

Thomas Jefferson Memorial Church - Unitarian Universalist
BOARD OF TRUSTEES DECEMBER MEETING
December 20 , 2017

MINUTES

BOARD GOALS

- **VISION** - Develop and share vision for church in effective ways
- **STEWARDSHIP** - Increase understanding that all TJMC members are responsible for its well-being
- **ADMINISTRATION** - Ensure TJMC's infrastructure can meet its needs
- **RACIAL JUSTICE** - Lead TJMC's racial justice work inside and outside our walls
- **TRUST** - Strengthen trust relationships between congregation members, and board and congregation
- **75TH ANNIVERSARY** - Create a fun and meaningful celebration

In attendance - Adam Slate - President, Jeanine Braithwaite - Treasurer, Ann Salamini - Secretary, Leia Durland-Jones - Ex Officio, David Mick, Christina Rivera - Ex Officio, Cindy Shepard, Karen Ransom - Past President, Ian Sole, Katharine Maus

Absent - Erik Wikstrom - Ex Officio, Annalee Durland-Jones, Colleen Anderson - President Elect

Guests - Wendy Repass

I. Opening--(25 minutes total) Opening/Closing Words (Cindy), Snacks (Cindy), and Process Review (All)

Opening words – Cindy

Public Comment – Wendy Repass came to talk about the survey, which is gearing up again.

Having participated very fully in the last survey, she wanted to share her feelings and some encouragement to just redo the survey the way it was done before. A dedicated survey committee developed the survey, translating board goals into the survey tool, figured out how to publicize it and achieve maximum participation. The heart of that time and effort was to provide a way to listen to the congregation, including those who have thoughts and feelings but might not feel they have an avenue to express them.

It may be tempting to eliminate the comments section, but comments give context on where the info comes from as well as important additional info. Without the comments, the results might not even be actionable.

The survey was made to be repeated, I encourage you to repeat it as is, preserving the process. Please remember that the survey is a way to listen. Please listen and act on the results. The committee kept in mind the people who spent the time and trust involved in filling out the survey, as well as board and staff who will use the

information. It is difficult to hear criticism, but by wanting to hear it, and seeking it out, there is a chance to address it.

I hope the survey can be an educational process. Thanks for listening to me.

Discussion:

- Are you concerned that the Board doesn't plan to run the survey? - The email train suggested the survey would be done, but without the comments sections.
- What time frame did you have for the survey process last time? - Our process included researching and writing the survey. It would be much shorter to just post it, send email blasts to encourage participation and collate after a limited time for the survey to be open. - Chris has notes on all this.

Thanks for bringing your comments. Please stay for snacks if you'd like.

Check in -

1. Acceptance of Agenda

MOTION: Accept the Agenda.

Unanimously approved.

2. Correspondence - (see text at end of reports)

- Laura Wallace - further thoughts on considering changing TJMC-UU's name

II. Reports

1. President's Report (written) – Adam Slate

Thanks to all those involved in the giving letter that was sent out to the congregation.

2. Vice President's Report (n/a) – vacant

3. Treasurer's Report (written) – Jeanine Braithwaite

MOTION: Enter executive session.

Unanimously approved.

MOTION: Leave executive session.

Unanimously approved.

Summary: The Board tasks the Finance Committee to take on revenue enhancing measures, starting immediately.

4. Minister's Report (written) – Erik Wikstrom

5. Director of Faith Development Report (written) – Leia Durland-Jones

Leia has had conversations with many people about 75th anniversary celebration ideas. Karen is willing to participate in this planning. Leia is looking for coordinators to take on a particular segment. Celebration development will move forward come January, including choosing dates. It will take a lot of planning.

6. Director of Administration and Finance Report (written) – Christina Rivera

The pledge lag held steady over the last month. There has been some response to the year end appeal, including 2018-19 pledges, one time gifts and current year pledge payments. Chris has been keeping track of the costs to make the year end appeal, both financial and in volunteer hours. There will be a report in January.

We will need a group to watch over revenues. Chris wants to relaunch the scrip program next month; it can't all be done by staff.

