

Unitarian Universalist Church of Church of Urbana-Champaign
Board of Trustees
AGENDA – December 11, 2018 Business Meeting

7:05 – Chalice lighting and reading

Process observer

7:10 – Check in

7:20 – Consent agenda – Minister's report (she will send out directly)

IDRE report

Membership Coordinator report

November minutes

Financials

Fundraising policy change

7:30 – Status of action items from November

7:35 – Personnel documents

7:45 – Energy credit vote

7:55 – Leadership Advisory Group

8:05 – Property Advisory Group

8:15 – Strategic Visioning Team

8:25 – Beginning discussion of policy and by-law changes for December study session

8:50 – Review of action items

8:55 – Process observer

9:00 - Adjourn

Board of Trustees
Unitarian Universalist Church of Urbana-Champaign

December 11, 2018

Attendees: Jenny Hunt, Johnny Robinson, Jennifer Livingston, Brian McDermott, Cliff Singer, Karen Folk, Randy Locke, Carol Veit, Adam Davis, Ben Joselyn, Rev. Florence Caplow

Guests: None

Consent Agenda

The Board received a report from the Minister, Interim Director of Religious Education, and Membership Coordinator. The November 13, 2018 business meeting minutes were received. Financial reports were received. The updated Fundraising Policy C3.3 was received.

Motion: Locke made a motion to accept the consent agenda; McDermott seconded; the motion passed.

Review of Previous Month's Action Items

- 1) Folk will write to Kathleen Robbins of the Committee on Shared Ministry regarding the proposal of a second minister. *Done*
- 2) Hunt will call a meeting with Robinson, Singer, Locke and Rev. Caplow. *Done*

Personnel Committee

At the request of the Personnel Committee, the board reviewed motions passed by the Committee regarding proposed new staff positions and changes to existing staff positions. Proposals for an RE Assistant position and Childcare Coordinator and Childcare Providers will need job descriptions and a review of the budget impacts.

The Events Coordinator position is proposed to become the Events and Facilities Coordinator, increasing weekly hours and wage. Specifics of the job description and budget impact will be requested from the Personnel Committee.

Motion: Locke made a motion to increase the hours for the Event Coordinator position up to 17 hours per week; Robinson seconded; the motion passed. There was one abstention.

A recommendation to extend the Interim Director of Religious Education position to three years in order to align with the Strategic Visioning process was discussed.

Motion: Singer made a motion that Rev. Caplow be requested to amend the IDRE agreement to be voted on at the January Business meeting; Locke seconded; the motion passed.

The Board discussed a recommendation to the budget task force for the minister's salary for fiscal year 2019/2020. Singer will request that Finance prepare a review of minimum and maximum potential raises for all staff.

The Board is recommending that the minister's salary increase be equal to other staff increases.

Energy Credit

The Board reviewed whether to extend an electricity purchase contract with MidAmerica Energy before it expires on December 27, 2018. Extending the contract from one to four years was considered.

Motion: Folk made a motion to approve a four-year contract with MidAmerica Energy; Veit seconded; the motion passed.

The Board reviewed an option to add an additional Renewable Energy Credit to the contract. It would cost about \$100 over four years, not likely to make much impact towards building additional renewable energy sources, and not participating may provide more incentive to reduce the church's actual energy use.

Motion: Joselyn made a motion that we do not purchase the energy credit; Robinson seconded; the motion passed.

Leadership Advisory Group

Locke reported on a meeting held with the Leadership Advisory Group which recommended the creation of a Leadership Development Committee. Priscilla Kron has agreed to chair the committee and seek a co-chair.

Motion: Locke made a motion that the Board authorizes the establishment of a Leadership Development Committee for the purpose of developing, fostering and coordinating and intentional culture of leadership; Veit seconded; the motion passed with one abstention.

Property Advisory Group

This group has met to discuss a communication process and structure for responsibilities for a committee, staff person, and outside contractors. A needs assessment inspector will be brought in in December to evaluate the current needs of the building.

