

Thomas Jefferson Memorial Church
Unitarian Universalist
BOARD OF TRUSTEES NOVEMBER MEETING
November 18, 2015

MINUTES

TJMC Covenant Statement

In order to create the beloved community we all desire for ourselves, we, the Congregation of Thomas Jefferson Memorial Church Unitarian Universalist covenant to:

Communicate with compassion and respect, especially when we disagree,

Celebrate diversity and nurture our inclusivity,

Promote social justice within our congregation and the larger community,

Generously support the ministries of the church with time, money and enthusiasm, and

Lovingly call each other back into covenant when we have fallen short.

Board Goals 2015-16

- Demonstrably improve the way the congregation experiences the ministry
- Build a plan to ensure TJMC's financial health
 - Establish working Stewardship Committee
- Re-address Triune model
- Create Campus Management Plan to identify and prioritize capital projects and prepare maintenance plan
- Keep commitments for the successful roll out of the Strategic Plan
- Embrace Beloved Conversations

Board Members Present: Laura Horn - President, Breck Gastinger, Marlene Jones, Ann Salamini - Secretary, Leia Durland-Jones – Ex Officio, Karen Ransom – President Elect, David Mick, Anita Holmes,

Erik Wikstrom – Ex Officio, Christina Rivera - Ex Officio, Katharine Maus, Amy Davis - Treasurer, Sally Taylor – Vice President

Board Members Absent: Walt Megonigal

Guests In Attendance:

I. Opening--(20 minutes total) Opening/Closing Words (Anita), Snacks (Anita), Time Keeper (Breck), and Process Review (All)

1. Opening words – Anita
2. Check-in
3. Acceptance of Agenda

MOTION: Accept the Agenda.
Unanimously approved.

4. Public Comment –
5. Correspondence

II. Reports

1. President’s Report (written) – Laura Horn
2. Vice President’s Report (written) – Sally Taylor
3. Treasurer’s Report –
4. Minister’s Report (written) – Erik Wikstrom
Erik preached at Ebenezer Baptist Church last Sunday. He found the congregation very warm. Their worship and how they interact with it is remarkably different from ours. The service was recorded and Pastor Bates will supply Erik with a DVD copy.
5. Director of Faith Development Report (written) – Leia Durland-Jones
6. Director of Administration and Finance Report (written) – Christina Rivera

7. Membership Report (written) – Sally Taylor

8. Board Liaison Reports

Personnel (verbal) – David and Christina

Personnel Committee met November 17th to discuss preparing recommendations on staff salary and other compensation elements. They compared our current budget numbers with the UUA fair compensation guidelines. No decisions have been made but their recommendations will likely come in the next meeting or two.

They aren't sure how the triune model will affect their recommendations. Even if the question were settled to the satisfaction of the Board and congregation, there would still be questions and work to do, as this model has not been used in other congregations for reference. Their work in this respect must be guided by clarity from the Board.

Discussion – Should we invite Personnel to our December meeting when we discuss how we should readdress the triune? – Christina believes Personnel feels a pretty clear charge to prepare a baseline of our current package versus fair compensation guidelines. They have tasked the DAF to provide the job descriptions the UUA guidelines are based on so they can make a direct comparison with our job descriptions. They also want to project what a five or seven or ten year plan might look like if the Board decides to go in that direction. They will bring a baseline to the Board and wait for the Board's direction as to addressing the triune model's impact on compensation.

Facilities (verbal) – Breck

There is a lot of work going on in the Lower hall:

- The dry wall is in.
- There will be an extra expenditure to remove foundation concrete which is in the way of the elevator landing. They are exploring ways to accomplish removing the concrete without compromising the stability of the building, at a rather wide range of costs.
- There is a large change order expense for installing the second partition which would make three meeting rooms rather than

the current two. The second partition will be postponed and may possibly be accomplished if the renovation comes in sufficiently under budget. The two smaller meeting rooms are of the most requested and profitable size and would enhance our rental revenues.

- A new fire alarm panel will have to be installed, but that will not be done under the renovation budget as it is not required for the completion of the renovation. Christina will investigate how much that will cost.

III. Consent Agenda / Electronic Motions

1. Approval of Staff goals
2. Approve October 2015 Board Draft Minutes.

MOTION: Approve the Consent Agenda.

Unanimously approved.

IV. Old Business

1. Next steps after retreat with UUA consultant – Laura (20 min)

MOTION: Enter executive session with staff present.

Unanimously approved.

MOTION: Leave executive session.

Unanimously approved.

