

**Unitarian Universalist Church of Church of Urbana-Champaign**  
Board of Trustees  
AGENDA – November 13, 2018 Business Meeting

7:00 – Chalice lighting and reading

Process observer

7:10 – Check in

7:20 – Consent Agenda: Minister's Report

IDRE Report

Membership Coordinator Report

October Business Meeting Minutes

Financial Reports

Child Care Hires from Personnel

7:25 – Treasurer's Report – items not for consent agenda

7:35 – Review of action items from October meeting

7:40 – Motions from Personnel Committee

7:50 – Motion to refer 2<sup>nd</sup> minister question to Strategic Visioning Team

8:00 – ECIRMAC update

8:05 – Executive Session – committee matters

8:30 – Motion and vote on anything that comes out of executive session

8:35 – Installation Feedback

8:50 – Review of current action items

8:55 – Process observer

9:00 - Adjourn

**Board of Trustees**  
**Unitarian Universalist Church of Urbana-Champaign**

**November 13, 2018**

**Attendees:** Jenny Hunt, Johnny Robinson, Jennifer Livingston, Gail Schiesser, Brian McDermott, Cliff Singer, Karen Folk, Randy Locke, Carol Veit, Adam Davis, Ben Joselyn, 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 October 9, 2018 business meeting minutes were received. Notification from Personnel Committee of individuals hired as Child Care workers was received.

The Consent Agenda was accepted as presented.

**Treasurer's Report**

**1. Financial Reports**

Schiesser explained that some budget lines reflect very slow spending, such as RJP and Social Action Committee, while RE saw higher spending with the beginning of the church year.

**2. Budget Task Force**

The Budget Task Force met and recommends that we not have a mid-year budget review with the congregation, but that the Board of Trustees initiate it's 5% discretionary fund allocation if necessary.

**3. ECIRMAC**

ECIRMAC will be seeking different space and has not signed a lease with UUCUC. We are now operating on a month-to-month rental situation with them. We do have ECIRMAC's certificate of insurability.

**4. Minister's Salary Recommendation**

The Board of Trustees needs to create the minister's salary by December 15<sup>th</sup> for the next fiscal year. UUA guidelines show 1.8% increase across the board, COLA is 2.8%. Personnel is recommending 2% for all other staff. Locke and Singer will work on a recommendation.

**5. Special Response Collection**

This policy suggestion is an effort to allow the congregation to respond to a special circumstance with an offering collection and allow the board to make up the lost contributions to the shared offering recipient.

**Motion:** Schiesser made a motion to refer the special response collection policy to the Social Action Committee, Joselyn seconded; the motion passed.

## **Review of Previous Month's Action Items**

- 1) Schiesser will let the Installation Group know of the budget increase to \$8000. *Done*
- 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. *Done*
- 3) McDermott will draft a new policy for fundraising requests. *Done*
- 4) Schiesser will write a description of the Budget Task Force. *Done*
- 5) Livingston will send final fellowship evaluation to Rev. Caplow. *Done*
- 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. *Done*
- 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. *Done*
- 8) Robinson will contact Property Chair to request a Property Committee meeting. *Done*
- 9) Livingston will send Financial Secretary a copy of the minutes. *Done*

## **Personnel Committee**

No motions were submitted to the Chair for consideration.

## **Referral of question of second minister to Strategic Visioning Team**

The Committee on Shared Ministry drafted a letter and sent it to the Board of Trustees without input from the minister. Rev. Caplow suggested that consideration of the letter should be in a broader process of understanding the congregation's needs. The Board agreed to refer the question to the Strategic Visioning Team, which Karen Folk is leading.

## **ECIRMAC Update**

Discussed during Treasurer update.

## **Executive Session**

**Motion:** McDermott made a motion to go into executive session to discuss committee leadership; Joselyn seconded.

**Motion:** Folk made a motion to include Rev. Caplow in the executive session; Schiesser seconded; the motion was approved.

Motion to go into executive session was approved at 8:07 p.m.

**Motion:** Singer made a motion to move out of executive session; Schiesser seconded; the motion was approved with one abstention at 8:56 p.m.

**Motion:** Schiesser made a motion to dissolve the Property Committee and send the issues to the November study session; Davis seconded; the motion was approved with one no vote and one abstention.

**Motion:** Joselyn made a motion that the Chair or designate is authorized to spend funds as is reasonable in between board meetings, until we have another process; Davis seconded; the motion was approved with one abstention.

#### **Installation Feedback**

This agenda item was not discussed at the meeting.

#### **Review of Action Items**

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

#### **Adjourn**

**Motion:** Joselyn made a motion to adjourn; Davis seconded; the motion was approved.

The meeting was adjourned at 9:17 p.m.

Respectfully submitted,  
Jennifer Livingston  
Clerk

## Minister's Report

UUCUC Board of Trustees meeting, November 13, 2018

### Overview

As usual, this report is mostly about October 2018, but the big event was the planning of the installation, which occurred on November 10<sup>th</sup>. October (and early November) were also characterized by a number of traumatic national events that required special attention and pastoral care, including the Kavanaugh hearings and the Tree of Life shootings.

