

**Unitarian Universalist Church of Church of Urbana-Champaign**  
**Board of Trustees**  
**AGENDA – October 9, 2018 Business Meeting**

7:00 Chalice lighting and reading  
Identify process observer, check-in and snacks

7:10 Consent agenda:  
1. September BOT business meeting minutes  
2. Minister's report  
3. RE Interim Director's report  
4. Membership Coordinator's report

7:15 Treasurer's report – Gail Schiesser  
1. Financial update and bookkeeper status  
2. Adjusted Installation budget request  
3. Financial Secretary update and resolutions  
4. Finance committee request regarding fundraiser approval

7:30 Finance - Budget Task Force and timeline – Gail Schiesser

7:40 Preliminary Fellowship evaluation of Rev. Caplow for the UUA Ministerial Fellowship Committee – Jenny Hunt and Jennifer Livingston

8:00 Personnel items – Karen Folk  
1. Hiring policy and process clarification  
2. Updated Office Administrator Position Description

8:15 Social Action – Welcoming Congregation committee description – Ben Joselyn

8:20 Property - Identifying and prioritizing property related projects – Randy Locke

8:30 Property - Defining next steps for scoping of HVAC improvements

8:40 Leadership Development Advisory Group update – Randy Locke

8:45 Review action items – Jennifer Livingston

8:55 Process observations

9:00 Adjourn

**Board of Trustees**  
**Unitarian Universalist Church of Urbana-Champaign**  
**October 9, 2018**

**Attendees:** Jenny Hunt, Johnny Robinson, Jennifer Livingston, Gail Schiesser, Brian McDermott, Cliff Singer, Karen Folk, Randy Locke, Carol Veit, Rev. Florence Caplow

**Guests:** Michele Grove, Interim DRE

**Consent Agenda**

The Board received a report from the Minister, Interim Director of Religious Education, and Membership Coordinator. The September 11, 2018 business meeting minutes were received

**Motion:** Locke made a motion to accept the Consent Agenda; Schiesser seconded; the Consent Agenda was accepted.

**Treasurer's Report**

**1. Financial Update and Bookkeeper Status**

A new bookkeeper has been hired. There is a five day turn around time for receiving reports.

**2. Adjusted Installation Budget Request**

The original Installation budget was a best guess and the group planning the event has requested additional funds.

**Motion:** Schiesser made a motion to increase the Installation budget to \$8000 from the general funds; Locke seconded; the motion passed.

**3. Financial Secretary update and resolutions**

**Motion:** Folk made a motion to name Jennifer Hunt as President, Randy Locke as Vice President, Amy Robison as Treasurer and Jennifer Livingston as Secretary for the TD Ameritrade required Corporate Resolutions Form; Veit seconded the motion; the motion passed.

**Motion:** Folk made a motion to name Jennifer Hunt, Chair and Amy Robison, Financial Secretary signers for the Bank of Rantoul Checking Account holding General Trust Funds; Veit seconded; the motion passed.

**Motion:** Folk made a motion to name Jennifer Hunt, Chair, Gail Schiesser, Treasurer, Amy Robison, Financial Secretary, Rev. Florence Caplow, Minister as Renters on the Safe Deposit Contract for Busey Bank; Veit seconded; the motion passed.

**Motion:** Folk made a motion to authorize Amy Robison, Secretary and Jennifer Hunt, President on the Busey Bank Corporate Authorization Resolution naming Mike Retzer, Timothy Livingston and Amy Robison as Trustees, on the VAHEST Checking Account; Veit seconded; the motion passed.

**Motion:** Folk made a motion to allow Jennifer Livingston, Clerk and Amy Robison, Financial Secretary, sign the Vanguard Resolution for the VAHEST investment fund naming Amy Robison, Michael Retzer and Timothy Livingston as signatories; Veit seconded; the motion passed.

#### **4. Finance Committee request regarding fundraiser approval**

The Finance Committee does not want to be in a position of approving requests to hold fundraisers brought from other committees. A new policy will need to be developed to handle such requests. The relevant section of the Operations Manual is C.3.3.1

**Motion:** McDermott made a motion; Locke amended that the Board of Trustees assume the responsibility of the Finance Committee Section C.3.3.1 and will work to edit the policy at the soonest convenience; Robinson seconded; the motion passed.

#### **Finance Committee – Budget Task Force and timeline**

**Motion:** Locke made a motion that a subgroup of the Finance Committee is created to work on a Budget Task Force; Singer seconded; the motion passed.

Schiesser will spearhead the task force and request representation from the Personnel and Property Committees.

#### **Preliminary Fellowship evaluation of Rev. Caplow for the UUA Ministerial Fellowship Committee**

**Motion:** Robinson made a motion to accept the evaluation as presented; McDermott seconded; the motion passed.

#### **Personnel Committee**

##### **1. Hiring Policy and process clarification**

A Bylaws change will be needed because the Minister's employment agreement is not in sync with the Board of Trustees requirements around hiring. No change is needed for Michele to be able to hire childcare staff.