Summary – Following the weekend retreat with Kenn Hurto, UUA consultant for the Southern Region, the Board discussed next steps in the previously agreed upon one year period seeking to improve the congregation's experience of ministry with our Lead Minister. As a first step the following motion was made and approved:

MOTION: I move that we offer a united, strong, positive message that captures our commitment to this ministry. In doing so, we recognize the talent, skill and experience, and the deep goodness of the person our church called to ministry. We recognize the way Wik has accepted this call for more of his best, with reflection, humility, courage and forgiveness. We recognize the improvement in worship,

in engagement, in leadership, and in pastoral care. We recognize his improved management of his well-being. We want him to know that we are deeply committed to his success and to supporting him and doing our own part.

Passed with one opposed.

This motion enables us to go to the congregation to affirm that we are already on the path doing the work of improvement, with strong and visible early success. We want the congregation to know that we remain open to feedback on our work, that we remain actively vigilant in order to make course corrections, and that we are focused on the future and on success.

2. Input on content of Lead Minister's report – Erik and Laura (5min)

This month's report is a bit of a sampler of possible styles.

Reactions to it include:

- The middle section reviewing areas of ministry was the most helpful.
- Professional goals should be reviewed quarterly.
- The activity list should be kept for personal review and to keep track of details but not reported monthly to the Board.
- The writing of the report shouldn't take so long that it keeps him from other duties.

BREAK AND GRATITUDE CARDS AND TOUR OF LOWER HALL - (30 min)

V. New Business

1. Discussion of the Role of the Board in the Budget and Pledge Process – Laura and Erik (30 min)

The joint meeting on stewardship (held November 8th with the Board, Finance Committee, Canvass Committee, stewardship and any other interested people invited to attend) attempted to clarify the roles of all involved parties. Responsibilities as laid out in the bylaws and policy manual were reviewed. Some relevant highlights for this evening include:

- The policy manual states that the Board is responsible for the success of the canvass and “leadership in the canvass is recognized as an important responsibility for each Board member as a consequence of being elected to the Board.”
- The Finance Committee, according to the bylaws, advises the Treasurer, who reports to the Board.

The following summary of roles is taken from the notes of the November 8th meeting:

- Board of Trustees: the entity within the church structure with ultimate fiscal responsibility. It’s responsible *for the success of* the annual canvass, for working with the Finance Committee to create a budget to bring before the congregation, and for, then, managing that budget.
- Finance Committee: an advisory body for the Treasurer (and through her or him to the Board). It is also the entity responsible for creating, in collaboration with the Treasurer, a draft budget which it presents to the Board for their consideration. It also has responsibility for helping the Board with the execution of the budget, perhaps especially through the drafting of fiscal policy.
- Canvass Committee: no specific descriptions anywhere, but clearly the entity charged with carrying out the pledge campaign itself. Note, again, the responsibilities of the Board regarding the pledge drive, as well as the stipulation that the Canvass Committee should be called into existence at least six months before the drive itself and the hope that it might function as a year-round body. No guidance, however, on how to do that.

The role of the Stewardship Task Force is not yet codified.

- Some think of it as a year round canvass committee.
- It will hold the longer view of shifting the culture of the congregation toward caring for all the church’s resources, financial, volunteer and campus: bringing them in, using them, protecting them and making a difference with them.
- Stewardship Task Force will nurture, support and enlarge the roles of all the other responsible parties.

The following three items emerged from the November 8th

discussion:

- The budget should be made early enough that the congregation has a chance to understand, give feedback on and hopefully buy into it before we ask them to fund it. The plan for the pledge drive devised by co-chairs Adam Slate and Kim Grover has three phases.
 - Talking about talking about money. How and why do we need to talk about money; what are the sticking points; how can we keep from being offended by the discussion?
 - The informational phase, which includes the desired discussion of the budget. It's important to focus on the program budget rather than bringing in the line item budget for scrutiny at this point.
 - The ask.
- The task of institutional fundraising involves both asking and thanking people. More than just thanking people, this involves spending time with, listening to, hearing their values and reflecting back to them how their values are being supported. That relationship is as important as the ask.
- It's important to tell the story of the church: what are we doing, what exists here, what can exist here if we support it that won't if we don't support it? It's not about copier paper; it's about lives touched and justice done. Refining and telling our story is part of the ongoing mission of the stewardship task force.

Discussion – The idea was brought up at that meeting of having a paid fundraising position. – That idea was noted in the minutes of the meeting though we aren't currently able to fund such a position.

Three foci of next steps were identified at the meeting:

- Identify the steps to build the 2016-17 budget.
- Conduct the pledge campaign.
- Lay out a longterm strategy of how to shift our culture so the first two items will happen in a different community as we go forward.