Strategic Visioning Team

A meeting between the Strategic Visioning Team and the RE Advisory Group was held and a recommendation was made to extend the interim Religious Education process, and IDRE contract, to three years so that both can proceed together. A consultant will be brought in and Michele Grove has recommended Sandra Greenfield. The workshop is being considered for the weekend of February 10th.

The team has chosen the name United Dream Team.

The Board has requested that Rev. Caplow revise the IDRE letter of agreement and present it to the Board at the January Business Meeting.

Policy and By-law changes for December Study Session

The Board needs to recommend policy changes to committees, and By-law changes for the Annual Meeting in May. Any changes should include prior education with the congregation. The change in size of the congregation requires a cultural shift.

Review of Action Items

- 1) Folk will request additional information from the Personnel Committee, including a job description for new/revised positions and budget impacts of staff changes for the January Business Meeting.
- 2) Singer will request that the Finance Committee review salary increases for all staff, providing a range of minimum and maximum potential raises for all staff.
- 3) Caplow will revise the IDRE letter of agreement for review at the January Business meeting.
- 4) Hunt will complete the necessary paperwork to sign with MidAmerica as electricity provider for a four-year contract.
- 5) Livingston will send previous minutes with motions regarding staff positions to Folk.
- 6) Livingston will submit approved Fundraising Policy and change form to Office Administrator.

Adjourn

The meeting was adjourned at 8:50 p.m.

Respectfully submitted,
Jennifer Livingston
Clerk

Minister's Report

UUCUC Board of Trustees meeting, December 11, 2018

Overview

This report generally covers November 1 to November 30, 2018.

The major event of the month was a beautiful Celebration of Shared Ministry and Installation on November 10th. I was very moved by the immense outpouring of volunteer energy (I believe that more than 100 people contributed in some way) and inspired by the words that were shared by guest ministers and members of the congregation, particularly in relation to justice and community in these difficult times (I hope to collect all these writings, as well as photos, for a commemorative book). I loved the sermon given by 9 members of the congregation, ranging in age from 9 to 90, as well as the “Charge for Racial Justice” written by UUCUC member Diedre Cobb and read by Joe Omo-Osagie. As far as I know, both of these were entirely new contributions to what is otherwise a very traditional service.

I also want to mention, briefly, two events in early December. I attended a seven-day silent Zen retreat in Santa Fe in early December as study leave, and I am powerfully renewed and inspired. The teachers leading the retreat are all “engaged Buddhists” practicing both Zen and social justice. I hope to go each year at this time, work permitting.

On December 10th I participated in a Clergy Witness at the San Diego/Tijuana border, organized by the American Friends Service Committee and attended by at least 400 people of faith, primarily clergy, on the 70th anniversary of the Universal Declaration of Human Rights. There were at least 35 UU ministers there, including Rev. Susan Frederick-Gray, the President of the UUA, as well as Rev. Mary Katherine Morn, the new President of the UU Service Committee. The event was covered by national media: <https://www.nbcnews.com/news/latino/faith-leaders-u-s-authorities-migrants-have-international-right-u-n946236?fbclid=IwAR2mgNAxLLxUxLbNZNcwUenByZi-A1GTzFZ-AhrUuMGcBfVlwpkIsid4iA>

Stats! (no nifty chart this month – since I am preparing this while at the border in San Diego)

I worked 197 hours in November, or 47.5 hours a week. I am happy to report that this is less than in previous months, and that I spent the first week of December in silent retreat. Due to the intensity of planning for the installation, as well as preparation for three Sunday services, roughly 40% of my time was spent on worship preparation. Significant time was also dedicated to teaching (an ending retreat for the the Wake Joy class and the new UU Voices book group), administration, and pastoral care. Administration time was lower this month, since the staff team is doing well.

Shared Ministry

Services

I offered the sermon on two Sundays in November and did the service preparation for the guest sermon by the Rev. Patrice Curtis on November 11th. I also designed the program and all aspects of the service portion of the “Celebration of Shared Ministry on the 10th. The Soul Matters theme for November was “Memory,” which felt well with the annual All Souls service.

