

Unitarian Universalist Church of Urbana-Champaign
Board of Trustees
January 8, 2019 BOT Business Meeting

7:00 – Chalice lighting and reading

Process observer

7:10 – Check-in

7:15 – Consent agenda – Minister's report

IDRE report

Membership Coordinator report

Facilities Coordinator report

December minutes

Financials

Personnel Committee materials

Vote on Christmas Eve donation to Al Otro Lado

Review of action items

7:40 – IDRE request for McMahon funds

7:50 – Request from Death with Dignity Group

8:00 – Request from Music Committee

8:10 – Vote on 2 new members of Shared Ministry Committee

8:15 – ? Possibilities (waiting on a couple of responses)

8:50 – Review of Action Items

8:55 – Process observer

9:00 - Adjourn

Board of Trustees
Unitarian Universalist Church of Urbana-Champaign

January 8, 2018

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

Guests: Michele Grove

Consent Agenda

The Board received a report from the Minister, Interim Director of Religious Education, Membership Coordinator and Facilities Coordinator.

The December 11, 2018 business meeting minutes were received.

Financial reports were received.

Personnel Committee's approved increases in hours to the roles of Child Care Coordinator, Child Care Provider, and Youth Coordinator were received. Job descriptions for the Office Administrator and Events and Facilities Coordinator were received. A revised contract for Michele Grove, IDRE, was received.

A motion is made to donate all of the church's half of both of the Christmas Eve services to the work that is being done on the San Diego / Tijuana border to the organization Al Otro Lado.

The Consent Agenda was accepted.

Review of Previous Month's Action Items

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. *Done*
- 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. *In process*
- 3) Caplow will revise the IDRE letter of agreement for review at the January Business meeting. *Done*
- 4) Hunt will complete the necessary paperwork to sign with MidAmerica as electricity provider for a four-year contract. *Done*
- 5) Livingston will send previous minutes with motions regarding staff positions to Folk. *Done*
- 6) Livingston will submit approved Fundraising Policy and change form to Office Administrator. *Done*

McMahon Funds Request

Michele Grove, IDRE, submitted a request for funds in the amount of \$3000 to be used to purchase items to upgrade the nursery and preschool program with better quality furniture and playthings.

Motion: Locke made a motion to approve the request from the McMahon fund; Schiesser seconded; the motion was approved.

Request from Death with Dignity Group

A request was made from the Death with Dignity Group to continue use of the church for meetings free of charge. The group will become a Compassion and Choices Action Team, working with a staff person from Compassion and Choices.

Joselyn will bring the request to the Social Action Committee for a recommendation.

Request from Music Committee

A request was made from the Music Committee to host a musical group at the church.

Hunt will refer the request to the Music Committee for a recommendation and to notify the Events Coordinator of recommended fee for the rental.

Vote on 2 new members of Shared Ministry Committee

This item was removed from the agenda.

Constitution and Bylaws

During its work this year, the Board of Trustees has become aware that parts of the Bylaws (and potentially Constitution) need to be carefully reviewed and revised to be in alignment with other legally binding church documents such as the Minister's letter of call. The Board of Trustees will identify potential changes to the Bylaws and Constitution and provide its recommendation. All Constitution or Bylaws modifications require a congregational vote, and information about recommended changes will be provided to the congregation at large for consideration prior to the annual meeting in May. In addition, one or more open information sessions may be held to inform and get feedback from the congregation before being brought for a vote. Review of the Constitution and Bylaws are part of a larger need to review the church's operations manual, which will be done in steps given its scope and complexity. As policies in the operations manual need to be aligned with any Constitution or Bylaws changes, those changes can be done under the authority of the Board of Trustees. A timeline for Constitution and Bylaws review and changes is in development.

Use of UUCUC Name on Publication

Gail Cohen has compiled a book of writings from UUCUC authors. She is asking to use the UUCUC name on the publication.

Motion: Robinson made a motion to allow the UUCUC name to be associated with this book on the condition that copyright releases are procured from the authors; Schiesser seconded; the motion passed.