The Pledge co-chairs are working to clarify a timeline for that part of the work. We need to clarify steps the Board must take. Our DAF will be spearheading the creation of the budget and talked about our part in

the process.

- Next year we will be using a program budget in the conversation with the congregation. UUA Southern Region Consultant Kenn Hurto mentioned there are resources available to help in creating a program budget from a line item budget. Christina is working with one person from the Southern Region and another through the Office of Church Finance who can advise and aid in the transition. The program budget will then go to the Finance Committee in December and January with a focus not on the numbers, but on the policies and ideas behind how the budget stories get told. What goes into worship, religious education and faith development? The results of that work will come to the Board in January and then be available for the conversations the pledge group wants to hold with the congregation in the information part of the canvass.
- The program budget created will be a flat line budget based on this year's budget numbers. From that base we can extrapolate to what we could add to our programs if we had more resources. Through conversation with the congregation, it will be clear how programs can benefit from increased funding. It will be the Board's job to distribute any increased funding into the line item budget after hearing the Finance Committee's advice on the matter. Rather than presenting numbers with their recommendations to the Board, as in the past, Finance will advise based on policy and philosophical considerations, leaving the crafting of the budget more to the Board.

Discussion –

- The Board will get a first reading on the budget in January, possibly with a preliminary look in December.
- Feedback from congregational conversations will be gathered by the Board and pledge group in concert.
- Can Christina and the pledge team provide a more detailed budget / canvass calendar for the December Board meeting? – Yes, but the Board should have a representative in the mix as well, as it is the Board's responsibility to insure a successful canvass.
- Who on the Board is part of the pledge campaign this year? -

Board members are responsible to be active and present in all stages of the canvass. We are expected to take part in making stewardship calls and attending meetings. By having a calendar laid out, Board members can commit to participating in specific ways.

- The Board should be driving the process. They should convene a meeting of parties to create a calendar. If they want staff to take a piece of the pledge campaign, the Board should task them to do so. The Board is the responsible party.

2. Acceptance of offer of gift of AED device (Automated External Defibrillator) in Bill Spurgin's memory. – Sally (5 min)

When Margaret and Mike Gorman read the Disaster Preparedness Plan, they focused on the recommendation that the church have an AED device. Feeling this is important, they have offered to gift it to the congregation in memory of Bill Spurgin. Since the value will exceed \$500, the Board must approve the offer. Finance Committee has looked into ongoing and training costs, which are modest, and has approved the gift.

MOTION: Approve Finance Committee's recommendation to accept the gift of an AED device.

Unanimously approved.

VI. Closing Activities (10 minutes)

1. Process Review (all):

- As UUs we value that people think for themselves. Thanks for the bravery to say what you think.
- I appreciate taking extra time when we need it.
- The opening was marvelous.
- It's nice to see the progress in the Lower Hall renovation.

2. Things to communicate / do –

Erik will confer with pledge and finance to create a calendar.

Exec will look into Board responsibilities in the pledge arena.

Laura will send an email to pick a new date for the Board retreat.

Laura will send next steps that came out of the meeting with the UUA consultant for our consideration.

3. Closing words – Anita

Parking Lot -

Consider the Board responsibility to appoint Finance Committee members rather than approve those recruited by Finance.

Upcoming Dates

- December 2, 2015 – Exec Board Meeting
- December 4-5, 2015 – Beloved Conversations
- December 16, 2015 – Board Meeting
- May 15, 2016 in place of 2nd service – Congregational Meeting
- Date TBD - Transitional Board Retreat (8:30AM - 3PM)

Previous Agenda Items Awaiting Feedback (Requested date if known)

Future Topics for Board Meetings

- Triune – December
- Quarterly review of board and staff goals and Strategic Plan – December and March
- Beloved Conversations – January
- Stewardship – February
- Refreshing and expanding the strategic plan – March
- Rehearsal for the Congregational Meeting - April
- Board’s vision for 2016 budget priority conversation - November
- Staff goals - August
- Policy changes in Safe Congregations Policy
- Priorities for 2015-16 budget abundance – new Board retreat
- Consider how to pay for the boiler
- Emergency preparedness plan –
- Proposed changes to Short Term Public Witness process – Social Justice
- Stewardship report – The shape of Endowment / Stewardship after funds are sent to UUA for management. – April
- Campus Maintenance Plan
- Capital Expenditures Budget
- Budget calendar

- Discussion of 501c3 designation for church
- Disposition of church property should TJMC cease to exist

President's Report

November President's board report

My activity:

