flow. Will continue to have surpluses if we continue to run conservative expenditures. MBJ has done really well.

Financial Policies Revisions [Documents attached].

- The board discussed the recommendations made to finance related policies.
- The revision will allow the COS authority to shift up to 1% of the budget among line items during the fiscal year, with the exception of staff salaries and benefits, as needed to handle changes in facilities and program funding. The Chief of Staff shall report such shifts to the Board at the next Board meeting, keeping track of all changes made during the fiscal year.
- The procedures will require Andrea will give a monthly report to Finance Committee and a quarterly report to the Board.

- Financial Reserves discussion
 - Sabbatical reserves should reflect sabbatical leave cycle
 - Border between “operational” and “maintenance” reserves can be as permeable as we want them to be.
 - There are multiple options for how we fund Maintenance Reserves; the Finance Committee will make a recommendation next month.
 - Sabbatical and ministerial search – In addition to sabbatical, MBJ recommends putting money into this fund that will be used for the next ministerial search.
- **Open Question** – How should BOD solicit response from the congregation? Policy states BOD will actively solicit responses from congregation on all new policies.
- The Communications committee will summarize the discussion and present a recommendation for procedures related to this policy at the next meeting
- Ideas included:
 - Vice chair presents and discusses with Church Council
 - Provide policy in the church newsletter
 - After service meetings
 - on the Wiki
 - Policies go out for congregational response after BOD affirmation
 - 1st reading of policy
 - 2nd reading of policy / BOD affirms unless it requires significant revisions
 - Policies go to congregation for congregational response
 - Board adopts

Minister and Management Report:

This report focused on Maj-Britt’s evaluation of the staff. We all agreed that we are very fortunate to have such wonderful staff. Paige suggested that the BOD send letters to staff saying it has read reviews and appreciates the work staff does. Cards and letters.

Letter to newspaper(s) on marriage equality

Letter written by Joyce Allen – church to take a position against Defense of Marriage Act.

The BOD may speak on behalf of the church.

SAM moved to submit letter to area newspapers as letter to the editor. Josh 2nd. The board approved this unanimously.

SAM will ask Joyce to do this (*e.g., CH News, N&O, Carrboro Citizen, CH Herald*).

Annual Board Self-Evaluation

Paige suggested that the board have an open discussion of several open ended questions at Dec BOD meeting. She will provide these questions at the November board meeting.

Closing

Action Items from October 2011 Board Meeting

TOPIC	ACTION	WHO	WHEN
Vision	Register for Visioning Workshops on Oct 22 http://c3h.wikispaces.com/Vision+2011	Whole Board	By Oct 18
Vision	Take back to the Vision group the idea of doing some education on pastoral size vs. family size churches	Kari	By Nov 8
Finance	In the interests of due diligence, consider hiring an auditor	Maggie	By Nov 8
Care of Staff	Letters and cards to staff members thanking them for another excellent year of service to the church and acknowledging that we have read their evaluations	Paige	By Nov 8
Welcoming congregation	Send "Letter on Marriage Equality" to area newspapers	SAM Brooks and Joyce Allen	ASAP
Nominating	Help identify FUTURE board members & also a secretary!!!	Whole Board	Send to Paige NOW

Note: November Board meeting will be in the Manse

Process Observations

- Board sharing: good listening practice
- This meeting is a culmination of the work we started in January - i.e., evaluations, financial reports, visioning.
- Effective give-and-take with ministerial evaluation report with both Josh and Maj-Britt - i.e. Respectful listening and sharing of interpretations.
- Maj-Britt explained again the difference between *pastoral churches* and *program churches*. We are solidly a Program Church.
- Some discussion about a full audit of our books in the near future - Board responsibility. Hands raised, people called on to speak.
- Clarification on open question - explored options as a board. Came up with some tentative procedures.

Closing – SAM closing – reading – from *Earth Prayer*

ATTACHMENTS

Church Council Minutes for September

Council Minutes for September 2011

Submitted by Rev. Maj-Britt Johnson

Those present were asked to share one challenge and one thing they most want the council to know about the current work on their committee

Music Committee - Peter Bird, Chair

A challenge we've overcome recently: We wanted to expand our group to incorporate additional perspectives into our thinking about the music program. So we worked with Marion to identify Anna Waller as our representative from the RE team, Terry Baker from the Concert Series team and Aviva Enoch as the pianist. They'll be joining us for our next meeting next week.

Something we're still working on: Our group gets a lot of things done tactically (putting on musicals, raising money for hymnals, etc.) but we want to push ourselves to refresh our vision for the music team and perhaps spend more time thinking strategically about what we want to do.

Caring Ministry -- Ivy Brezina, Coordinator. The challenge for the Caring Ministry is how to let the congregation know what services we offer, especially to new members. There will be an insert about the Caring Ministry in the new member packet and there will also be a formally commissioning of Lay Pastoral Visitors at a worship service in November. The one thing that the Caring Ministry continues to find challenging is getting volunteers to participate when we are serving a member who is not well known or well connected to the church.

Sue Brewer reported for the Community Service Ministry that they had three Share the Plates in three weeks. Although each cause was important and they were grateful to be able to raise money for it, having three so close together was too much. The committee members have some concerns about their present projects as they hear the Visioning discussion of the church adopting one big church-wide service project.