Review of Action Items

- 1) Hunt will notify Walt McMahon of the use of funds for the RE program.
- 2) Update policy for OA approving facilities rentals.
- 3) Caplow will tell Kate to include rentals in monthly report.
- 4) Locke will ask Chris Hannauer to help with electronic document storage and permissions.
- 5) Schiesser will communicate motion with Gail Cohen.
- 6) Folk & McDermott will send pervious copies of Bylaws to Office Administrator and Locke.

- 7) eNews announcements for the Leadership Development Committee and the Conflict Resolution Training.
- 8) Joselyn will refer Death with Dignity Group to Social Action Committee.
- 9) Hunt will refer Music Committee request to the Music Committee.
- 10) Livingston will ask OA to add minutes to the website and announce in the eNews that week when they are available, and submit Change Forms for the approved job descriptions.

Adjourn

The meeting was adjourned at 9:02 p.m.

Respectfully submitted,
Jennifer Livingston
Clerk

Minister's Report

UUCUC Board of Trustees meeting, January 8, 2019

Overview

This report generally covers December 1 to December 31, 2018.

Christmas preparations dominated this month, with three different services in Christmas week: a Sunday service on the 23rd and two different services on the 24th. The Clergy Witness on the San Diego/Tijuana border was also a significant activity (discussed in last month's board report).

Stats!

I worked 161 hours from December 9th to the 31st, or 53 hours a week. I spent the first week of December in silent retreat (study leave). 30% of my time was spent on worship planning (not surprising for December).

Shared Ministry

Services

I was responsible for one Sunday service (the 23rd) and two Christmas Eve services in December. The Partner Church Committee led the service on the 2nd (with my support in planning), Worship Committee had a guest speaker (Patch Adams) on the 9th, and the annual church RE pageant was led by Michele Grove on the 16th. Worship Committee led the service on the 30th. The Soul Matters theme for December was "Mystery." We had a special solstice ritual as well, on the 21st.

December 2nd was the annual Partner Church Service. The title for this year was "Keine Angst vorm Dracula! (No Fear from Dracula!)". 113 people attended this service (188 total in building).

December 9th, "You Can Do It" featured a guest speaker Patch Adams. Patch Adams is an internationally known figure and 212 people attended this service (272 total in building).

December 16th was a no-rehearsal pageant, "The Gifts of the Journey". I attended, although I had no real role in planning (the service was led by Michele Grove). I thought it was very successful. We had 185 people in the sanctuary for this multi-age service.

December 21st was a Yule/Solstice ritual led by Virginia Brubaker and Gail Schiesser, held in Fellowship Hall. This is the second year we have done a ritual, and even though we have not widely publicized it, attendance was high for the second year (100+ people),

December 23rd was a solstice themed Sunday service, "The Light Inside the Dark", which I led. 143 people attended this service (there was no RE).

On Christmas Eve we had a 5 pm "traditional" service with the Christmas story and carols, and a "more contemporary" service at 7 pm, focused on Mary as an embodiment of compassion. 186 people attended the 5 pm service, and 126 people attended the 7 pm service. There were a lot of families with children at the 5 pm service, and attendance numbers were reversed from last year, which had more people at the 7 pm service. It took tremendous effort to create two very different

services, and we may return to similar services next year. We increased the “candle-lit” aspects of the service, which I found very beautiful.

December 30th was a “Poetry of Winter” service led by the Worship Committee. These end of year services are quite poorly attended – 67 people this year, 50 people last year. It may be worth considering a different kind of service.

Staff and Administration

All staff are doing well. Kate Barton began a “soft start” in her new position as Events and Facilities coordinator: meeting with Jerry Carden to begin to be oriented to the building, clearing out the old sexton’s office, working on the job description for the position, etc (see her report for more detail). We decided that I will supervise this position, and she will supervise the Custodian.

I held a holiday party for staff for the second year, which was attended by staff and family. We did not have a monthly staff meeting this month. We closed the office between Christmas and New Year, and staff worked from home (with the exception of Shornor).

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

I am participating in the budget planning process, and the strategic visioning process (which I hope to be more involved with in the future).