November 4th was the second annual All Souls Service, featuring a ritual honoring those we love who have died. The title for this year was “Honoring Ancestors”. 212 people attended this multi-age service, which is the capacity of the seats in our Sanctuary. I plan to continue to offer this service each year, because of its pastoral importance.

November 10th was the Celebration of Shared Ministry and Installation. Although attendance was not counted, we had over 300 RSVP’s to our online invitation, and probably about that many in attendance. Thanks to Chris Hannauer and Garret Gengler, we were able to live stream the event to Fellowship Hall (where 30 or so people watched) and also to YouTube, allowing those not present to watch as well. We also opened the Rood Loft for extra seating, after a work party to prepare it. There were 25 guest clergy, including 6 invited out-of-town UU clergy: former UUCUC ministers Axel and Elaine Gehrman, Rev. James Ford (who was not able to come due to jury duty, but whose “Charge to the Minister” was read by Rev. Martin Woulfe), Rev. Patrice Curtis, and Rev. Nica Guinn, who had to leave the day before due to fires and a mass shooting near her church in Thousand Oaks, California (her words were read by Rev. Janet Guthrie). Representatives from the Sisters in Faith Leadership, the Interfaith Alliance, the UUA, and the First United Methodist Church (which offered their Fellowship Hall free of charge) offered blessings. An extraordinary reception lunch at First United occurred immediately after the service, with food provided by The Red Herring, and master organizers Sandy Hannum and Trisha Locke (who did all the decorations) as well as a small army of volunteers.

November 11th, “Rituals of Love” featured a sermon on humanism and social justice by guest minister Rev. Patrice Curtis (in town for the Celebration of Shared Ministry). Many people expressed appreciation for a service focused on humanism, and in general there was enthusiasm for hearing a guest UU minister. We had 140 people in the Sanctuary and 210 people altogether in the building.

November 18th was a service dedicated to the great 19th century Midwestern Unitarian woman ministers, “Prophetic Sisterhood.” We had 135 people in the sanctuary and 195 people altogether in the building.

November 25th was a service led by Sam Beshers and the Worship Committee, “Where Credit is Due,” honoring the often unseen contributions of people around us. This fit in well with my own interest in increasing ways we can recognize and honor gifts of time and talent. There was no RE on this Sunday after Thanksgiving, with 112 people in the Sanctuary and 124 in the building altogether. I did not attend, and this was the first Sunday “off” for me (i.e. not on vacation or study leave, and not attending or working) since I began in August of 2017, even though my

letter of agreement specifies one Sunday free of all responsibility each month. I hope to do more of this in the future!

Staff and Administration

All staff are doing well. After a time of discernment, the Board chose to dissolve the Property Committee for now, to allow space for re-visioning how to take care of the building and grounds at this size and budget. The decision was made to explore the possibility of a part time facilities coordinator, and we realized that we had an excellent candidate in Kate Barton, already working as our events coordinator and with a significant property management background. I approached her about an expanded job, and she agreed. The intention is to create a position of “Events and Facilities Coordinator” up to 17 hours a week for the second half of the church year, moving to 25 hours a week in the next church year, along with a raise acknowledging the increased responsibility. This position would be supervised by the Office Administrator and would supervise the Custodian, as well as contractors and vendors.

The November all staff meeting was focused on the current Employee Manual, which has now been reviewed by all staff, and discussed. The Personnel Committee has been hard at work on the possible staffing changes and budget for the next church year, including changes in job titles and increased hours for some staff.

I continue to work with Susan Beaumont as a coach on staffing and supervision.