- Helped plan weekend board consultation with Kenn Hurto, our UUA District Executive responsible for Congregational Life. Through these preparations, and conversations with Kenn, I have developed a confidence that we will be able to continue the improvements we have seen in the way the ministry is experienced, and improve our effectiveness and impact, board and staff. This work, which has occasionally filled me with dread and exhaustion, is beginning to feel spiritual, loving, hopeful.
- Reviewed and signed, on behalf of TJMC, UU Common Endowment Fund Subscription Agreement and Operating Agreement. This is the legal entity managing our Endowment funds. Thanks to Dar Megonigal, Kevin Schuyler, Arthur Rashap and Walt Megonigal for managing this so carefully for us.
- Sent these notes to Wik in response to his invitation to tell him what the board hopes for in his monthly report. I include them to begin the discussion of this item at the board meeting:
*"I want you to feel free to write about what you think the board should know.
I want you to feel free to write about the things that are important to you.
I do not consider this report to be personal ministry to the board but related to the business of the board and the church. And yet I think we all welcome your spiritual voice.
I would like you to report 'activity' at some level so we all know the "important" things you did that we might not otherwise know.
I would like to know that you scan your goals every month before you write, so that you are able to keep the board updated as appropriate.*

By that I mean you should not feel compelled to comment on every item every time, but would note any exceptions so the board had early notice if something we'd agreed to was about to be on the endangered list, or was being accelerated, amplified or changed."

- Reviewed, with appreciation, "Event Passport Data" from Leadership Development's "This Lively Community" event.
- Reviewed some good thinking about how churches raise money--eagerly & successfully & respectfully. Read some of current thinking about doing useful performance appraisals in churches.
- Consulted with church leaders and board members to continue efforts to broaden and strengthen our Finance Committee as we move into 'budget season.'
- Joined with representatives from the Pledge Drive, Stewardship, Finance and the board, under with Wik's leadership and facilitation, to establish our respective roles and responsibilities
- Was in conversation with the Chair of the Personnel Committee about their recent decisions: This is their summary:

The committee shares a unanimous feeling that until there is clear understanding and acceptance of the new leadership structure [Triune]for our church by both the Board and the congregation, including new job descriptions and possibly bylaw changes, we cannot answer the charge that we have been given. Specifically, the Personnel Committee is not adequately equipped to address this question without a clear definition of the roles of staff, the structure of the leadership of the church, the responsibilities of the senior staff, and consideration of the current Bylaws. The committee also wants to readdress Alex's organizational role as the Triune is readdressed.

To be very clear: The board charged the Committee with addressing compensation in light of the Triune model; the Committee has put that work on hold.

My input to the committee included

- Appreciation and support for the great care and integrity this Committee brings to their work, and appreciation of their deep intention to do what is right for the congregation
- The board's and staff's shared goal of readdressing the Triune model this year
- My personal belief that the bylaws as written might well accommodate the organizational structure we (that's all of us—congregation, board and staff) all agree to
- My expectation that the Personnel Committee will be involved, along with the Board, Staff and Committee on Ministry, with any recommendation for changes to job descriptions, compensation assumptions, and any changes to Bylaws attendant to these things.

Pending new agreements, the board should expect that the Personnel Committee, as they move forward to prepare compensation recommendations for the 2016-17 budget, will use our current job descriptions and relevant UUA guidelines among other things.

- Made calls on behalf of the Membership Committee Saturday morning, Nov. 7. I have expressed my thanks to the Membership team for organizing it, and I repeat that thanks. I extend thanks to those who picked up the phone when I called, or called back, and told me how you were experiencing church, and how your lives were going. It was deeply spiritual for me to talk to our members and friends with no urgency or agenda.
- (This has nothing to do with being President, but is one of those joys that must be shared.) I will again mentor a fabulous young woman through her Coming of Age year, and my heart is already responding to the joy that this offers. The young women I have mentored in the past are a part of my spiritual DNA, part of why I love this church, part of my modest legacy. They simply go out in the world and do better than those of us who went before them.
- Finally: The usual business of being President:
 - Reviewed and approved expenditures, signed one check for lower hall construction.

- Met with staff and other Presidents, checking in on the health of the church and our priorities.
- Met with Executive Committee to draft board agenda.

Respectfully submitted,
Laura Horn

Vice President's Report

Vice President's Report
November, 2015

The revision of the Policy Manual approved at our last Board meeting has been completed and after review by staff members (and anyone else interested!), it will be posted on the TJMC website and a hard copy placed in the office as required by our policy. The process brought to light several instances where Administrative Council or IT Committee approval is required. Since we no longer have a functioning Administrative Council or IT Committee, the approval now defaults to the DAF, I would like to make those changes in the policy manual as well unless there is a board objection that that would be a substantive change which needs specific board approval. One example is that the Finance Committee must report on fundraisers to the Administrative Council. Another is that Building User fees are set/reviewed by the Administrative Council.