Justice and Outreach

I attended the Clergy Witness at the San Diego/Tijuana border on December 10, and held a follow up meeting attended by 35 people at the church on the 13th. I was also interviewed by the local paper: http://www.news-gazette.com/news/local/2018-12-21/clergy-corner-dec-21-2018.html?fbclid=IwAR1hO_TH31g51j1xPtJwnalez7n2_ARlWohDt7ZcMLHgUmCVR7BBCEbLnrM

Pastoral Care

I had a number of hospital visits in December, including visiting the Emswilers in Springfield. I also sent holiday cards to those who had experienced a loss this year or last.

Future

Soul Matters groups will begin again in January, as will my Wake Joy class. I will be working closely with Kate as she finds her way in her new position, training new Soul Matters facilitators, and co-leading the Pathways to Membership class with Sherry. I will be in the pulpit for three Sundays in January. MLK Sunday will be led by the Racial Justice Project.

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 December, I:

- a. Continued work with the Interim Religious Education Advisory Group and the Strategic Visioning Committee to plan to process for collaboration including a joint meeting of these two groups on December 2nd. Both groups agreed to coordinate their efforts with a facilitator who knew church systems and religious education. I then worked with potential facilitator Sandra Greenfield who then sent a proposal for a joint IREAG/SVC retreat the weekend of February 8-10, 2019. Details for this meeting are still being worked out.
 - b. Met with the IREAG to plan next steps. Communication for both IREAG and SVC is a high priority. A bulletin board is in the fellowship hall to communicate present and upcoming IREAG/SVC happenings. Also, IREAG will meet in January to create a new name! IREAG is clunky.
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 December, I:

- a. Worked with Carol Veit to design and promote a religious education roadmap workshop for Saturday, January 12th. This is open to anyone in the congregation who wishes to provide input on what and how we learn as Unitarian Universalists. We will encourage religious education leaders, parents, youth and anyone else who is interested to attend. Our hope is that this will spark the development of a religious education committee.
- b. Worked with Gail Scheisser and Virginia Brubaker to create and advertise a leadership development opportunity focused on conflict resolution. All congregants are encouraged to attend including board members, religious education and church leaders. The workshop will be held on Sunday, January 20 from Noon to 4:00.
- c. Continued to work with Emily McKown, youth coordinator to plan for attendance at one or more Youth Cons in the first half of 2019. At least two youth will attend this Con.
- d. Supported Coming of Age advisers as they took over the recruitment of Coming of Age mentors. Established schedules and recorded a training session for mentors. This program kicks off January 6, 2019.
- e. Worked with Kate Barton on basement room organization, storage and use. Redesigned the layout for the nursery. This includes the relocation of the children's library from the religious educator's office to the children's chapel.

- f. Continued upkeep of clerical duties related to children and youth religious education programs including safety background checks, attendance, religious education classroom resources and many other duties.
 - g. Worked with 6th grade religious education program to iron out behavioral expectations and improve parent communication. Even though issues within the 6th grade class need the most attention, it is not the only place where these issues arise.
 - h. Continued normal duties of support for religious education volunteers and kept up with clerical work needed to keep all eight Sunday morning religious education programs running smoothly.
 - i. Completed research for a proposal for the McMahon fund to upgrade furniture and play equipment in the nursery and prekindergarten classes. See attached.
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.* In December, I
- a. Led the story for the December 2nd Partner Church worship service. Worked Partner church committee to be sure everything connected.
 - b. Organized singing opportunities for children on December 2nd and December 9th with Dana Antonelli and David-the cool children's choir accompanist.
 - c. Organized the Holiday Pageant on December 16, 2018. Every Night a Child is Born is a Holy Night.
 - d. Led a children's chapel on December 23rd with Joe Reichlin and Andy Townsend. This is the start of a children's chapel worship team. Our goal is to introduce worship and ritual to children and youth.
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 December, I:
- a. Preached at First Unitarian Society of Milwaukee, WI on December 9th as a part of an interim consultant program being field tested by the Guild of Interim Religious Educators.
 - b. Enjoyed Mondays as my sabbath day.
 - c. Took study leave from December 17 to 22nd so that I could work on my Doctor of Ministry Project Thesis which is due January 15, 2019.

- d. Continue my work as a mentor for two religious education credentialing candidates who go before the Religious Education Credentialing Committee this spring.