There is buzz about pushing wedding rentals, making a brochure, etc. Currently our charge is relatively low compared to other venues, reflecting limits to what we can offer. (Our sanctuary holds more people for the service than our social hall can accommodate for the reception, for example.) We need a group to gather some hard data. Our other rentals are more lucrative at this time.

Finance Committee has recommended changes in how some financials are done. One change deals with how we book end of year pledges according to the system Chris inherited. We have been posting pledge payments received after the fiscal year ends on June 30th in the June current pledge line item until sometime in August. At that point, they commence being entered into the prior year pledges line item of the current month. Finance recommends that payments received after July 4th go into Prior Year Pledges. This is good accounting practice but the changeover will result in a large deficit added to the changeover year. (In some years, this amount could be up to \$20K.) Chris is willing to make the change, but it will have a one time "paper" effect which will balloon the deficit.

Discussion - Can we make this known in March to encourage people to pay up on time to minimize this apparent deficit? - We've been going after pledges late in the year and can move up that effort. Individual pledge records will be correct in the year of the pledge, but church records will show the deficit.

7. Membership Report (written) – Sally Taylor

8. Board Liaison Reports

- Personnel Committee - Chris

Will meet in January with new member.

- Nominating Committee - Karen

No update.

III. Consent Agenda / Electronic Motions

1. Approve November 2017 Board Minutes

MOTION: Approve the Consent Agenda.
Unanimously approved.

IV. Old Business

1. Stewardship position options - Adam (45 min)
This item is supported by the following document developed by the DAF:

Stewardship Coordinator

Reports to: TBD

Summary:

The ongoing priority for the Stewardship Coordinator is to assist the Board and Staff in moving the congregation towards a culture of abundance. This includes:

- Working with senior staff and Board of Trustees to:
 - Designing programs which focus on developing a culture of abundance
 - Developing an attitude of gracious giving
 - Celebrating successes of the church community
- Recognizing and acknowledging generosity of members and friends
- Work with Membership Committee to welcome all new members and integrating them into our congregational stewardship programs
- Organizing regular cycle of Stewardship Contacts
- Establishing a Legacy program for the Endowment Fund

Responsibilities (Job Description):

1st year responsibilities include:

- Creation of a 3-5 year Stewardship Plan including timeline, roles, responsibilities, resources for:
 - Bi-annual Stewardship Contacts plan (to be implemented within first 6 months)
 - Legacy (estate) planning
 - New Member stewardship welcoming
 - Developing a Stewardship Committee
 - The Stewardship Plan will require:
 - Pledge analysis
 - Integration of data from Next Steps Weekend
 - Congregational communication plan
 - Congregational communication plan
- Re-design of Stewarding/Pledge page on website

- (re)Design of Stewardship materials
- Work with congregation's stewardship volunteers to...
- Work with senior staff to...

In order for the Director of Administration and Finance to take on those duties the following responsibilities would need resourcing outside of current staff:

- Calling and scheduling maintenance vendors
- Replying to standard emails
- Calendaring
- Prepping Board minutes folders in office
- Tracking staff credit card expenditures
- Ordering supplies
- Resetting church from Sunday's activities
- Interfacing with cleaning service and repair vendors
- Facilitating communication channels (i.e. making sure items are in weekly update, website, FB, etc.)
- Prep payables and mailing

The Next Steps report suggested that we not fill the stewardship position this year. Senior Staff and Exec Committee have talked about this in some detail. How should we move ahead?

- Create and fill the position as originally planned OR
- Fill the position with the DAF, re-assigning ¼ time worth of her administrative duties to a ¼ time admin aide OR
- Assign stewardship duties to the DAF for the next 6 months and hire a temporary ¼ time admin aide. This would allow us to get a better idea of what the job entails and write an accurate job description.

How do we feel about moving ahead?

- We told the congregation we would hire a stewardship coordinator.
- Chris is willing to fill the position temporarily. Benefits to this route are:
 - The job needs to start right now but we don't have time to plan the job description, hire someone and train them.
 - Chris has the skills and experience to do this, though she hasn't done it in a church setting.