As a follow up to the bulletin article on the Emergency and Disaster Preparedness Plan, I will lead Congregational Conversations after both worship services on Dec. 6 and again on Jan. 10 to entertain comments and answer questions about the plan. I would like as many board members to be present at these Congregational Conversations as possible both to express board support of a huge staff effort to create this comprehensive plan and to provide the best answers possible to any questions raised. Please let me know if you can be present.

The Social Justice Council met on November 2. On their agenda was the recommendation of substantial changes in VIII.

Community Security section (p. 71-83) from the Mental Health Group led by Carol Saliba and Elizabeth Breeden. Since there were not enough council members in attendance to have a quorum and there was not enough time to adequately study the recommendations, consideration of the proposed changes was postponed to the next Social Justice Council meeting, hopefully to be scheduled in December. At that time they will also consider the Emergency and Disaster Preparedness Plan. Erik met with the council to discuss featuring monthly a Social Justice during Sunday worship services. The council also discussed holding a “getting to know the Policy Manual” event.

The next Community Life Council is scheduled for Dec. 8.

The Governance Task Force has prepared Survey Monkey questions about our present governance system and potential changes for approximately 120 church leaders and former leaders including board members. Board members are urged to fill it out thoughtfully and as completely as possible because we need your observations and suggestions. Many thanks to Jamie McReynolds who did the bulk of the work on getting the survey ready for us. Bev Theirwechter, Jamie McReynolds and I will be meeting with Kenn Hurto to discuss governance problems and possibilities during his visit to TJMC.

The Campus Management Committee has identified the repairs and improvements that need to be addressed throughout the TJMC campus. It is a long list! They plan to prioritize the list and organize work parties to do tasks which can be done by volunteers. There is a job jar for volunteers who wish to contribute individually and on their own timetable. Sallie Kate Park and one of our covenant groups have scheduled a grounds work party for Sunday, Nov. 22 after the second service. A volunteer has stained the new Summit side deck. Other volunteers have tightened and replaced missing screws on all of the chairs on campus. Long neglected maintenance work has begun.

Publicity about the Connie Cheetham Award was in the November bulletin and is in the weekly updates. I urge all Board members to encourage congregants to nominate candidates. Talk it up so that we have lots of good candidates. We plan to acknowledge all those nominated which gives us another chance to thank those involved in congregational leadership.

There is lots going on in this lively community!

Sally Taylor, Vice President

Treasurer's Report

Lead Minister's Report

Report to the Board – November, 2015

Lead Minister

Just a taste:

Sunday, November 8th – while Alex led worship I was in the office catching up on email, my to-do list, and various writing projects that had been left untouched. And preparing for the joint meeting of the Board, Finance Committee, Pledge Drive Committee, Stewardship Task Force, and “interested people.” Facilitated that meeting after the second service

Monday, 9th – a retreat with Leia and Chris to try to pull back a bit from the myriad fires we each are managing and the plates we’re spinning so that we could take a look at a bigger picture. We had carved out five hours and covered a whole lot of topics. (Thanks to the UU Fellowship of Waynesboro for allowing us to use their space.

Tuesday, 10th – met with IMPACT’s Lead Organizer; met with a family about an upcoming memorial service; met with Scott DeVeaux as part of his work in the UU Musicians Network Credentialing Process; met with Carol Saliba to support the work needed to offer receptions at the two upcoming memorial services; had a phone conversation with our UUA consultant; had a phone conversation about an upcoming memorial service; attended the first meeting of the group looking to lead the congregation on a Public Witness process regarding racial justice.

Wednesday, 11th – worked with Leia on the multigenerational “Multi-Bread Communion” coming up on the 22nd; had lunch with a parishioner whose wife is terminally ill; met with a parishioner who is

out of work and worried; met with the Worship Weavers Guild to plan worship ideas for January, February, and March.

Thursday, 12th – I will facilitate the bi-monthly staff meeting; meet with another family to plan another memorial service.

Friday, 13th – I'll have lunch with Kenn Hurto with many of you, and will participate in the evening's portion of the consultation.

Saturday, 14th – I'll participate in the day-long portion of the consultation and will facilitate Deborah Rose's memorial service.

Sunday, 15th – I will preach at Ebenezer Baptist Church as the first non-Christian ever invited into their pulpit.