##### **2. Updated Office Administrator Position Description**

**Motion:** Schiesser made a motion to accept the Office Administrator description; Locke seconded; the motion passed.

#### **Social Action Committee – Welcoming Congregation Committee Description**

**Motion:** Locke made a motion to accept the Welcoming Congregation Committee Description as presented; Schiesser seconded; the motion passed.

#### **Property Committee**

It is the role of the Board of Trustees to request a list of priorities from the Property Committee. Robinson, Singer and Locke will request a meeting with the Chair of the Property Committee to develop a list of priorities and define next steps for the HVAC improvement plan.

## **Leadership Development Advisory Group**

The group had one meeting and decided there was a need to create the Committee and come up with a structure.

### **Review of Action Items**

- 1) Schiesser will let the Installation Group know of the budget increase to \$8000.
- 2) Schiesser will notify Finance Committee that the Board of Trustees will take over duties under Section C.3.3.1 until a new policy can be approved.
- 3) McDermott will draft a new policy for fundraising requests.
- 4) Schiesser will write a description of the Budget Task Force.
- 5) Livingston will send final fellowship evaluation to Rev. Caplow.
- 6) Livingston will send change form with Office Administrator Job Description and Youth Coordinator Job Description to the Office Administrator to update the Operations Manual.
- 7) Singer, Locke and Robinson will meet with Property Chair to work on a list of priorities for the Property Committee to provide to the Board of Trustees.
- 8) Robinson will contact Property Chair to request a Property Committee meeting.
- 9) Livingston will send Financial Secretary a copy of the minutes.

### **Adjourn**

The meeting was adjourned at 8:42pm

Respectfully submitted,  
Jennifer Livingston  
Clerk

## Minister's Report

UUCUC Board of Trustees meeting, October 9, 2018

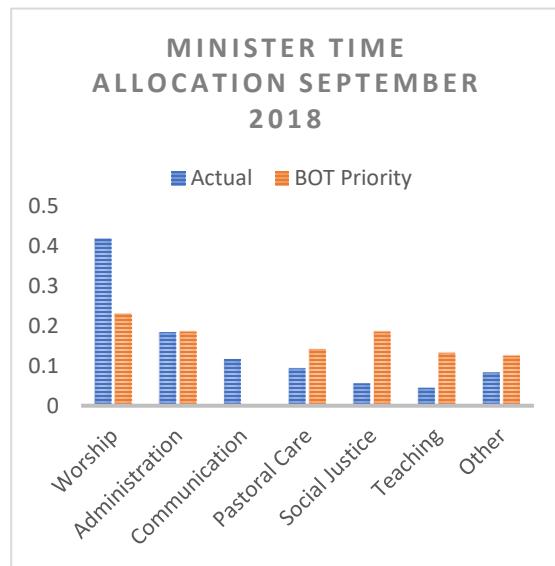
### Overview

We have begun the church year well. A strong team has formed for Installation planning, Michele Grove and I are working together successfully, and the staff team generally feels more settled than last year. Energy in the church feels positive and enthusiastic. Worship and RE attendance has been down a bit from this time last year, perhaps due to the waning of the “new minister” effect, perhaps due to crowding and heat discouraging attendance.

Apologies for missing the BOT meetings two months in a row. This month the Fall Ministers’ Retreat in Racine is the week of the BOT meeting.

To simplify this report, and future reports, all information is from September only.

### Stats!



I worked 172 hours in September, including the week that I was out of town teaching in New Mexico. Because the week before and after were 60+ weeks, and because I did some work while out of town, I only took one day of study leave while I was traveling (included in “other” below).

Here is a chart comparing where my time was spent relative to the board priorities identified at the June retreat (I have broken out communications, which includes email and publications, from administration).

### Shared Ministry

#### **Services**

I was in the pulpit on four Sundays in September. We began the new Soul Matters theme-based worship. The theme for September was “Vision.”

The September 2 (Labor Day) service was focused on a Maya Angelou poem, “A Brave and Startling Truth” exploring the possibilities within humanity, even while acknowledging how far we are from what is possible. 122 were in the Sanctuary, and there were 21 children and adults in RE. It was very warm in the Sanctuary.

The September 9th service was our opening of RE service. The title was “Shared Ministry: Digging Deeper”. There were 245 children and adults in the Sanctuary at the beginning of the service (which is actually more than our fire code allows). 156 were in the Sanctuary for the rest of the service. It was a very hot Sunday.

The September 15th service was organized by Sam Beshers from the Worship Committee, and we had a guest speaker, Elizabeth Davis. The title was “Bubby’s Story”. 159 were in the Sanctuary, and there were 55 children and 19 adults in RE.