Children's RE - Jenny Warnasch, Chair Challenge: starting the RE year off. We have lots of kids, but everything went really well. One essential thing we want people to know: It's really important to us that our kids have a meaningful church experience every week and feel a part of our church. Many feel that the kids and RE are a separate entity and it's important to us that the church truly be a multi-generational church.

Peace and Justice Committee - Peggy Misch Chair. Planned Labor Day Service was well received by the congregation: Secretary-Treasurer of the North Carolina AFL-CIO, MaryBe McMillan, gave an inspirational message, "Solidarity Now and Forever: Our Union Will Make Us Strong," and Glenn Mehrbach's music fit the theme. The congregation contributed generously to the related Share The Plate for the Farm Labor Organizing Committee (FLOC) and Unitarian Universalists for a Just Economic Community (UUJEC) with donations totaling \$1236.65. Committee members involved in this effort were Miriam Thompson, Lucy Lewis, Gayle Ruedi, and Peggy Misch. Thanks go to Ruth Leopold for guiding us.

The P & J Committee appreciates the donations made August 14 (\$1138) to STP for People of Faith Against the Death Penalty and North Carolina Stop Torture Now's Organizing Committee for a NC Commission of Inquiry on Torture. Members preparing this collection were Susan Lindholm, Gayle Ruedi, and Peggy Misch. We would like more people to join us with ideas.

Buildings and Grounds- Art Andrade, sitting in for Gary Giles

Last clean up weekend highlights-

*Assisted youth group ages 7-9 plant spring bulbs out side of Maj Britt and Andrea's offices for all to enjoy next spring. Organized by Mellisa Zemon.

*Stripping of parking lot bays- a stripping machine has been purchased

*Court Yard weeded

*Filters in Jones Building changed

*Lamps replaced in admin entry hall

Board Liason - Kari Andrade

*Vision event went exceptionally well, second retreat will be 10/22

*Church banner can be used to support GLBT causes

*Board members needed for next year- please see a member of the nominating committee to step forward or to nominate someone.

*Endowment luncheon to be 10/2/11, congregational meetings will be 2/5/12 and 6/3/12

ECO - Cecilia Warshaw, co-chair. A recent ECO challenge was getting scientific facts about the process of hydraulic fracturing for natural gas. After some ECO members attended a state summit on the process, ECO decided to host a program about it. ECO will begin an effort to raise awareness about the UU Ethical Eating Statement of Conscience by hosting a dinner focused around local foods and a screening of FRESH on Sat., Nov. 5.

Committee on Ministry, Lilie Bonzani, Chair. The COM will be redefining its mission over the next few months. We had a productive meeting in September and came up with a process for self evaluation of the ministries of the church. This will be shared with the program council at our October meeting.

Report from Membership - Joyce Allen, co-chair

Membership is in the process of working on ways to improve the atmosphere of welcome in our church. One immediate change is that the role of Sunday greeters has been expanded: they will now also make it a point to seek out visitors and newcomers during the coffee hours, to talk with them, answer questions and direct them to the newcomers' table. We have plans to contact new members personally to welcome them when we receive contact information. New member bios are being compiled for the November newsletter, and we are establishing systems for purchasing coffee hour supplies that can't be ordered.

Worship and Arts Ministry, Elsbeth Van Tongeren, Chair. Worship and Arts had a successful summer with a variety of speakers. The regular season has begun with the return of Maj-Britt Johnson and two services per Sunday. Our efforts from now on are focused on getting new members for the Worship Associates program. Names of candidates are given to Maj-Britt.

Jean Genova - co-chair of Spiritual Exploration for Adults (Unable to attend, sent in this report) No major updates from SEA - our kickoff event went quite well and our fall schedule seems to be filling up. BYOT and Finding a Sense of Place both start this thursday. We have a retreat planned for October 29th to work on next years goals and agenda. At our last SEA meeting, we reviewed the e mail hygiene and discussed the upcoming, church wide visioning meetings.

Council Learning/discussion

After the committee reports and discussion members were asked to speak first in dyads, later in threes about the following questions.

1. Think about some of your earliest leadership experiences (here, or elsewhere)

- How did the experience(s) feel at the time?
 - How did you learn and grow from the experience(s)?
 - What were your hopes and fears in taking on a leadership role?
-
- Becoming a Leader in a Congregation
 - How did you first become a lay leader in this congregation?
 - What role did you have?
 - Why and how did you take on that position?
 - What were your hopes and fears in taking on that leadership role?
 - How did your personal faith and beliefs affect your decision to be a leader?

Then we discussed our thoughts in the larger group.

Purpose of this exercise was to allow Committee/ministry leaders to articulate their understanding of why they serve, how their faith informs what they do, and hear why others serve. From this I hope I/we can begin to form a vision of how we might best train leaders and help our ministries/committees to serve all three aspects of our mission: Spiritual growth, caring for each other, effecting change in the world.

Council leaders agreed it would be a good practice to take one small part of the exercises and practices into their own meetings. The reasons people expressed for doing this were: Make our meetings a spiritual practice. Create bonds of community, so it's not all business. Committee members get to know each other better. As a way of reminding ourselves why we do what we do. To work out of a deeper place.