In and around these things I will have written a sermon, a Board report, and some blog posts; sent over 50 emails (some requiring some really careful crafting); signed at least 30 "thank you" cards from the staff; solicited names from various sources for more people deserving of appreciation; visited with half-a-dozen "drop ins;" did research for the sermon, and the staff meeting, and the meeting for the Public Witness process, and the Worship Weavers meeting; scheduled meetings; prepared for the two memorial services; thought about questions I'd been asked; read articles online and in *UU World*, tried to at least visit our FaceBook page; etc.

This all involved time in the office, on the road, on the phone, on the internet, on email, and in my head as I walked the dog, tried to go to sleep, woke up and got ready for the day. And as I said, just a taste of a week.

Worship: The Ancestor's Sunday service was extremely well received. People in a variety of different places in their lives reported that it resonated with them. By the time you read this Pastor Bates' visit to our pulpit will have come and gone, and for better or worse they'll have experience a Unitarian Universalist sermon. Leia and I

have been keeping notes for the past several years of what has worked and not worked in multigenerational worship, so each year when we return to a “touchstone” service – like Ancestors’ Sunday or the Multi-Bread Communion – we can consciously build on what has worked before. The Worship Weavers Guild and I continue to redraw the framework for our collaboration, and we are working more and more as a team. It’s very exciting to see. I am pleased to be able to say, too, that I have been hearing mostly positive responses to the new relationship between lay and ordained ministers’ participation on Sunday mornings.

Faith Development: I have redirected my energies and focus this fall away from offering AFD programs that very few people actually attend. (It is my plan to offer one or two in the winter/spring semester.) In the meantime, I have been actively working with Leia to

Community Building: I have been attending more committee meetings, and have been more in touch with committee folk between meetings, and this increased participation has been well received. One of the things I bring to these various tables is a sense of other things that are going on in the congregation and, so, I have been able to suggest linkages that might otherwise not have been obvious. As an example, the Racial Justice Steering Committee has as part of its mission, “we seek to create an anti-racist perspective in all committees and groups at TJMC.” (This is language borrowed from the previous Undoing Racism Committee.) Hearing this, it makes sense to me to suggest that someone from this group be connected with the Governance Task Force, so that that “anti-racist perspective” can be brought to bear as we assess our current structures and consider what we want them to be. Similarly, given that the issue being taken up with IMPACT this year has to do with the needs of elders, not only have I suggested connection to Active Minds and the Wednesday morning breakfast group, but also our RE families, many of whom are experiencing the balancing of caring for children and caring for aging parents. So far these kinds of suggestions have been well received.

Public Ministry: Both of my children attend the Community Public Charter School, and I have been talking with their director about

involving some of their students in helping with our Food Pantry (they are interested!). This seems to me to be a way of engaging the young people not only with important service in and to the wider community, but also with our congregation. (I have similarly hooked them up with Pastor Bates to see if they can volunteer when the Thanksgiving baskets are assembled toward the end of the month.

PROFESSIONAL GOALS

Strategic Plan 1 – Expanding and Deepening Our Spiritual Lives

- A Develop and implement more comprehensive training and coaching of Worship Weavers (*green light – going well*)
- A Re-energize small group ministries (including current Covenant Groups and the new “Soul Matters Circle”) (*Note: this also is relevant to SP area 2*) (*yellow light – the launch of the Soul Matters Circle is being put off until January.*)
- B Organize and launch a monthly complementary evening service. (scheduled to begin in October) (*green light – launched!*)
- B Develop “Spiritual Guidance” program for lay leaders as part of Leadership Development (*Note: this also is relevant to SP areas 2 & 3*) (*yellow light – this, like the Soul Matters Circle is postponed until January*)
- B Support the development of new AFD strategies (*Note: this is also relevant to SP area 2*) (*let’s call it “orange,” a mix of yellow and red – this is hard to get traction on with so much going on.*)

Strategic Plan 2 – Strengthening Our Connections to Each Other

- A Refocus work of COM to focus on communication/feedback to and from congregation (*Note: this is also relevant to SP area 3*) (*green light – I think this is going well*)

Strategic Plan 3 – Stewarding Our Resources

- A Provide guidance and active support to Year-Round Stewardship Committee (*yellow light – our first meeting will be later this month. Slow start, but I think we can pick up momentum*)
- A Provide guidance and active support to Leadership Development Committee (*yellow light – I have attended the pre-event meeting and have been in touch with Bob in between but this does need more attention*)