There were three major rites of passage for congregation members this month: the marriages of Ellen Strauser & Jim Gitzen and Nicole Howell & Marc McConney, and the death, burial, and celebration of life of beloved congregational member Tom Gillespie. I worked closely with both couples and with the family of Tom Gillespie to create meaningful ceremonies.

I also attended a three day training as part of the year-long Clergy Clinic in Bowen Family Systems at the Lombard Peace Center in Chicago.

### Stats! (no nifty chart this month – since I am preparing this just before the installation)

I worked 244 hours in slightly over four weeks in October, or 55 hours a week. I took one day off this month. Worship, Pastoral Care, and Administration together accounted for 136 hours, or slightly more than half of my hours. However, many of my pastoral care and worship hours could also be considered Social Justice work, since I organized vigils, conversations, and a special Sunday service in response to the national political issues. Pastoral care was unusually high this month – 49 hours – again, partly due to national traumas, and partly due to the three major pastoral events.

### Shared Ministry

#### **Services**

I was in the pulpit on three Sundays in September, as well as designing and planning a service with a guest speaker. The Soul Matters theme for October was “Sanctuary,” which was very powerful.

October 7 was our first ever Blessing of the Animals service, which we had hoped to hold outside, but inclement weather brought us (and many animals) indoors. It was quite successful – no dog fights, no bites or scratches! About 155 children and adults (and perhaps as many as 40 animals) attended this all ages service.

October 14 was a special service featuring a guest speaker, Jose Angel N, on “Illegal: Reflections of an Undocumented Immigrant”. The music staff and I worked hard to create a service that was also powerful musically, as well as bringing in secondary speakers. Many commented on the effectiveness of this service. We had 142 people in the Sanctuary and 205 people altogether in the building.

I co-led the service on October 21 with Deanna Hence, co-chair of the Racial Justice Project, on Beloved Community/Radical Hospitality. 186 children and adults were in the Sanctuary, and 262 altogether in the building.

The intention for the October 28 service was to explore the theme of the “Shelter in the Storm” but after the shootings at Tree of Life synagogue in Pittsburgh, I changed the service (the night before) to acknowledge that terrible event, and honor those who died. This service, too, is one that had a powerful emotional effect on many who attended. We had 172 in the Sanctuary.

We also held a special Samhain service (our first) on October 31, led by Gail Schiesser and Virginia Brubaker. Approximately 40 people attended.

Throughout the month, Installation planning occupied a significant amount of my worship planning time.

### **Staff and Administration**

All staff are doing well. I supported Michele in her efforts to bring on new childcare workers, and have started meetings of an executive team: Rosalyn, Sherry, Michele, and myself. We are meeting every two weeks. I am participating in the strategic planning process as well as the budget planning process.

I also completed my evaluations for Preliminary Fellowship: Committee on Shared Ministry, Board, and self evaluations (thank you for your work on the Board evaluation!). These are confidential, but will be shared with the BOT in paper form.

### **Justice and Outreach**

I attended the monthly Social Action Committee meeting, attended the NAACP banquet (and joined the local chapter of the NAACP) and the monthly Sisters in Faith Leadership meeting, met with the leadership of First Followers in the first stages of a major new project they are hoping to begin this year with our support, met with our Racial Justice Project leaders, attended a special gathering of local clergy to address gun violence (organized by the Ministerial Alliance), and began work on having our first Transgender Day of Remembrance here at UUCUC.

### **Pastoral Care**

I met with the Soul Matters covenant group facilitators, and officiated at two weddings and Tom Gillespie’s burial and Celebration of Life. I visited two church members at Autumn Fields, held a supportive gathering after church in response to the Kavanaugh hearings, and spoke with 12 members of the congregation about pastoral care concerns and issues.

### **Teaching/Religious Education**

I finished teaching a six week “Wake Joy!” course at Channing Murray, and there were about 65 registered students. Approximately 30% of students are church members, so this is an excellent outreach opportunity. I began a monthly Sunday book group based on the “UU Voices” series,

exploring different theological backgrounds of UUs, and taught a very poorly attended (4 participants) class on UU Social Justice heroes.

### **Future**

I will be on study leave for the first week of December (December 1-9) participating in a silent intensive Zen retreat (called *a sesshin*) in honor of Buddha's Enlightenment Day, held in Santa Fe at Upaya Zen Center. This will be the first sesshin I have been able to attend in the last four years, so it is significant for me, as a Zen priest. I will be in complete silence, sans phone or email, so will only be reachable in the event of a major pastoral care emergency.

I am hoping we can close the church office from Christmas Eve to after New Years Day. Some staff, including me, may do some work from home during that time, or even some limited work in the office, but this will allow for family time, and it is generally an extremely quiet period at the church.

## Unitarian Universalist Church of Urbana-Champaign

### Report to the Board of Trustees, November 2018

#### Interim Director of Religious Education

This board report comes attached to an updated version of my professional Fiscal 2019 goals. You may wish to refer to these goals to understand the interim religious education work accomplished in October 2019.