Endowment Committee Minutes

Minutes of the Endowment Committee Quarterly meeting: June 10, 2011 at 1:00 pm

Date of Approval of Minutes: (not yet approved)

Meeting attendees:

Committee Members: Mary Hulett (Chair)
Jay Miller (Financial Secretary)
Mary Beth Powell (Recording Secretary)
Kari Andrade
Gayle Ruedi

Non-voting members: Rev. Maj-Britt Johnson (Minister)
George Thompson (Board Representative/Member-at-Large)

Consent agenda vote

1. Minutes of the March 11, 2011 meeting were approved without changes. Kari Andrade moved the recommendation for approval, Jay Miller seconded the motion. Motion carried unanimously.

Main agenda

2. Endowment Fund Status. Mary Beth gave the committee a brief overview of the status of both the UUA Common Endowment Fund (CEF) and C3HUU's Endowment portfolio based her participation in the quarterly UUA Endowment Fund conference call held in May and the most recent statement sent to the church. During the first quarter (Jan. – Mar. 2011), the starting balance of \$100,000 had increased by

\$ 3,317.43 with ending balance of \$ 103,317.43. This amount was announced at the Congregational Meeting in May. Quarterly statements are mailed to the church and Andrea places them in our mail slot. Mary Beth indicated that we could request (read only) electronic access to our account with the UUA and that she would submit that request on the Committee's behalf. The UUA will be having an Endowment workshop on Saturday, June 25, 2011 as part of General Assembly in Charlotte. Committee members attending GA were urged to attend and report out at our next Endowment Operations subcommittee meeting.

3. Budget Discussion. Jay indicated that despite our request for a budget of \$750 this year, nothing was allocated for our work. This is due in part to the overall budget situation with the church's finances and also a perception by some that the Endowment committee's finances should be self-supporting. Mary reminded the group that using Endowment funds to support our committee work was not allowed under the previous by-laws. Jay generously offered to donate funds to cover the upcoming luncheon in the fall (October 2nd). In terms of other items needed financial support, the issue of printing additional brochures was discussed. Previous estimates of brochure printing were approximately \$ 500.00. It was determined that for the time being, we are probably not in need of reprinting the entire brochure, simply the insert and that can be done in-house with existing resources.

4. Review and approval of Statement of Definitions. Mary distributed the Statement of Definitions draft and briefly discussed recent changes. Mary and Kari were the ones who have spent considerable time crafting the definitions and honing them. No additional modifications were made.

5. Fund Distribution Statement of Policy. The committee reviewed and discussed the draft funds distribution policy. Changes made included:

Item 2. - changing the date from December 31 each year to January 31 each year for when the Committee will decide whether to make a distribution the following year and how much is available for distribution.

Item 3. Adding Unitarian Universalist to the Church's name in line two.

Item 5b. Adding the words "Special" and "activities" to the types of programs and/or projects to support.

Item 6. It was discussed and agreed that to apply for funds from the Endowment Fund, that a minimum of 3 church members and/or pledging friends must submit the proposal. A single individual or a couple could not apply for funding.

Additional work needs to be done to refine the application process. Gayle volunteered to work on a draft application "form" and to bring to the subcommittee at its next meeting on July 17th.

Open issues still needing refinement/decisions include:

1) If the church is in the middle of a Capital Campaign will Endowment funds to go toward the Campaign or be made available for distribution?

2) What is the relationship between Share the Plate and Endowment fund support of special projects/causes?

Mary adjourned the Committee meeting at 2:00 p.m.

6. Upcoming Endowment Committee dates:

- September 18, 2011 – Within these Walls – confirmed
- October 2, 2011 – Appreciation luncheon – Kirby room reserved
- July 1, 2012 – distributions from the Endowment Fund will not be allocated until this time.

Mary adjourned the Committee meeting at 2:00 p.m.

NEXT COMMITTEE MEETINGS:

September 9, 2011 (later changed to September 30, 2011); December 9, 2011 – 1 p.m. in the Commons.

Submitted by Mary Beth Powell, Endowment Committee Recording Secretary.

Updated budget review process 2011-2012

**Budget Process Revised
Based on Budget Process Review meeting
(September 16, 2011)**

What	When	Who	Principle	Comments
Approval of reserve policy	October BODM (Board of directors meeting)	<input type="checkbox"/> FC <ul style="list-style-type: none"> • Board 	Good governance	We want our actions to be in line with our policies
Input from ministry team and key staff on vision for ministry for upcoming year	Before December BODM	<input type="checkbox"/> Minister <input type="checkbox"/> Marion <input type="checkbox"/> Glen <ul style="list-style-type: none"> • Vol Coord 	Inclusion	This will inform what MJB presents at the December BODM
RE will have their budget prepared and shared with MJB	Before December BOD meeting	<ul style="list-style-type: none"> • Maj-Britt • Marion • RE committees 	Inclusion Mission driven	Maj-Britt and Marion will work on this interactively
Initial visioning process	December BODM	<ul style="list-style-type: none"> • Board • Minister 	Inclusion Mission driven	This year's initial visioning session will be based on what we are learning from the visioning process; in future years it will come from the new vision and strategic plan
Input on Annual Vision on Ministry (AVOM) for 2012-2013 by ministries	After December BODM – January	<ul style="list-style-type: none"> • Minister: develops plan for getting input • Ministry team • Staff 	Mission driven Inclusion Equity	The initial vision set at the Dec BODM will guide this; this process should result in a Vision of Ministry for 2012-2013 that is presented by the Minister to the board at the retreat
Development of the VOM 2012-2013 and goals for the year	Board Retreat February 4-5	<ul style="list-style-type: none"> • Minister • Board • 	Mission driven	Minister will present AVOM at retreat; board and minister will arrive at final AVOM