Justice and Outreach

I chose and read a poem (with Sherry Bohlen) at the annual Interfaith Thanksgiving Service held at the Krannert Center. I hosted the monthly Sisters in Faith Leadership meeting, met with Muslim community leader Abdulhakeem Y Salaam about possibly hosting the annual interfaith Day of Gratitude next spring, met with First United Methodist minister and social justice leader Rev. Bob Freeman, organized an election watching gathering at the church, and attending the Trans Day of Remembrance organized by the UP Center. I also made plans to attend the Clergy Witness at the San Diego/Tijuana border on December 10.

Pastoral Care

I met with the Soul Matters covenant group facilitators, and with Care Core leadership to begin planning for a Pastoral Care Team. I made one home visit, and met with 6 members of the congregation in my office.

Teaching/Religious Education

I led a half day silent meditation retreat at the Friends Meeting House for “Wake Joy” participants and others in the congregation, attended by 41 people. I continued a monthly Sunday book group based on the “UU Voices” series, exploring different theological backgrounds of UUs, and met with Michele Grove to plan an Adult RE pamphlet for the winter quarter.

Future

We are planning on closing the church office from Christmas Eve to after New Year's Day. Some staff, including me, may do some work from home during that time, or even some limited work in the office, and others will be taking vacation time, as well as two holidays, but this will allow for family time, and it is generally an extremely quiet period at the church. I am not planning any extended time away from the church for the next few months.

Unitarian Universalist Church of Urbana-Champaign

Report to the Board of Trustees, December 2019

Interim Director of Religious Education

1. *In relationship to Board of Trustee Goal #2: To effectively lead the congregation in collaboration with the minister, Interim Religious Education Advisory Group, and Board of Trustees through the first half of the interim religious education process.*

In November, I:

- a. Worked with the Interim Religious Education Advisory Group and the Strategic Visioning Committee to plan to process for collaboration. In an effort to align the work of both, a recommendation to move from a two-year interim religious education period to a three-year interim religious education period was approved. The personnel committee will make recommendations to the board on staffing this shift.
- b. Began work on a covenant with the Interim Religious Education Advisory Group. This work will continue in December.
- c. Worked with Carol Veit, board religious education liaison on steps to create a religious education committee. Work towards this goal will begin with a curriculum visioning workshop on Saturday, January 12, 2019 from 9:30-Noon.
- d. Raised questions about the proper leadership for programs such as the mitten tree and Guest at Your Table. The questions raised further explore the historical role of the religious education – is this an education director role or a children's coordinator role? These questions will continue as we discern the current identity and a religious education vision.
- e. Continued observations, conversations and creative dreaming about the religious education space. There are many facility issues which need to be addressed. Met with Kate to look at the use of space for religious education and beyond. Can religious education space be better utilized? Kate and Michele will continue to work on this question.

2. *In relationship to Board of Trustee Board goals #2 and #3, design new religious education systems in collaboration with lay volunteers and professional staff.*

In October, I:

- a. Worked with the YRUU in conflict management and adviser training to equip adults working with youth during intense youth-driven conversations.
- b. Worked with Emily McKown, youth coordinator to plan for attendance at one or more Youth Cons in the first half of 2019.
- c. Made sure child care coordinator and four new child care providers are on board. Held a coordination meeting and training session after Thanksgiving.
- d. Began a process of including youth coordinator, child care coordinator, and child care providers in religious education trainings and religious education leader communication systems.
- e. Modeled a children's worship on November 25th to give children an opportunity to experience worship in a similar format as the adults.

- f. Continued upkeep of clerical duties related to children and youth religious education programs.
- g. Led religious education training on dealing with challenging behavior. Created a videotaped version of this training for leaders who could not be present in person.
- h. Continued normal duties of support for religious education volunteers.
- i. Kept up with clerical work needed to keep all eight Sunday morning religious education programs running smoothly.