##### IDRE Professional Goal One:

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 October, I:

- a. Worked to promote the Interim Religious Education Start-up for the weekend of October 19-20<sup>th</sup> only for it to be cancelled due to communication and scheduling conflicts with the MidAmerica regional staff-person. I have continued conversations with Nancy Combs-Morgan to envision future efforts.
- b. Built communication systems with the Interim Religious Education Advisory Group and continued conversations to discern the best process for engaging interim religious education work.
- c. Worked with chair of newly formed strategic planning committee, board of trustee chairperson, and minister to align interim religious education process with strategic planning process.
- d. Met with the Program Council to discuss the interim process and to provide initial observations. The most prominent observation which effects interim religious education discussion is that the fact that the director of religious education is actually a children and youth coordinator.
- e. Engaged in open discussions about programs that may need to be on hiatus while the interim process sets new missions and goals. This includes programs like summer camp and the annual Sunday morning leaf raking experience. More of these conversations will follow in the upcoming months.
- f. Continued observations, conversations and creative dreaming about the religious education space. There are many facility issues which need to be addressed.

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. Continued ongoing communication with each of the seven Sunday morning religious education classes to ensure the volunteer teams were equipped with training and resources needed to provide quality programming. This included leading a RE leader huddle at 9:45 AM each Sunday morning, leading classes to model new ways of doing RE and dealing with challenging behavior and discussing strategies for unique

- situations. We continue to work on ensuring that each classroom has the tools it needs to provide quality programming.
- b. Continued upkeep of clerical duties related to children and youth religious education programs.
  - c. Worked specifically with the skeleton team of the MAGs (Middle Age Group) as we adjust programming to Neighboring Faiths to meet the challenges of the group, the mission and vision of UUCUC and the interests of the youth and their parents. Met with advisers, parents and youth in an enthusiastic meeting to discuss creative options for implementing this program.
  - d. Worked with the Coming of Age Advisers to coordinate and plan Coming of Age retreat and work on developing a mentor program in line with the congregation's safer congregation's policy.
  - e. Worked with the Youth Coordinator to coordinate communication and logistics around a service project and youth gathering.
  - f. Continued work in relationship with the Personnel committee to hire a child care coordinator and four child care providers. Of these five positions, four are firmly set and one is still finishing the paperwork to be up to date with intake process.
  - g. Continued safer congregations back ground check process. Spent time researching requirements and recommendations from Church Mutual including options for online application process.
  - h. Began organization of a winter quarter adult religious education program, December to February. Will roll this out fully in November.

IDRE Professional Goal #3:

- 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. Worked with minister and worship team to implement the Blessing of the Animals, an all-ages worship event.
  - b. Weekly lived the divide between being present for the downstairs religious education program and upstairs worship. For example, I was unable to participate in worship on October 21, 2018 when the children begin in the worship service because I was needed to be present with the new child care team and Middle Age Group (MAGs).
  - c. See Goal 2:c. I am using the Neighboring Faiths program to experiment with all-ages religious education. Adults will be invited to lead and participate in the program.

IDRE Professional Goal #4:

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. Tried to keep Monday, my sacred day off. I was successful for every Monday except October 30<sup>th</sup> when I worked several hours prior to leaving for the Religious Education Association Conference in Washington, DC.
  - b. Ensured to take one Sunday off so that I have the opportunity to attend worship.
  - c. Took four days of my study leave to work on my Doctor of Ministry Project Thesis.

MEMBERSHIP COORDINATOR OCTOBER REPORT TO THE BOT  
Sherry Bohlen

**Membership Committee**

I'm working closely with the Membership Committee to institutionalize a system by which sub-committees (that will carry out the actual work of the committee) are created within the body of the Membership Committee. Members of each sub-committee will then report back to the full Membership Committee at each monthly meeting for input and approval from the full body.

The following sub-committees are established and working:

1. **Outreach and Advertising**
2. **Church Directory**
3. **New Member Classes & Activities**
4. **Name Button Display & Storage**
5. **Diversity Development**
6. **Visitor Welcome Room**

An additional sub-committee focused on deepening connections for existing members is also being formed.

The Membership Committee appreciates that these sub-committees are organic and new sub-committees will develop when a need arises and will terminate when the project or effort has been fulfilled.

This has not been the organizational model of the Membership Committee in the past but the members of the committee are rising to the challenge and seem to be enjoying the opportunity to participate more fully.

**Partnering with Other Committees**

I am also mentoring the Membership Committee to be vigilant for opportunities to partner with other committees of UUCUC to carry out projects, campaigns and events. The Membership Committee is currently partnering with the Accessibility Committee to carry out a "Scent Free" campaign within our church community. The Membership Committee is also partnering with the Accessibility Committee and the Property Committee to develop a new system of storing our name buttons.

**Membership Stats**

There are currently 319 members of UUCUC including a few who need to be contacted to verify their intention to continue their membership.

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.