What	When	Who	Principle	Comments
Development of budget parameters: key line items as related to AVOM, ministerial compensation, income targets based, reserve target , charge for stewardship	Board Retreat February 4-5	<ul style="list-style-type: none"> ● Minister ● Board ● FC=>prepare updated fiscal health, financial report 	Mission driven Attainable Inclusion	Finance committee need to be prepared to have recommendations for reserve amount, and B&G reserves
Communication of AVOM and budget parameters to congregation, ministries, for budget preparation process (Big Budgets e.g. RE, music, B&G need to submit detailed budgets to MBJ earlier as they are more complex.)	Just after board retreat	<input type="checkbox"/> Minister <input type="checkbox"/> Board of Directors [communication committee] <ul style="list-style-type: none"> ● Staff 	Inclusion Mission driven Attainable	Minister is responsible for communicating to staff and ministry team leaders; Communications committee can consult with minister/Stewardship for their role
Committees/ministries submit budget with goals to Maj-Britt for discussion at Feb. council meeting	February 21	0. Committee chairs	Inclusion	Each will prepare 2 budget requests: a stable and a growth budget
Ministries/committees discuss AVOM and budgets and goals	February Church Council Meeting Feb 28	<ol style="list-style-type: none"> 1. Minister 2. Church council 3. 	Inclusion Mission driven	Minister will incorporate requests into budget
Development of stewardship campaign	Just after Board retreat – March 15 kickoff	<ul style="list-style-type: none"> ● Minister ● Stewardship ● Board rep to Stewardship? 	Attainable Mission driven	Campaign will reflect the AVOM and the pledge target, and key line items targets (ie, reserves, B&G)
Minister may bring any budget issues to board for review, input or consideration	March BODM March 13	● Minister		

What	When	Who	Principle	Comments
Stewardship Launch	March 15	<ul style="list-style-type: none"> ● Stewards ● hip ● Minister ● Board chair 	Attainable	Minister and Board Chair (or other rep) will participate in Sunday kickoff from the pulpit need pledge target
Minister will contact any committees that are being negatively impacted by the budget before the March 27 Church Council meeting	Before March 27 Church council meeting	<ul style="list-style-type: none"> ● Minister ● Committee chairs 	Inclusion	
Minister presents draft budget to	March 27 Council meeting	<ul style="list-style-type: none"> ● Minister ● Council Members 	Inclusive Attainable	Minister is responsible for communicating budget issues to staff/ministry especially about any changes to their requests Opportunity for feedback and input
Communication about stewardship	Ongoing	<ul style="list-style-type: none"> ● Minister ● Stewards ● hip chair ● Treasurer ● /FC 	Attainable	
Minister presents budget draft based on parameters and ministry input to Board; Minister also presents stewardship update	April 12 BODM	<ul style="list-style-type: none"> ● Minister ● Andrea ● 	Mission driven Attainable	Minister finalizes budget based on input from ministry teams, budget parameters and AVOM. Minister may want to communicate details of budget to key ministry leaders/staff before board meeting
Communication of budget to staff ministries: Budget reconciliation	ASAP after April BOD meeting and prior to town hall meeting	<ul style="list-style-type: none"> ● Minister ● Email about outcome of BOD meeting and reminder to come to Town Hall meeting 	Inclusion	Minister is responsible for communicating budget issues to staff/ministry especially about any changes to their requests
Town hall meeting for congregational input on budget, AVOM and stewardship: focus on process and on how this budget is consistent with our principles (inclusion; attainable, mission-driven, equity)	April Stewardship and vision	<ul style="list-style-type: none"> ● Board Chair ● FC Chair ● Minister? ● Stewards ● hip ● 	Inclusion Equity Mission driven	Need to work with stewardship: key stewardship activity

What	When	Who	Principle	Comments
Revision of budget based on town hall meeting	After town hall meeting and before May BODM	<ul style="list-style-type: none"> ● Minister ● Andrea ● FC ● Board chair 	Inclusion Attainable Equity	Minister is responsible for communicating changes to staff/ministry teams
Minister presents budget to board and presents a stewardship update; board approves budget	May 8 BODM	<ul style="list-style-type: none"> ● Board of Directors 	Mission Driven Attainable Equity Inclusion	Minister is responsible for communicating changes to staff/ministry teams
Notice to congregation about congregational meeting; budget for their affirmation	Just after May 8	<ul style="list-style-type: none"> ● Communications committee 	By-laws	Notice and the budget must go out at least 14 days prior to the congregational meeting and can be emailed and hard copies sent to those without email
Congregational meeting to affirm budget (focus on how budget is consistent with our principles)	June 2	<ul style="list-style-type: none"> ● Board of directors ● Role of Minister? 	Inclusion	
Minister revises budget as necessary based on final income figures and presents to BOD for approval	Probably August BOD meeting	<ul style="list-style-type: none"> ● Minister ● Andrea ● Stewardship ● FC? ● Board of Directors 	Flexibility	
Minister has authority to make budget adjustments up to a certain amount	Ongoing	<ul style="list-style-type: none"> ● Minister ● Andrea 	Flexibility Attainable Mission-driven	
Minister has authority to request budget changes during the budget year in response to budget deficits or surpluses or changes in ministry work , staffing etc.	Ongoing	<ul style="list-style-type: none"> ● Minister ● Andrea ● Treasurer 	Flexibility Attainable Mission-driven	

Nominating Committee Member

Richard Perry has agreed to serve on the Nominating Committee. This rounds out the required membership on the committee and requires Board Approval. By approving this on the consent agenda we agree to appoint Richard to this committee

Sponsorship Policy: Second Reading

This policy is revised based on the discussion at the September board meeting.

