

June 14, 2024

Dear Friends,

My summer is off to a wonderful start. On Sunday, May 26, Mickey and I drove to

Sheboygan, WI and stayed at a perfect-for-us Airbnb apartment a block from the harbor. On Monday, we drove to Peninsula State Park in Door County, WI, to go camping with my family. The photo is of me and my niece on our way back to shore after triumphantly kayaking through choppy water at Nicolet Bay. By the end of the week, our group camp site had 5 tents and 14 of us from ages 7 to 78. It was a memorable trip.



As with many wonderful experiences, we often have to make a choice to miss something else. My family camping trip meant that I missed Sandra's Farewell Party. I have seen wonderful photos and am so pleased Sandra was sent off onto the next part of her journey with such joy and love.

As was discussed at the Budget Town Hall meetings, Sandra's role as Executive Operations Director has been divided among several staff members.

In addition to being an attorney, I was also the Office Manager at my last law firm. A role which I enjoyed, so I'm looking forward to taking on these parts of the executive functioning of UCE starting this week:

- I now **monitor expenses**.
  - o If you have a reimbursement request, please fill out the Check Request Form. Paper copies are located outside the office on the little bulletin board by the door, and you should put the completed form and receipts in Vickie D.'s inbox. Alternatively, an online copy is located under the Files tab of the UCE Members group in Realm, and you should email the form with your receipts to [finance@ucevanston.org](mailto:finance@ucevanston.org) and copy me at [sfrances@ucevanston.org](mailto:sfrances@ucevanston.org).

- I now **manage our administrative policies and procedures**. This spring Rev. Eileen, Sandra, and I, along with staff and members of the Committee on Shared Ministry, Personnel Committee, and Leadership Development Team, conducted reviews of our [UCE Guidelines](#) , [Financial Procedures Manual](#), [Leadership Toolkit](#), and the Personnel Manual. By the end of the summer, these documents will be streamlined, referencing each other instead of having duplicate information.
- I join the **Executive Team**.
- I join the **Board's Executive Committee**.
- I am now the **staff supervisor** of Adam Gough (Facilities and Technology Coordinator), Suzanne Lis Daley (Communications and Events Coordinator), Kathy Talmage (Kitchen Staff), Sean Talmage (Lobby Staff), Dan Baer (Lobby Staff Sub), and Jeanie McCullough (Lobby Staff/Kitchen Staff Sub).
- I am the staff liaison for the co-chairs of the **Rummage Sale**.
- I am the staff liaison for the Board for the **Annual Meeting**.

Rev. Eileen has taken on monitoring income, being staff liaison for the co-chairs of the pledge drive, being the staff liaison for the co-chairs of the Serendipity Auction, and is the supervisor of Vickie Doebele (staff accountant), Liz Kennedy-Eason (sexton), and Steven Eason (custodian).

Here are the other parts of Sandra's role that have been distributed among the staff, who are also having an increase in their hours as of July 1:

Adam – Has taken over the care of our building and grounds.

Suzanne – Has taken over our rental program.

Vickie D. – Has taken over the administrative tasks of human resources for staff.

This coming year will be a time of transition. There will be things that get missed and things that overlap and need to get sorted out as we develop new functioning institutional systems within the congregation. I invite you to ask questions, share ideas, and have a lot of grace and patience for the staff as we create new versions and visions of these parts of our shared ministry.

Yours in administrative joy,  
Rev. Susan Frances