The September 23<sup>rd</sup> service was on the Transcendentalists, “A Wider Vision: Celebrating the Transcendentalists”. The children were in the first part of the service, so there were approximately 240 children and adults in the Sanctuary at the beginning. 161 were in the Sanctuary for the rest of the service. There were many positive responses to this service.

The September 30<sup>th</sup> service was on Rumi, “I Have Come Only to Speak of Love”. This service took more preparation time than any service I have ever done! There were no hymns; instead there were video clips of traditional dance and recitation of Rumi’s poetry from the Sufi tradition. 142 were in the service, and there were 51 children and 21 adults in RE. It was quite warm in the Sanctuary.

### **Staff and Administration**

We held a staff retreat, facilitated by Laura Haber, at Walt McMahan’s house. Eight members of the staff attended. We worked on our staff covenant, on best practices for communication with each other and the congregation, and team building. I recommend a yearly staff retreat, and funding to pay an outside facilitator.

The staff seems to have settled in well this year. I think it was helpful to have a member of Personnel available over the summer. Michele Grove and I are still working diligently on our own start-up process. I am attaching the covenant that we have developed with each other, which we will share at the interim DRE startup.

I have not completed the fall goal setting process with staff, but am in the process with each staff member.

I am working with Personnel on updating the personnel policies in the Operations Manual. There will need to be a conversation later in the year about revising Bylaws to reflect the new role of the minister as Chief of Staff, and to bring the Bylaws into compliance with the language in the ministerial Letter of Agreement.

I am providing support to the process of reviving the Leadership Development Committee, and look forward to providing input on the Strategic Visioning process.

### **Justice and Outreach**

I met with the director of the YWCA and learned more about their work; I attended the climate change rally held at the University Christian church; I attended the monthly meeting of the

Sisters in Faith Leadership; I organized a community #BelieveHer vigil, attended by about 40 people; I attended two talks on campus: an environmental historian with a critique of our “save the environment” rhetoric, and an indigenous climate change activist from Northern Ontario; and I organized a bought a block of tickets to a performance in honor of the 50<sup>th</sup> anniversary of the 500 Project (which brought 500 African-American students to campus). About 17 people attended from UUCUC.

### **Pastoral Care**

I provided support and training for the Soul Matters covenant group facilitators (and will be meeting with them monthly). I met with two couples who have weddings in October that I am officiating: Nicole Howell and her fiancé Marc, and Ellen Strauser and Jim Gitzen. I visited Autumn Fields and two members there who find it difficult to come to church, and am also in phone contact with a number of congregants with physical and emotional needs I organized an after-service gathering on the 30<sup>th</sup> for those struggling with the effects of the Kavanaugh hearings, and about 15 people came and expressed gratitude for a place where they could express their feelings

### **Teaching**

I am teaching a six week “Wake Joy!” course at Channing Murray, and there are about 65 registered students. Approximately 30% of students are church members, so this is an excellent outreach opportunity. I am preparing to begin a monthly Sunday book group based on the “UU Voices” series, exploring different theological backgrounds of UUs, as well as teaching a UU Social Justice heroes class in October.

### **Future**

In October I will be traveling to the fall Central Midwest minister’s retreat, and I will also spend three days in Chicago in a “Clergy Clinic” taught by the Lombard Mennonite Peace Center. The focus is Family Systems in a church setting, and there will two more trainings later in the year as part of the year-long clinic.

Please mark your calendars to attend the “Celebration and Affirmation of Shared Ministry” (otherwise known as an Installation) on Saturday, November 10, 11 am. There is a large group of volunteers working on the service and reception. The Gehrmanns will be returning for it.

Thank you for your work on the Preliminary Fellowship evaluation for the MFC! I will share my self evaluation and the COSM evaluation when they are completed.

## Unitarian Universalist Church of Urbana Champaign

### Board of Trustees Report: Interim Director of Religious Education

October 2018

A religious educator's work is not time balanced since some parts of the year need more hours than others. September and October are always heavier since it is the season of start-up. Even though things have gone well overall, I feel like I am about 3 weeks behind. The hope is that October gives time for catch-up and by November, the list of things to do is shortened.