Second Reading: Church Sponsorship Policy

Per our Bylaws, the name of the church as an official sponsor of any particular activity or position on an issue shall be allowed only by decision of either the Board of Directors or by vote of the congregation, consistent with current policy of the Board. However, the Board of Directors encourages ministries and members to share our values with the world and to identify themselves as Community Church of Chapel Hill Unitarian Universalist members at events where they are delivering a message that promotes the church's mission by using the Church's banner. Use of the church's banner, requires approval of the Minister, who will consider its consistency with the church's mission, strategic plan, and legal status.

The board requests that the minister develop procedures for approval of the church's name and banner and for the care of the banners. All users will be required to follow those procedures.

For the interim period in which the above policy is not yet officially affirmed, the Board of Directors has approved use of the banner at events in support of marriage equality and gay pride.

Ministerial Evaluation Committee Report

Report of the Ministerial Review Committee

*Joyce Allen, Lilie Bonzani, Catherine Grodensky, Polly Johnson,
Jim Siplon (co-Chair) and Joshua Socolar (co-Chair)*

October 6, 2011

Congregation members may request copies of this report from the Board Chair.

Background Document for 2011 Review Committee

From Maj-Britt Johnson

Main Accomplishments

Adult Programs

My primary goal at C3HUU, from the start, has been to encourage and train spiritual leadership. Howard Thurman wrote: "*Don't ask yourself what the world needs. Ask yourself what makes you come alive and then go do that. Because what the world needs is people who have come alive.*" I am firmly of the belief that when we find what is alive in us we then want to care for others, and to serve the world. And these three things are the cornerstones of our mission at C3HUU: Spiritual growth (coming alive), care for others, care for the world.

All of the classes I lead are designed to help people "awaken" to their own ministry. "Servant leadership" is another way of expressing this concept. A "servant leader" is one who is called to serve first, and then as a result has to lead. This is different than wanting to lead out of a desire for power or influence. Even introverts can be servant leaders.

I believe there are many forms of leadership, but everyone will lead in some way, if they find what makes them come alive. Increasingly I have come to understand that what is happening organically through the spiritual growth programs, is the growth of leadership for the church, and "the world".

Spiritual Centering Classes: When I arrived there were not really any adult programs in place. The first thing I did was to lead a Spiritual Centering class. About 15-25 people showed up for that.

Building Your Own Spiritual Practice classes followed. Over 40 people have participated in one.

Friday noon "sacred reading" group: About twenty-five to thirty people have attended this drop-in group which I started my second month here, and it is ongoing.

I am frequently told by people who have attended these classes and groups that they have been life transforming, because they have finally found a place to grow their relationship to the "sacred". Several people have said: "I've been hungry for this but never found it in a UU church."

S.E.A. - In the spring of my first year at C3HUU, I recruited Steve Warshaw as chair, who then recruited Jean Genova as co-chair, to form an adult religious education committee, which they then named Spiritual Exploration for Adults (S.E.A.). They recruited committee members, and I met with the group initially to establish some objectives. Then they took off. SEA is now flourishing!

The main objective for S.E.A., in my mind, which they seemed to very much agree with, was that we ought to offer a few basic foundational programs each year, Building Your Own Theology and my spiritual practice groups; to only add classes which we are able to support with volunteer and staff backup, and which fit within our mission.

Covenant Groups - When I arrived there were a couple of covenant groups but there was disagreement about philosophy. The originator of the groups decided to drop out, due to philosophical differences, and I recruited new leadership to re-organize the program. Until this past fall I met monthly with the facilitators, wrote the monthly sessions, and practiced them with the facilitators. Our covenant groups are strong.

Beginning this fall, because Marion's hours increased as Lifespan RE director, and because I needed to branch out and do "Wellspring" (see below) I asked her to be the staff leader for the Facilitators Group. I continue to write most of the monthly session content.

The idea for "Family Night small groups" arose out of my conversations with Marion about the covenant group sessions. The Covenant group facilitators group trains her facilitators as well, and they

use an abridged covenant group format. Their groups are drop-in and serve anywhere from 20-40 people, once a month. All in all this total program (covenant and family groups) has probably reached well over 100 people in the past couple of years.

Wellspring: This year I led the year long “Wellspring” program, which you might call “Coming of Age for Adults.” It also could be called UU Spiritual Formation. I did this instead of the Building Your Own Spiritual Practice classes. Wellspring is a nation-wide UU program, and I was on a monthly conference call with colleagues who are also leading it.

Next year three graduates of Wellspring will lead the program for a second year, and I will once again lead Building Your Own Spiritual Practice, for S.E.A.

I am also thinking about how to organize a new small group for people who want to continue working on their practice when they complete a class. What most of the members of Wellspring have said is they appreciated a place where they had to be accountable for their own spiritual practice. Likely I will lead one group for “grads” of the various spiritual practice classes, and over time train new leaders to take that group over, and if necessary lead others. Then I would meet with the group of leaders monthly.