Discussion:

- Can you get someone in a month to do the admin work you've listed? - Yes.
- What will a stewardship person do differently from the efforts that others have done in the past? - We have the knowledge to do this, but we don't have the human resources to follow through. Contacting people, following up on contacts, making data changes based on contacts. These are things we never get to. Last

year we had a list of 68 names we needed to contact, of which we contacted maybe half.

- The job for the next six months is not to create the 3-5 year stewardship plan. That is appropriate for the permanent stewardship position. What we need to be doing right now are
 - Biennial stewardship contacts
 - New member stewardship, making sure all new members have an opportunity to pledge and understand what pledging is about
 - Development of stewardship committee
- We've known we needed to do these things for years, but haven't had the resources to do them.
- We need the lead minister to take a more prominent role in asking for financial support for the church.
- The board needs to be seen to be doing things differently. One part of that is visible leadership toward resolving stewardship problems.
- This is not the board's or the staff's problem; it belongs to the entire congregation. It gets to cultivating the culture of generosity.
- Who it makes sense to make stewardship visits to is important; the right person among church leadership / staff needs to make contact. That type of granularity hasn't been possible in the past. Part of the work of a stewardship coordinator is teaching people how to make effective stewardship calls.
- We've had a lot of brainstorming in the president's group. This idea emerged organically and felt right. It's our best option at this point. Chris has the willingness and expertise to do this. Her experience in the next six months will help define the position.
- We have some rough water ahead financially. Filling a part time, temporary admin position is easier and entails less training and doesn't entail obligation to a permanent part-time position.
- We don't want to hire someone temporarily for a stewardship position that requires a lot of specific institutional knowledge and a long learning curve. Chris already has that knowledge.
- We're looking into UUA resources to address some of the other needs laid out in the Next Steps Report. Though these things are outside the scope of the present conversation, there will be a draft report at the January meeting based on conversations between staff and the presidents.
- We need to be sensitive to how the congregation will perceive this. There are very good reasons why Chris is an excellent person to do this job. We need to make it clear that Chris will have help with low level admin functions, while maintaining the high level functions and taking on development of the stewardship position.
- Chris is not taking on the Stewardship Coordinator position. She is taking on some of the duties for the time being. She is not shedding admin duties, just getting some help. She is still responsible for all the admin duties.
- Can we assign these stewardship duties to Chris, having her report to the Board and Senior Staff (of which she is a member)?

- The Board is taking this decision as the best way we can see to reinvigorate stewardship at TJMC. Communication is important so we are not seen as taking this route secretly.
- We need to let people know how to use the new admin person rather than automatically going to Chris.
- We communicate informally, as in the Social Hall, from pulpit, website and other formal communications. We may need a write up specifically on how we made this decision.
- Communication is important - congregational conversations would also be helpful.

Proposal: Assign to DAF the stewardship responsibilities appropriate to professional staff, with specific responsibilities as designated in the draft stewardship position description, and as advised by the Senior Staff and Board, through June 2018. This process will allow us to move forward efficiently with high-priority stewardship responsibilities and learn more about what is needed from a permanent stewardship position. The senior staff is authorized to use the budgeted stewardship funds to assist the DAF, given her additional responsibilities.
(Add the stewardship coordinator paper)

MOTION: Accept this Stewardship Proposal.

Unanimously approved.

BREAK AND GRATITUDE CARDS (15 min) - Please think of people the Board should recognize for their recent contributions to our church community.

(111:00)

2. Congregational Survey - Adam (10 min)

We have discussed administering the existing survey without the free-form questions, administered by the Committee on the Ministry. Erik suggested adding one free form question per topic. Wendy also advocated for this.

Discussion:

- The survey was meant to be repeated. It doesn't provide comparison data if it changes from year to year.
- Drawing data about satisfaction from year to year isn't really dependable. You can only infer that of those who responded this year, X% were favorable. Also, open ended comments are made by passionately incensed people. They don't really give average reactions.
- A numerical ranking accompanied by a brief description of why that ranking was given has been very helpful in UVA teacher / course evaluations..
- The comment section can serve as an escape valve for dissatisfaction.
- This survey should not be thought of as generating quantifiable data. It allows congregants to air praise and grievance, to feel heard. The comments on the last survey were a bombshell. It was clear that an important message was being

given, even if “quantifiable data” was weak. There was definitely qualitative data. As leaders we have to own people’s reactions. The comments provide unwieldy information which can be painful, but we have to hear it.