Social Justice priorities

- A Provide guidance and active support to anti-racism efforts (*green*

- light – I have attended the Racial Justice Steering Committee, the Considering our Name Group, and the Public Witness group and have been in touch with their chairs in between meetings sharing ideas and strategizing. The work around Beloved Conversations is also taking off and I am quite involved with that.)*
- B Support IMPACT *(Note: this was identified in SP area 2) (green light – I have agreed to work on a strategic communications strategy; I’ve been keeping in touch with Sarah Peasley; and have attended the two major public events so far this year.)*
- B Work with Social Justice Council to develop ways to lift up our various efforts *(green light – I attended the last Social Justice Council meeting and have developed a possible schedule of 1st of the month testimonials that they will discuss and approve or tweak. This will begin in January.)*

PERSONAL GOALS

- Further develop strategies to increase responsiveness (2Do app; Outlook reminders; etc.) *(green light – there are some really cool things these technologies make possible, and I am really learning to make use of them. I will say that I feel as though I spend a lot of time making to-do lists, but I’ll have to say that the practice is helping me to accomplish the things on the list.)*
- (Re)Commit to daily spiritual practice and weekly Sabbath time *(red light – no forward movement on this at all, although I did proactively schedule a day off after the consultation/memorial/preach at a Baptist church weekend.)*
- Identify key meetings & events that I should make every effort to attend *(yellow light – I have not been able yet to make a systematic plan inclusive of all of our committees and groups, but I have definitely been attending more meetings.)*

Can’t think of much more to say

Pax tecum, friends ...

Wik

Director of Faith Development's Report

Report to the Board

November 2015

Leia Durland-Jones, Director of Faith Development

Youth Programming (11:15 service only)

In addition to special events such as an apple picking field trip as well as an overnight “lock-in” at church, our 10th-12th grade Young Religious Unitarian Universalist (YRUU) group has been busy exploring sessions from the UUA’s Tapestry of Faith curriculum *Virtue Ethics: An Ethical Development Program for High School Youth*

<http://www.uua.org/re/tapestry/youth/virtueethics> Heart-felt thanks to Amy Wissekerke, Greg Townsend and Pam McIntire for their support and leadership of our senior high youth. There are twenty-four youth registered for YRUU and average attendance on Sunday’s for this group is eighteen.

Our Coming of Age “Challenge” class has been exploring beliefs about good and evil and also creating their own UU Elevator Speeches.

<http://www.uuabookstore.org/Assets/PDFs/3104.pdf> An exploration of the 10 Commandments also took place this month as a way to talk about “rules” for living a good and moral life. Much to the delight of youth and their advisors, we always include with this lesson excerpts from the movies “The 10 Commandments” with Charlton Heston and “History of the World Part 1” with Mel Brooks. There are twelve youth participating in Challenge and the youth met their Challenge Mentors for the first time on Sunday November 8. I am grateful to Cindy Dent, Jean Shepard, James Smith, Jean Newland, Griff Griffis, Ruth Douglas, Pat Millman, Laura Horn, Dawn Dirks, Greg Townsend, Pam McIntire and Cathey Polly for answering the call to be mentors this year. I believe that mentoring a Challenge youth is one of the most rewarding things one can do.

Our 6th & 7th grade Neighboring Faiths class had their second class fieldtrip to City Church (a Christian mega-church) which meets at the MLK Performing Arts Center on Sunday mornings. The class is now learning about Judaism and will visit Temple Beth Israel on Friday November 20. Thanks to Linda and Frank Dukes, Gail Esterman, Beth Jaeger-Landis, George Maris and Julianne Allen for serving as leaders for this class.

Adult Programming

We had two successful brainstorming sessions with about twenty people total participating in the process. Good ideas were generated and information was shared by everyone in attendance. Several individuals identified an interest in being involved in AFD leadership in one way or another. Once the lower hall renovations are complete and we have reclaimed our meeting spaces, we will be able to offer a number of AFD courses. It is my intention to have several Sunday morning Adult Faith Development offerings starting in the winter.

The Women's Dream Quest Planning Circle met on Monday November 9 to begin preparations for our seventh annual Women's Dream Quest to be held at TJMC on February 26 and 27. The "Return to the Land of Soul" workshop, open to everyone, will occur on Sunday February 28.

Children's Programming

Things are going well in our children's programming this fall even as we struggle with uncomfortably cramped classrooms. It will be so good to have our spaces returned to us—renovated and with extra breathing room! I am almost at the point of counting down the days until we can move back in and our fourth and fifth grade RE class may do that with me (this class is truly the most uncomfortable in our current but necessary arrangement.)