The pattern as you can see is: Start a program, train new leaders, start another. But my goal isn’t to have endless numbers of programs. We’re almost where I want to be with the core formational programs, i.e. The two introductory Spiritual Growth Programs, and follow-up small groups for ongoing spiritual practice. But there is a third piece of this vision for membership and leadership development, which has to do with the third part of the mission of the congregation. This is taking longer to develop. But with an intern it may be possible:

Sacred Fire: This is a program Nato will develop. He and I have been planning the concept and how to work it into the organizational structures of our congregation, but he’s gathering together the actual program from existing UU programs.

Like Wellspring Sacred Fire will be a year long class, next church year, for people to learn about social justice, and their own call to it. There will also be a spiritual practice component to this course.

This group will be developing some processes by which the church can form a congregational Faith in Action program. Nato and I will be in close contact about it and will then be figuring out how to continue it when he leaves. Likely from the training group will emerge a “Faith in Action Council.”

Caring Ministry

- -Established the “Caring Ministry” early on in my time here.
- -Recruited two coordinators, and led a year long training program for “pastoral visitors.” I then did, and now do, meet with a volunteer Coordinator monthly. She now leads the monthly meetings with the pastoral visitors, along with our student intern. I work with the Intern to plan the theological portion of the monthly meetings.
- -The pastoral visitors make regular monthly visits to elderly or homebound, and make hospital visits upon my request.
- -I have also established an effective system for monitoring joys and concerns. This is a joint effort with the Worship Associates team who collect the information from Joys and Sorrows and turn them over to the Caring coordinator. I am hearing that this is resulting in good followup with members.
- -I have met recently with a new member who is a therapist and wishes to be a consultant to the Caring Ministry about mental health issues, and to make our congregations commitment to that more visible. Likely by fall that visibility will be a reality. This will fulfill a need expressed by some members for more attention in that area.

- -My overall goal for pastoral care, as I stated during my Candidating Week three years ago, is to have the congregation as a whole minister to each other. No matter the size of a church I think this is important for community building, and healthier for both the minister and congregation if pastoral care is *not* seen as the minister's domain exclusively.

In the future, if we are able to take on another minister, even part time, I would hope we could develop that concept further through more trainings, a greater ability to reach out to various constituencies (mentally ill/disabled) and the organization of caring circles vis a vis our existing small groups and so on. I think in this area of burgeoning retirement homes, full of UU's, we also have a responsibility to minister to the senior population. But that will take more staff. Volunteers are essential but staff is also necessary for continuity, and organizational support and alignment.

Worship

Worship Associates Program

- In my first year I gradually turned the existing worship committee into a Worship Associates Program in which associates have an opportunity to work with me on formulating services if they wish. Last year I also led them in theological reflection over a period of several months.

-This year I recruited three new members as we all agreed it would be good to allow more members to have a chance in the pulpit.

Sunday Services

- -I always feel a sense of accomplishment at the end of the year when I look back at having completed 32 sermons and or collaborative services with youth and members.
- -Worked with the youth the past two years on their credos for Coming of Age
- -Believe I was successful in integrating the Covenant group topic with one of the sermons each month. Hope to be more transparent about that in the future.
- -Did some good coordinating with Marion about spring topics (Islam, and Buddhism) so that the children and adult services were congruent. Had good feedback on that from parents.
- -Introduced a new tradition in to the service: The sung meditation after the spoken meditation. I have heard frequently now from members of the congregation that they are grateful for services which feel congruent from beginning to end, and have a more spiritual component.

Adapting to the New Governance system

This year I have seen my job description expand with planning for the new governance trial run.

- -Developed a six month, and then a 12 month budget to present to the board.
- -In the process a Finance Committee formed which resulted in a new set of meetings, and many new learnings about our finances!
- -Have recruited help to write procedures to implement the new policies. This is newly underway now.

Membership

- -In the process of coming up with a budget, I've had a greater involvement with stewardship. As a result I have come to see some gaping holes in our membership tracking processes. This year I have spent many, many hours working with the staff to clean up our database.
- -More directly I was working with Tifani on methods for better tracking the path from Visitor to Member. Lots of people seem to have fallen into a void somewhere between the two. In the process I have asked the staff to engage with me in numerous discussions about the benefits and responsibilities of membership, and the difference between being a member and a "friend". As a result we have created a new category "newcomer" which means someone who is no longer just a

visitor, is involved in church activities, but has not yet become a member or friend. I have devised, with the staff's input, systems for tracking these folks, through contact with the various committees and SEA classes. We then make contact with them about their intentions for membership and stewardship.

Church Council

-In my first year and a half I tried out various ways of turning our Committees into ministries, and to emphasize leadership as a spiritual practice. In my second year I started the Council meetings with thirty minute deep listening sessions about various spiritual topics. The Membership Coordinator then led the business part of the meeting.

-Council is a work in progress. Next year I may try out yet another model: Quarterly Council meetings, specifically about coordination and planning. In the intervening months I would like to have Leadership Trainings open to anyone in the congregation. These again have a "leadership as spiritual practice" philosophy. Thus they will operate under the same philosophy as adult programs where the intent is to let spiritual growth/practice help to clarify the call to service.