- The original intention of this survey was to provide a snapshot in time rather than to provide data for comparison year to year.
- If we go ahead with the survey, we should do it the same way. It’s a bad time to choose not to do this.
- The COM needs some training before the results come in, to understand how to make inferences from comments.
- This is such a loaded topic. We should think about how an old paradigm may be holding us in its grip. If we weren’t acting out of white supremacy, how would we proceed? This is taking a lot of our time and energy and acts as a lightning rod. How is it contributing to how we want to act in the world?
- Surveys don’t interpret themselves. They give data that you need to look at wisely. If we don’t want the data, we don’t do the survey. If we want to know why stewardship is lagging, the survey might give us a clue. It may suggest some avenues of inquiry.
- This survey was originally designed to be repeated. It was created by a good team who made a good survey. There will always be variables. It won’t be perfect, but it may be indicative. If we change the survey, we’ll have this conversation every year we run it.
- Without the freeform questions, the minority view gets averaged away.
- The freeform questions aren’t just to get data, but to let people be heard.
- We should curb our expectations. It will be messy. We will do the best we can.

How do we feel about having COM do this with at least one person from the previous survey team to help them?

- Can the board approve the report / interpretations to be sure they are supportable? - Yes.

MOTION: Have Committee on Ministry repeat the survey as originally written (edited only for necessary updates). Committee on Ministry will reach out to previous survey committee and other resources for best practices, and submit report to the Board for approval. The Board will present the results to the congregation.

Unanimously approved.

V. New Business

VI. Closing Activities (5 minutes)

1. Process Review (all):

2. Things to do / communicate –

Chris - January report on costs associated with year end financial appeal

Adam - will post on stewardship responsibilities being taken on by DAF

Jeanine - will inform Finance Committee about its task on revenue as directed by Board.

All - look at the minutes sooner.

3. Closing words -

Dates to remember -

February 2018 - TJMC 75th Anniversary

June 3, 2018 Annual Business Meeting after 10AM service

Upcoming topics -

High level budget priorities - January 2018

Policy Review panel - (Empower group to undertake policy review process and bring policy manual up to date)

Charge for Personnel Committee

REPORTS

President's Report

President's Report to Board December 20, 2017

Dear TJMC Board members,

With the winter holidays already upon us, I want to thank those of you who are able to make it to our particularly late-in-the-month Board meeting.

This month I gave the second-chance presentation of the Next Steps report and Board 2017-18 priorities. We had a small but vocal turnout of folks who brought a bunch of questions about church life, operations, and governance. It was a spirited conversation embodying a range of opinions as diverse as the church.

I want to extend a special thank you to our Board Secretary Ann Salamini. In addition to meeting her responsibilities as Secretary, she has been particularly attentive to input from church members whose opinions don't always agree with the Board and/or majority of the congregation, and she has been diligent about getting this input to me and other Executive Committee members. This effort honors the covenant that we have with each other, and also honors that we're one church family.

As you see in the agenda, at this month's Board meeting, we'll be discussing options for moving forward with professional stewardship resources, and also authorizing the Committee on

Ministry to administer the same church-wide survey we administered several years ago. These are both important goals on our list of priorities for the year.

I am also currently reviewing a draft of senior staff priorities, and am initiating conversation with UUA staff in the areas recommended by Mark Ewert in his Next Steps report. Expect these items to come before the board in January.

I hope that some of you are enjoying a joyous Chanukah, and others getting ready for a blessed Christmas.

Faithfully,
Adam

Treasurer's Report

Treasurer's Report for December 2017 Board Meeting

Jeanine Braithwaite

November actuals were discussed at the Finance Committee meeting on 12/11/2017. Detailed line-by-line information is available in the red binder in the Church office and is shared at the December 2017 Board meeting as well as preceding the Board meeting with the Finance Committee.