The children (K-5th grade) made 200 meal packets as part of their RE classes on Sunday November 8. Making meal packets is clearly one of the favorite activities we do at church. Additionally, our 4th & 5th graders made gift packets of new socks for our PACEM guests. In addition to emphasizing that we are the church of the open mind, loving heart and helping hands, the lessons in the elementary classes have been designed to connect with the monthly ministry themes explored in the sanctuary. The hope is that parents and children will be able to continue exploring these themes at home together.

Worship

Children's Worship

Our monthly ministry themes are introduced and explored with our 4 year-olds through 5th graders in Children's Worship. Even with the significant challenges of using S2 as our worship space (it is uncomfortably over crowded) the children have engaged courageously and profoundly with our monthly themes. In our explorations of

October's theme of "letting go," we talked about things that worry us and how we can "let go" of our worries (such as by sharing our concerns with parents or other adults.) Some of the things our children worry about are bullies, being the cause of parent's divorce, their own death and the death of loved ones, and our fragile environment. In November, we are exploring the idea of ancestry and in particular, the gifts we have received from those who have come before us.

Alex McGee led Children's Worship while I was away at LREDA Fall Conference and she talked with the children about our church community as well as the work of an ordained minister.

Wednesday Worship

Our weekly Wednesday Worship services attract a small but faithful gathering. I am delighted to share the leadership of these contemplative services with Maggie Ober and Cindy Mick. We are looking at ways to invite participation from the larger Charlottesville community to hopefully draw some new people to TJMC.

Multigenerational Worship

Our Ancestors' Sunday multigenerational worship went well and the feedback has been overwhelmingly positive. We dedicated five of our pre-teens and teens at the 11:15 service—the first time we have had a large response to the idea of dedicating "older children" who might not have had the opportunity to be dedicated as infants or when they were younger. It was a powerful experience for everyone involved.

Professional Development

LREDA Fall Conference was a wonderful event full of collegiality, new ideas and learnings that I am weaving into how we do things here at home. I am grateful to have had the opportunity to attend.

Director of Administration and Finance's Report

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Board Report – October 21, 2015 mtg

October 2015

- Number of emails received: 2751
- Completed September 2015 month end financials
- Travelled to Boston, participated in UUA Board of Trustees meeting

- Travelled to NJ, participated in LREDA (Liberal Religious Educators Assoc.) Fall Conference
- Prep and attended following meetings:
 - Finance committee
 - Board
 - Exec. Comm.
 - Vice President
 - Various Lay Leaders meetings

Lower Hall Renovations:

Update by Breck

FY 16 Financial Report Notes:

- New Format – see attached
- I continue to refine the allocated budget across the year to better reflect when expenses occur (i.e. instead of allocating multi-peril insurance across 12 months, I've allocated it to the months in which the actual expense usually occurs.)
- Bank Charges negative expense: due to a reversal of previous over-charged bank fees.
- Staff Salaries: Variance from current to budget is due to our 26 pay period schedule. d in October thus the appearance of a variance. This will occur in reverse next month and then revert to “normal” in the month-end November report.
- Staff Benefit Line items: I am working to standardize how benefit line items are reported. Currently for some staff, health/dental/life are allocated to a single line and for some staff they are given individual line items. All payments and reporting continue to be made according to previous practice however it is my intention to revise for the January Financial Statement.
- I continue to struggle with the procedure for reconciling scrip purchases and sales. I will be meeting with Jaime McReynolds on 11/20 for support in learning the process. Jaime assures me it really is complicated and the extra support is warranted.

Finance Committee Report:

Finance Committee met and had questions regarding the program budget process and their role in that process as well as the DAF,

Treasurer, Board's role in that process. Future role clarity is expected as a result of the Governance Task Force.

We also reviewed the Nov. 8th Stewardship/Finance/Board/Canvas/Interested Parties meeting.

The committee will continue to review the program budget process and offer input on the formation of that budget.

Membership Report

To: Board members

Re: October 31, 2015 Membership report

TOTAL MEMBERSHIP as of Sept. 30, 2015: 419 including 12 youth members

Add:

Catron, Bayard L., October 11, 2015

Drop:

Imlay, Adena, resigned in letter to the Board, March, 2015, archive

Imlay, Richard, resigned in letter to the Board, March, 2015, archive

Spurgin, Bill, died October 15, 2015, archive

Bumgardner, Chip, resigned to Membership Tracker, October 20, 2015, moving, archive

Canterbury, Shelly, resigned to Membership Tracker, October 20, 2015, moving, archive

TOTAL MEMBERSHIP as of October 31, 2015: 415 members including 12 youth members

Board Liaison Reports