STAFF

Objectives and accomplishments

- -Staff meetings: I try to hold collaborative (yet directed) staff meetings. Some of the staff were used to just doing their own thing, and I felt they were working in separate "silos." I learn a lot from the interchange of opinions and creative ideas, so my main intent at staff meetings is to throw out issues and get lots of input. I think this has helped when it comes to moving us along with regard to the membership issues in particular. And it makes work more fun for me. Hopefully for them too.
- -Asked each staff person to keep track of hours and what they do when I first arrived, so I could learn their jobs. Some of them have said this was helpful to them as well.
- -Reorganized the staff structures. After a turnover in the office position in the fall of 09, I rewrote the office job description. Promoted financial assistant to Congregational Administrator and assigned her supervision of the new office assistant.
- -Hired and organized the training of a new office assistant late fall 2009.
- -Designed Lifespan Religions Education Director position, with DRE's input.
- -Established a goal setting process with staff. After going to an Alban Institute Training on staff supervision, in the fall of my second year, instituted a quarterly process for staff to write "forecasts" and reviews. The focus is on building new and strong relationships in the church. Again, some have said they find this helpful.
- Meet with each staff member (full timer's weekly, half timers twice a monty) to discuss their work and brainstorm ideas.

Membership Coordinator position

- -With the (hopefully temporary) loss of this position I have taken over pieces of this job (Council) and directed and now supervise the office assistant in performing the data input areas of this job.
- -Orientation. I have worked on a shorter format for this (bylaws requirement for membership) and asked Marion to lead one hour sessions, on a couple of Sundays, this spring. These will be followed by a one hour session, a week later, led by me, with those who choose to then sign the membership book.

Social Justice

- -Made a good connection with the local Muslim community when I planned the 9/11 service. Kept up the connection and invited a singer to the Islam service. Other conversations are underway for future interfaith possibilities.
- -Made a good connection with a local African American minister who spoke at our MLK service.
- -Have participated in numerous interfaith services over the past three years through NAACP and other local groups.
- -Have been a speaker at Justice United Assembly, and attended JUICE minister's meeting regularly for three years.
- -Was asked to be on the Strategy Team for Justice United, just started last month.
- -Founded and co-led an interfaith minister's Bible Study group for two years (Baptists and UU's)

Associational Activities

Was chosen to be a facilitator for the UUMA's "Whose are We" program (spiritual deepening program for ministers). Was trained at G.A. and then facilitated a four day workshop for ministers at the Mountain Retreat and Learning Center fall 2010.

Have hosted a monthly minister's support group for the past two years at C3HUU

Serve on the UU Funding Panel twice a year.

APPENDIX: EXPLANATION OF MY SCHEDULE

The pace of ministry can go from 0-60 very suddenly. As with any professional service work there are some constants but there are several areas that are much busier at certain times of year, even as the constants continue. And, pastoral care needs are obviously unpredictable. So my schedule requires both planning well ahead, and constant juggling in place. For instance: Twice a year I do work for the UUA's Funding Panel (reading grants, calling grantees, traveling to Boston for two days), twice a year I go to the South East UU Minister's Association seminars (four days each), GA, TJ District Meeting, Tar Heel ministers meetings, speaking at ordinations and installations. These activities push my normal work activities into a tighter space, but can be planned for ahead of time. I didn't include denominational work in the numerical calculations below because when I do these activities I cancel other meetings.

Constants

The following are my rocks in the fast moving stream. The hours are pretty consistent averages.

- Sermon writing/service prep with Glenn and others/study time for sermons - 60 hours month.
- Staff supervision one-on-one, and staff meetings - 40 hours a month. This can rev up when staff reviews are happening, when we are in a hiring process, and when I am covering for staff, as I am now, in doing parts of the volunteer coordinator position, and supervising all part of that position.
- Teaching - About 15 hours a month, with breaks between class start-ups.
- Committee Meetings/Council/pre-meetings with committee chairs, "supervision" of chairs of some of the committees I do not attend - avg. of 30 hours month.
- Email = a synonym for responsiveness to leaders, members, guest inquirers, as well as reading and responding to the many dialogues between meetings. Email would qualify as both a rock and the

river...As in a tumbling rock in a fast moving river.

- 40 hours a month, guess-timate.
- Justice United - 2 hours a month minimum.
- Scheduling (and rescheduling) - at least 4 hours a month (guesstimate)

TOTAL 191

FLUX ITEMS

24-70 hours a month

These areas are always in flux-

- Board/Stewardship/Finance Committee work - anywhere from 8 hours month to...maybe 40 during Pledge drive.
 - Pastoral Visits: I have tried to make my pastoral visits to the retirement centers, and to the homebound, into a rock but it keeps getting dislodged. It is catch as catch can in that area. Luckily our pastoral visitors are doing well on this. 5-10 hours month for me.
 - One-on-one appointments in my office - varies. Some weeks I seem to have appointment after appointment with individual members, especially on Fridays, other weeks none. Average 10 hrs. month
 - Social Justice/Community work - from 2-10 hours month if there are special activities or actions I take part in e.g. MLK day, a SJ action, or a JUICE assembly
 - The totally unexpected and the inexplicable - 5 hours a month and up. (Including memorial services and other pastoral emergencies - from 0 to 30 hours per month as needed)
 - Total Average 220-260 a month, 55-65 a week.
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Financial Report:

Hard copies of these reports are available at the church.