#### Interim Religious Education Work:

- One of the great parts of doing interim work is leading a reflection on the role and value of religious education with the entire life of the congregation. Seven percent of my time was devoted solely to Interim Religious Education work even though more is woven through all other religious education work. This is happening in the day to day happenings of my work. Staff, religious education volunteers and committees are looking at the intersection between education and the entire church. This is the time of seed planting. Some specific work will occur in the next few months.
- The **Interim Religious Education Advisory Group (IREAG)** continues to meet and redefine its role. This is a powerful/thoughtful/wise group who sees the needs of the entire congregation. This group is an effective leadership team. You will see more of their leadership in the next year and a half.
- Interim religious education is explained and discussed at a preliminary level with staff, religious education volunteers, the board, and many committees during the first eight weeks of my work with UUCUC: (Racial Justice Project, Social Action Committee, Membership, Care Core, Personnel, Worship and many others)
- **Invite to Board of Trustees:** Nancy Combs-Morgan, field staff with the Mid America Region will be with us on Friday, October 19 from 7:00-8:30 PM and then again on Saturday, October 20<sup>th</sup> from 9:00 AM to 2:00 PM to conduct an **Interim Religious Education Start-up.** **The board is encouraged to attend!** This will be a time to begin elements of the interim process, look at the role of the interim religious educator and set priorities.

#### Religious Education Program, Administration and Clerical Duties:

The greatest priorities in September included the start-up of the Sunday morning religious education program. Twenty-two percent of my time was spent in program development, leadership training, program and facility organization. And additional forty-one percent of my time was spent in administrative and clerical duties associated with start-up. This is top-heavy because new systems of communication, registration and record-keeping were designed to meet the current needs.

- Nursery care and seven classes run each Sunday including two special programs: YRUU and Coming of Age.
- Leader Training and support is a big focus. This continues to be an ongoing priority.

- Classroom and meeting space continue to be a challenge. We are making strides in dealing with storage. A new library space is in the children's chapel.
- There are four professional staff, twenty-two religious education leaders, seven religious education associates (hospitality and leader support) and three substitutes working with the program.
- Eighty-five children and youth are registered for religious education.

## **Worship and Staff**

- Thirteen percent of my time went to staff and worship coordination in August and September. I adore the shared ministry model supported in this congregation and believe that the connection between religious education and worship is beneficial for all. I also know that shared ministry takes time and it is time well spent.
- Each month between September and December, there will be an All-ages worship service and a worship service where the children begin in the worship service. This connection between the upstairs and downstairs community is a vital part of making connections.
- The new youth coordinator is beginning well and bringing stability to the YRUU program. Her presence with the YRUU will give me more time in the next several months to pay attention to other parts of the religious education ministry like adult religious education and the development of a middle school youth group.
- Hiring a child care coordinator and child care providers is still in process with several applicants currently being interviewed. This is taking more time for two reasons: first, September had other priorities that needed attention. Second, I wish to pay close attention to the first congregational goal and this means making sure our advertising reaches beyond what we 'normally' do in a hiring process. Personnel has been a crucial partner in this work.

MEMBERSHIP COORDINATOR SEPTEMBER REPORT TO THE BOT  
Sherry Bohlen

**Focus on Small Group Ministry to Facilitate Connections**

In September, the ***Soul Matters Covenant Groups*** began with eight (8) groups and approximately eighty (80) UUCUC members and friends involved as facilitators or participants.

The theme for September was “A People of Vision”. Themes for upcoming months include: What does it mean to be a people of.... Sanctuary (October), Memory (November), Mystery (December), Possibility (January), Trust (February), Journey (March), Wholeness (April), Curiosity (May), and Beauty (June).

Feedback from facilitators and participants has been very good – indicating great satisfaction and hope for what the program will create as the weeks unfold.

I’m also considering how and when to offer a new program to newcomers and others who simply want to discover better ways to experience fulfillment within UUCUC. The program is called ***Starting Point***. As their literature states, Starting Point “orients newcomers toward small group participation and offers an experience of UUism, not just information about it.” For additional information about this program, go to [www.soulmatterssharingcircle.com/starting-point.html](http://www.soulmatterssharingcircle.com/starting-point.html). My concern is how best to offer this program without conflicting with our existing Soul Matters Covenant Groups.

**Membership Committee**

The Membership Committee has expressed interest in collaborating with the Accessibility Committee to raise awareness through sharing a video entitled “Make Room for All”. Wendy Graves (from the Accessibility Committee) has encouraged focus on chemical sensitivities awareness. The Membership Committee will discuss how to move forward with this project at their October meeting.

The Membership Committee also agreed to support Herb Heistand as he leads an effort to recreate a safer and more accessible storage and display of our name buttons. Herb will facilitate a meeting between Anne Sharpe (who creates the name buttons), Wendy Graves (representing the Accessibility Committee) and himself to discuss moving this project forward.

Sylvia McDermott agreed to lead a Membership Committee outreach effort to support the creation of a group for “emerging adults” – primarily addressing the needs of college-age people. This group of potential members has reported that they don’t feel a part of the existing “Young Adults Group” since many in that group are much older than they.

The Membership Committee discussed the need for a new church Directory and potential leadership has expressed interest in helping to move that project forward. Specifics of this effort will be crafted at the committee’s October meeting. I have a meeting with the LifeTouch representative in our area on Tues Oct 9 so will have a full report to share at the next committee meeting regarding what volunteer support will be necessary.