Revenues were at 80% of budgeted amounts. The gap in revenues was mostly due to the lag in pledge payments noted in my October 2017 report. The good news is that this gap (\$23 K as of end-November) did not increase from October, but neither did it diminish. November saw an increase in automatic pledge payments, and building user fees were robust, with 3 more rental contracts expected. The Finance Committee is prepared to work with the Board on a task force on raising pledge revenues, should there not be significant "catch up" in pledge revenues in response to the December letter from our Board President-Elect, and the usual end-of-tax-year bump in pledge revenue.

Expenditure control remained tight thanks to staff vigilance with expenditures through end-November at \$14.5 K below budget. Thanks to diligent investigative work by our Director of Administration and Finance (DAF), it is possible that if staff are willing to switch their health insurance premium payments to a pre-tax basis, both staff and the church as employer could see significant tax savings. Savings to the church budget if

all staff switch could be \$2.5 K per year, and total staff savings would be substantially more.

We have approached Wells Fargo about a line of credit (LOC) for covering a portion of our deficit, and our DAF will report to the December 2017 Board meeting about the terms for the LOC (ie the interest rate).

With the lag in pledge revenues, the actual deficit for year-to-date November 2017 is \$37 K against a budgeted deficit of \$5 K. I would like to stress that budgeted revenue was based on a flat projection that pledges for this church year 2017-2018 would be the same as church year 2016-2017. So far this year, this has not been the case. I anticipate that the Board will need to assess where we stand at the January 2018 Board meeting and be ready to empower a task force on revenues for 2017-2018.

Minister's Report

Lead Minister's Report to the Board – December 2017

As you meet I will know how my wife's surgery will have gone – it's scheduled for the morning of the 18th – and my family will, hopefully, be happy and well, and she will be recovering nicely. I appreciate all of your good thoughts and prayers, and your understanding of my need to be away.

There are three things that I would like to call to your attention through my report this month. (And I would like to acknowledge, in advance, that this is a particularly long report. It seems important, though, for me to be as thorough as I can be, considering that much of what I'm reporting here bears on a conversation you will be having as part of the agenda, of which I cannot be a part. My hope is that with what I've written here I'll have addressed pretty much anything you all might have asked me about if I were with you.) That said ...

First, I am in the process of preparing a proposal for the creation of a Sabbatical Committee, with the hope of having it up and running no later than the end of January. (Sooner would be better.) There are a number of reasons having such a Committee is considered best practice, yet the template most of our congregations use isn't easily replicable for our setting. This is, as you might imagine, partly because of our unique senior staff model. There are things which the average ordained clergy person does that need to be picked up during a sabbatical which are already shared here. So we will need a different structure, yet I do believe that we will need such a group. I'm actively soliciting suggestions from colleagues and from the UUA, and will let you know as I discover things.

Although it's also related to the sabbatical, the second thing I want to call to your attention is an update to my report last month about my first thoughts concerning worship during the time that I'm away. While talking with my colleagues here, they reminded me that it is as important to be intentional about planning opportunities for the congregation to experience renewal and rejuvenation as it is for the person actually taking the sabbatical. With that in mind, then, they challenged me to think more fully about what opportunity/ies my absence from the sanctuary might provide the congregation for its own growth. I will be discussing some preliminary ideas about this with the Worship Staff Team – Alex, Scott, Leia, and myself – when we meet on the afternoon of Wednesday the 13th, and I'll then take their input into my discussion of this with the Worship Weavers Guild later that evening. My goal with this is to have a plan ready to share with you all at the Board's January meeting, which can then be finalized before the end of the month.

Finally, the third thing I want to write about here is an item that's on your agenda for discussion later this evening: the Congregational Survey. This has come up before in my reporting on the Committee on the Ministry, and there has been a little discussion of it from time to time, but the time has come to reach some clarity and agreement about just how we'll be moving forward with this effort. It would make sense for me to facilitate this discussion tonight, yet as I'll not be there I would like to spend the rest of this report sharing some of my thoughts.