Finance Committee Recommendations

Maggie and I (with ambiguous concurrence by the Finance Committee) have identified finance-related revisions throughout the Board Policy Book (BPB). First, for the October Executive Committee and Board meetings, the document presents the sections of the BPB with the core finance-related revisions. These revisions are redlined relative to the BPB version of this past February. Note that these revisions are a work in progress, ripe for Board discussion but not yet for Board approval. The Finance Committee needs another look at these revisions in light of the Board's upcoming discussion of the issues raised herein. The largest issue is whether the content of the footnote is the right approach toward saving for maintenance needs.

Tentative Finance-Related Revisions to the Board Policy Book

(Note that there are numerous other finance-related changes needed to other sections of the Board Policy Book.)

IV. MANAGEMENT

B. Powers Reserved to the BOD

3. Budget

Date Adopted:

Suggested Date of Review:

The Chief of Staff shall submit a Church budget for approval by the Board of Directors. The Board of Directors may amend or ask for changes to the budget. The Board of Directors will approve an annual Church budget prior to the beginning each fiscal year.

Comment: Do we want to say anything about the CoS collaborating with a finance committee?

Unless specifically limited by the Board, the Chief of Staff is authorized to shift up to 1% of the budget among line items during the fiscal year, with the exception of staff salaries and benefits, as needed to handle changes in facilities and program funding.. The Chief of Staff shall report such shifts to the Board at the next Board meeting, keeping track of all changes made during the fiscal year.

Budget transfers exceeding 1% of budget, or transfers related to staff salaries and benefits, need to be approved in advance by the Board. Any Board-approved budget transfers will not be included in the 1% transfer limit.

The Chief of Staff will provide the Board with financial reports on a quarterly basis and at such other times as the Board may request. If a deficit is projected at any point during the year, the Chief of Staff will present a revised budget with recommendations for balancing the budget. The Board of Directors may amend the budget at any time.

4. Investments

Date Adopted:

Suggested Date of Review:

Only the Board of Directors can authorize: a) the purchase or sale of real estate; and b) investment in any instrument other than bank savings accounts and other secure investments in which the investment principal is not at risk

C. Care for Resources

4. Financial Reserves

Date Adopted:

Suggested Date of Review:

Financial Reserves equal Total Current Assets minus Total Current Liabilities minus Temporarily Restricted Funds minus Permanently Restricted Funds (i.e., Endowment Funds). By definition, the change in Financial Reserves during a time period equals Total Income minus Total Expenses minus capital expenditures (including payment of principal on debt) during the period.

Financial Reserves are the sum of Operating Reserves, Maintenance Reserves, Sabbatical Reserves, and such other reserve funds as the Board may establish. At the end of each fiscal year, the target balances of these reserve funds shall be as follows:

- Operating Reserves, which are held for the purpose of dealing with variations in cash flow, shall be equivalent to one-twelfth of the current year's budgeted expenditures.
- Maintenance Reserves, which are held for the purpose of replacing major facilities at the ends of their useful lives, shall be maintained as a sinking fund that saves for foreseeable expenditures on a ten-year forward basis.¹
- Sabbatical Reserves, which are held for the purpose of paying for substitute staff when regular staff are on paid sabbatical, shall be maintained as a sinking fund that saves for foreseeable expenditures on a three-year forward basis.

If the difference between actual balances and target balances is large, the Chief of Staff and the Board shall attempt to set budgets to eliminate this difference within three years.

5. Temporarily Restricted Funds

Date Adopted:

Suggested Date of Review:

The Board of Directors creates Temporarily Restricted Funds for programmatic and outreach projects and for other purposes in keeping with the mission of the Church. The Board shall maintain Temporarily Restricted Funds equal to the unexpended amounts that have been contributed, by Church members, the Board, or other persons, for the specific purposes of those funds. Temporarily Restricted Funds that are inactive for more than two years shall be closed and the monies therein will revert to Financial Reserves.

A hard copy of the PowerPoint Presentation on this is available the church.

¹ This means that the Maintenance Reserves will be the sum of: 100% of the replacement costs of facilities needing replacement one year hence; plus 90% of the replacement costs of facilities needing replacement two years hence; plus 80% of the replacement costs of facilities needing replacement three years hence; and so forth through plus 10% of the replacement costs of facilities needing replacement ten years hence.

Minister and Management Report

Report to the Board October 2011
From: Maj-Britt Johnson
Staff Report - yearly reviews.

Congregation members may request copies of this report from the Board Chair.

Letter on Marriage Equality

The idea for the Church to take a public stance against the Defense of Marriage Act was proposed by Joyce Allen. At the request of the Executive Committee Joyce drafted a proposed letter for the Board's consideration.

On May 8, 2012 the citizens of North Carolina will be asked to vote on Senate Bill #514, titled the Defense of Marriage act, which provides that "marriage between one man and one woman is the only domestic legal union that shall be recognized in the state."

The Board of the Community Church of Chapel Hill, Unitarian Universalist, goes on record in the strongest possible opposition to this amendment. Amending the defining document of the state is a serious matter at any time. In this case, what is proposed is denial of a right of citizenship—and a human right—to thousands of our citizens. Implications of such laws have been well documented. They include denial of such basic rights as that to be with the partner of one's life at a time of serious illness, as well as a great many other restrictions. In 1964, with the Civil Rights Act, our nation rose above a long history of discrimination on the basis of race. We must not now enshrine in our state constitution a policy of discrimination on the basis of sexual orientation. We stand with other churches committed to human rights, and with all those who are concerned with justice. We strongly urge all who share such concerns to make their voices heard in the primary election next May, and to defeat this destructive proposal.