3. *In relationship to Board of Trustee goal #3: Continue to build connections between religious education and congregational life through worship, all-ages activities, and learning opportunities through monthly all-ages worship services, monthly worship experiences where children and youth worship with adults for the first 15-minutes, and all ages learning experiences that tie into interim religious education and neighboring faith programs. These efforts will decrease the silo between children, youth and adults which then foster community.*

- a. Began organization and promotion of Winter Holiday Pageant.
- b. Developed a new initiative with the worship team. Beginning in January, 2019, religious education classes will be in worship for the first 15 minutes of every week. This is an experiment that will run through May 2019 and will be evaluated near the end of this term.
- c. Developed a Neighboring Faith curriculum for 6th grade which has components open to all families.
- d. Participated in Minister Installation and enjoyed meeting Urbana-Champaign community members in attendance. Developed a Dreams and Donut program based on Tesla Barak's Installation sermon. The dreams of the children and youth will be collated in December.
- e. Continued work on adult religious education program for early 2019.

4. In relationship to Board of Trustee goal #2: Model healthy work boundaries as a religious education professional by keeping my Sabbath day holy, ensuring that I have quality time with my family, and being fully present with the congregation when I am at work. I will keep track of time spent in various areas of religious education ministry in order to produce a tool useful for designing future professional religious education positions. In October, I:

- a. Attended the Religious Education Association Conference in Washington, DC the first weekend in November. Further added two study days so that I could visit Wesley Theological Seminary and meet with librarians on my project thesis.
- b. Enjoyed Monday as my sabbath day.
- c. Continued to track my hours with the Unitarian Universalist Church of Urbana Champaign, but have not had the time to chart them for effective communication. This charting is a December priority.
- d. Worked with Unitarian Universalist association programs as a mentor for two religious education credentialing candidates. Continue to work with the Guild of

Interim Religious educators designing programs and interim religious education advocacy for 2019.

- e. Continued my volunteer work as the MidAmerica captain of the Generosity Givers and continue to recruit persons to work as a generosity giver advocating for the UUA Annual Program Fund.

December notes:

1. The time is drawing near. My Doctor of Ministry Project thesis is due on January 15th. My research is complete but there is still a great deal of writing to accomplish. I will be on study leave from Monday, December 17 to Saturday, December 22nd to work on a bulk of this writing. I will also be away during parts of the winter break to finish this project with finesse!
2. Work with Kate Barton on a plan to immediately freshen basement classrooms is a December priority. Kate is also taking notes on long-term needs and wish lists. The hope is that we will be able to tackle issues of clutter and room-use.
3. December 16th is the Winter Holiday Pageant. It is entitled: Gifts for the Journey.
4. I look forward to being present for and participating in Christmas Eve worship services.

MEMBERSHIP COORDINATOR NOVEMBER REPORT TO THE BOT

Sherry Bohlen

Membership Committee

Tamara Ducey resigned from the Membership Committee and from her position as Co-Chair. Anne Newman has reached out to Sylvia McDermott and the two of them have agreed to Co-Chair the Membership Committee. I'm confident these two powerful women will provide strong leadership of the Membership Committee.

Youth/Young Adult Retention and Pathway to Membership Class

The Membership Committee's "New Member Class & Activity Sub-Committee" has taken on the challenge of addressing what has been lack of attention to youth and young adults and to their retention with UUCUC and the larger UUA world community. This sub-committee includes two members of the Membership Committee, one youth, one young adult and myself. We have invited the RE Youth Coordinator and hope that she soon joins in the collaboration.

Our plan is to coordinate with Religious Education (RE) to develop a growing understanding of "belonging" and "membership" as children, youth and young adults move from nursery through high school and beyond. It is also our plan to develop an alternative Pathway to Membership class that is aimed specifically at youth and young adults.

We're at the fact-finding stage and I will report updates in future BOT reports.

Membership Status Update

There are currently 320 members of UUCUC including a few who need to be contacted to verify their intention to continue their membership.

As mentioned in the prior section, the New Member Class & Activity Sub-Committee is organizing a meeting with UUCUC youth, college-age young adults and leaders to discuss an alternative version of our Pathway to Membership class that is more focused on and relevant to young people.

The winter Pathway to Membership Class will be held on Sunday January 13, 2019. Enrollment for this class is underway.