I think that there is no question for anyone that we need to conduct a Congregational Survey this year. As history, shortly after I first got here the Committee on the Ministry conducted a small, "pulse" survey that was intended to get a quick picture of "the pulse" of the congregation. Even that small effort became more than the Committee wanted to take on again, so when the desire for another survey came up the Board created a Survey Task Force. This dedicated group designed a much more extensive survey instrument than had been used in the previous survey, and through their hard work and constant – and creative – communication with the congregation had a rather remarkable rate of engagement. The work of interpreting all of the data was immense, and the result was a report that went a lot more deeply than a simple "pulse." It should be noted that improvements to my performance of my role, and throughout much of our congregation's life, can be traced back to the sense of our community's spirit that was expressed in the Survey Task Force's report.

It has always been the intention that we survey the congregation on a regular basis in order to gather data points through which to identify trends as a way of getting a sense of "the state of the congregation." The survey the Task Force created is larger than most people would recommend using annually, yet for the purpose of gathering data points to compare over time, conducting the survey every three to five years makes sense. As people have said, it is time to conduct a congregational survey again. (I will

add here my personal opinion that it is not long past time, as some have said. The survey was last done in 2015, which means a report in 2018 will be right on schedule.) At the end of the process last time through, the Board and the Task Force recognized that there was no place for the responsibility of conducting the service to “live” within the institutional structure of our congregation. The ultimate responsibility of seeing that it is done, of course, lies with the Board. But at the time there was no institutional “home” to place the actual task of conducting the survey and reporting its results.

I reached out to two members of the original task force – Laura Wallace, Laura Horn – and they not only offered feedback and suggestions, but also brought Wendy Repass and Carol Wise into the discussion. (As I write I have not yet heard from either of them, nor from Cathy Lawder, to whom I also have reached out because of her concern expressed to the Board about the importance of having the survey conducted again.) I am hoping that they will share the timeline they developed, and it’s been suggested that they might be able to get their hands on their original communications materials ... which were awesome!

Laura Wallace expressed some concern about having the Committee on the Ministry take ownership of the survey process, noting her understanding that the CoM is not an “objective” body. This no doubt stems from the older understanding of the purpose of a Committee on the Ministry – and its predecessor, the Pastor/Parish Relations Committee – as a group charged with providing support to the Lead (ordained) Minister. As I’ve noted in past reports, over the past several years our Committee on the Ministry has been evolving more fully into its charge of “monitoring, interpreting, and supporting the ministries of the congregation.” (I think they will take another large step toward this goal with the change in structure that will be starting in January – that is, the Committee will no longer meet solely with me, but will now also meet with each of the senior staff in turn, so as to have more direct engagement with the areas of our congregation’s ministries about which they have a more clear view than I do.) I have been working with past iterations of the Committee to move it toward ever more “objectivity,” to a state at which the Committee sees itself, and is seen by the congregation, as serving to support the ministries of the congregation, with the senior staff serving to support the Committee in its work. With this in mind, it seems clear that the regular conducting of a congregational survey is directly related to the committee’s mandate to “monitor, interpret, and support the ministries of the congregation.”

I should say, before anybody asks, that I do not expect to have any involvement in the process of conducting the survey or reporting the results to the Board (and, through the Board, to the congregation). I am doing this “upfront” work of gathering information that will be helpful in getting the ball rolling because, as a staff person, it’s easier for me to find the time. Luckily, the previous Survey Task Force did such a good job that all that’s

really needed here is to gather some information, create a timeline, and get going. There's no re-creating the wheel necessary.

I would like to say something about the interpretation of the results. As Laura Horn put it, "The reporting out is laden, as well. What gets reported? In what context? How many data points [makes] a trend?" Last time a great deal of effort went into trying to "read" the data that had been collected, so as to present a fleshed out interpretation of the congregation's feelings. While important, and as I said, ultimately helpful to the improvement of our mutual ministry, this work of interpretation is not only "laden," as Laura said, but "fraught" as well. When you are asked to rate your answer as "extremely," "quite," "moderately," "somewhat," or "not at all," for instance, is "moderately" the lowest of the more positive answers, the beginning of the more negative ones, or is it taken as a neutral answer? The Task Force opted to include "moderately" in the group of more negative responses, a decision that was not universally agreed upon. In order to keep the interpretation of future surveys comparable, though, all future surveys would have to be interpreted this same way, while not everyone conducting future survey might want to do so. David and Jeanine have lifted up other challenges in interpreting survey responses;