January notes:

1. Children and youth will be in worship for the first 15 minutes of each Sunday between January and May. This is an experiment that we will evaluate at the end of the fiscal year.
2. Kelsey Libert, childcare coordinator is organizing a simple request policy for child care. She is also working on promotion of the new child care provider team.
3. Emily McKown, youth coordinator and chaperone Ben Joselyn will take at least two youth to a Con this month. Other youth leadership opportunities are on the horizon including the youth worship service on February 2, 2019.

MEMBERSHIP COORDINATOR DECEMBER REPORT TO THE BOT
Sherry Bohlen

Youth/Young Adult Retention and Pathway to Membership Class

The Membership Committee's "New Member Class & Activity Sub-Committee" continues with 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. (Reference the statistic that 88% of UU youth do NOT remain UU's as adults.)

I've connected with Sara Lewis, Director of Lifespan Religious Education at Olympia Unitarian Universalist Congregation, and she has shared relevant "membership" materials that she has developed for their Coming of Age program. I'm eager to share it with our Task Force as we develop a program for UUCUC youth and young adults (and beyond) that will create an alternative Pathway to Membership class that is aimed specifically at youth and young adults.

Membership professionals from many other UU communities are eager to see (and borrow from) the results of our work. It's apparent that many UU communities share a lack of programming to address this issue. Membership professionals in many of these communities are also recognizing this and seeking remedy. Perhaps UUCUC will develop a UUA model for all to share.

Soul Matters Covenant Group Program

The Fall Soul Matters Covenant Group series is nearing completion and the Winter series is being rolled out. Based on survey feedback and anecdotal reporting, the series was a great success. A vast majority of those completing an anonymous survey reported they found great meaning in the program, made deep connections with others, would recommend the series to a friend and would sign up again themselves.

The first series served as a fruitful incubator for improved structure and organization which are being incorporated into our Winter series.

Sign-up sheets for the Winter Soul Matters Covenant Group series will be available beginning on Sunday, January 6, 2019

Membership Status Update

Working with Financial Secretary, Amy Robison, we are completing our annual membership review and are contacting those whose membership is in jeopardy of being terminated. We are contacting each of these people by mail and by email to bring this to their attention and to suggest follow-up that they should take depending on their intention.

The winter Pathway to Membership Class will be held on Sunday January 13, 2019. Enrollment for this class is underway. And, while we are gently raising awareness that youth as young as 14-years-old may sign up for the class, "sign the book" and become a member, we're holding off of a formal invitation to our youth. This effort will be a part of the roll out of the program being developed and described in the "Youth/Young Adult Retention and Pathway to Membership Class" section above.

Board Report
January 2019

Kate Barton – Events and Facilities Coordinator

The month of December was spent organizing and meeting to establish tasks and priorities. Listed below are the areas of focus for the past month:

Tasks

Develop Job Description
Setting up for 2019
RFP written for Physical Needs Assessment
Obtain quotes for Physical Needs Assessment
Work on Quotes for Security System
Work on Quotes for Air Conditioning
Work with RE to organize space

Organization

Met with Property Advisory Group
Organize Facilities workspace
Review Checklists for maintenance
Establish Focus areas for maintenance

Meetings

Safety & Security Task Force
Property Advisory Group
Budget/ Planning

Events for December

Rental – 12/15
Winter Solstice
Patch Adams Film

Upcoming:
Feb 16 Rental - FH

BOT Meeting 1/8/19

Consent Agenda:

Notes: budget implications are increases in line item, not necessarily total increases in budget (can be paid, in part, by other parts of staff salary budget)

1. Upgrade Events Coordinator position to Events and Facilities Coordinator (as per job description) effective January 1, 2019. Position to be held by Kate Barton. Salary is \$16.42/hour, authorized up to 17 hours a week.
Budget implications: increase of \$4757.00
2. Job description for Events and Facilities Coordinator.
3. Revised job description for Office Administrator (removing supervision of Events Coordinator, which will be done by Minister).
4. As of January 1, 2019, Increase hours for Child Care Coordinator to 3 hours per week and for Child Care Providers from 5 to 8 hours per week (in total).
Budget implications: up to \$1,404.
5. As of January 1, 2019, increase hours of youth coordinator from a maximum of 3 hours per week to a maximum of 10 hour per week. Budget implications: increase of up to \$3,270.00.
6. Revision to Interim DRE agreement, from 2 to 3 years.