One way to address this issue is to report raw data only. "Last time 36% of respondents chose 'moderately,' while this time that number had increased to 45%." Some people will see this as a sign that more people are feeling more positively, while others will see an increase in more negative feelings. Interpreting the meaning of that movement then becomes more of a conversation. In response to Laura's question about how many data points indicate a trend, certainly not two, which is what we will have after the survey is conducted this year. The next time it's conducted, we'll have three points to compare, and a trend may indeed be beginning to reveal itself. And possibly not yet. It will only be after we have had many, many of these surveys to look back on that we will be able with any degree of certainty at all that the data we have collected is telling us anything about the health of the congregation.

I believe that the discussion this evening will focus primarily on the Board's deciding to charge the Committee on the Ministry to go forth and conduct a survey, using essentially the exact same tool as was used last time. (Minor tweaks might need to be made to change wording that has become "dated.") I would encourage you to do this. I would further encourage you to charge the Committee on the Ministry to establish a timeline such that their report will be available in advance of the annual Congregational Meeting in May. (Perhaps as much as a month prior to the meeting, in order for the report to be disseminated and discussed.) I do not know whether you will want to – or whether you ought to, considering our growing understanding of how churches of our size operate – go into details about how the survey will be conducted and how the results will be reported. Doing so might bring you all into weeds you might not need to enter. On the

other hand, not doing so could leave the Committee unsupported should they make decisions on these details without the Board's awareness and affirmation. The responsibility for ensuring that there is a congregational survey conducted, and a report issued, is ultimately the Board's.

So ... if you do take up details, I would like to conclude this already lengthy report with these specific recommendations for your consideration:

- The Committee on the Ministry should be the body within our institutional structure charged with regularly conducting a congregational survey and reporting the results perhaps as much as one month prior to the annual congregational meeting in May;
- The survey should be repeated no more than five years apart, and no less than three, at the discretion of the Board and its "reading of the mood" of the congregation (in turbulent times more frequently, otherwise less often);
- The report should consist only of the comparable data points without an overlay of interpretation, allowing the numbers to speak for themselves;
- The survey should continue to allow people to take it anonymously, while once again encouraging people to identify themselves. (Since I normally oppose anonymous feedback, I'll explain this recommendation – since what is being collected are aggregate responses, the identity and "context" of any particular respondent is not as important as it is when, say, open-ended feedback is requested or when there is an expectation that the feedback will be immediately acted on.)
- The survey should continue to allow people to offer open-ended comments at the end of each topic area – e.g., "do you have any other comments regarding worship?" – and that these comments be collected into an appendix that is available, but not part of the primary report.

I want to again thank you for your forbearance as I tend to the needs of my family. Although I'll be in Florida during December ... I'll also be with you in spirit.

Pax tecum,

RevWik

Director of Faith Development Report

Report to the Board December 2017
Leia Durland-Jones, Director of Faith Development

Children's Programming (Nursery through 5th grade)

- Our Sunday morning children's religious education classes are going well. We have full volunteer teams for all our children's groups. These volunteers are, however, mostly parents. Of the thirty-six volunteers for our children's program, only *three* are not parents of children in the program.
- The children created **100 meal packets** on October 15 for distribution through the Interfaith Humanitarian Sanctum
- Our three RE **Racial Justice lessons** were offered on Oct. 22 (same day as white supremacy teach-in), November 5 and November 12. Many thanks to Linda Dukes, Elaine Chapman, Camille Thompson, Katherine Parsons and Dinny Jensen for creating and leading these lessons.
- Plans are underway for the kick-off of a **parents group** at church for families with children under twelve.

Youth Programming (6th-12th grades)

- This fall our **Neighboring Faiths** (6th & 7th grades) visited All Souls UU in DC, First Baptist Church on Main Street in Charlottesville and Temple Beth Israel.
- Our **Challenge: Coming of Age** (8th & 9th grades) group have been exploring issues of race/racism, the first UU principle and they had a lock-in. The **youth and their mentors were introduced** to each other on Sunday December 10. Many thanks to Patty Wallens, Vicki Shackford, John Shackford, Marcia Brecker, Gayle Floyd, Elizabeth Breeden, Ruth Douglas, Pam McIntire, Greg Townsend, Sharon Baiocco, and Jean Newland for serving as mentors this year.
- **YRUU** has explored a variety of topics this fall including "what does it mean to fail," and racial justice/white supremacy. They had a lock-in December 9 and youth from the UU Fellowship in Waynesboro were invited. YRUU is planning a trip to the National Museum of African-American History and Culture in January.
- I am working with **ASP** (Appalachia Service Project) and making plans for our Coming of Age and YRUU groups to participate in ASP this July 1-7.

Adult Programming

Fall Semester 2017 Adult Faith Development classes:

- This semester there were 7 racial justice focused offerings including: Why Last Century's Memorialization Matters Today (led by Frank Dukes), Seeing With New Eyes: racial justice as a white necessity (led by Erik Wikstrom), Unconscious Bias: I have it, how about you? (led by Greg Townsend), *White Like Me* by Tim Wise book discussion group (led by Sara Gondwe), Exploration of White Supremacy (led by Amy Wissekerke and Jen Smith), Race Café (led by Kate Fraleigh), Docent led Tour of the Jefferson School African American Heritage Center (organized by Kate Fraleigh),

- Additional Adult Faith Development offerings this semester include: The weekly Inquirers Series following the second service on Sunday mornings (led by myself and Wik), Spiritual Practices: What is Prayer (led by Wik), Wednesday Wonderings (led by Lou Centore), Pre-Holiday Renewal Retreat (led by Alex McGee.)
- I have been meeting regularly with the Dream Quest Planning Circle as we prepare for this year's Women's Dream Quest in February.
- Plans are underway for the winter/spring AFD programs.

Multigenerational Programming

- The racial justice program Linda Dukes and I are led in October entitled **Living Our Values Everyday (LOVE)**: Racial Justice Activities for UU Families went well.
- I worked behind the scenes to help pull together the **TJMC Talent Show** on Nov. 11. Thanks to all who helped make the night fun for all ages and financially rewarding!
- RE Families participated in **PACEM** throughout the week and provided the entire meal and hospitality on Monday evening.
- The RE Committee sponsored the congregation's annual **Holiday Party** on December 9. Ellen Powell served as party coordinator. The church was decorated for the season and a good time was had by all (we even had snow!)
- In December, I arranged for three brainstorming sessions with people about our upcoming **75th Anniversary**. There were many fabulous ideas generated for how we might celebrate. The next step is creating a task force to move forward with the planning!

Worship

Children's Worship

- In November, **Children's Worship** was connected to our racial justice lessons. In December we explored Hanukah with the help and leadership of Margo Gill.

Contemplative Worship

- The **Contemplative Worship** team continues to alternate leadership for our weekly contemplative worship service. Attendance fluctuates from 5 to 11 participants. Additionally, the team has been working with the Worship Weavers to deepen our understanding of the monthly worship images and incorporating these images into the creation of the sanctuary altar.

Multigenerational Worship

- November and December contain several touchstone **multigenerational services**—Multi-bread Communion and Giving Tree—both of which I am involved in creating and leading.

Professional Development and Opportunities

- TJMC hosted our Virginia Area Cluster of UU Ministers (VACUUM) in December.
- I was selected to serve on the UUA's Resource Revision Team for the Religious Education Credentialing Program. This team of three is tasked with assessing the materials candidates in the UUA's RE Credentialing Program are required or recommended to read during the Credentialing process.
- In January and February I will be leading an on-line Renaissance Module (a UUA continuing education program) for religious educators.

Director of Administration and Finance Report

Director of Administration and Finance – Christina Rivera
Board Report, December 20 2017 mtg

November 2017

- Number of emails received: 2644
- 2 rental tours resulting in 1 booked rentals
- Took 3 days of comp time
- Attended LREDA Fall Conference and Continuing Ed Renaissance Module
- Prep and attended following meetings:
 - Board Meeting (including pre-mtg Financial Report Lesson)
 - Presidents Mtgs
 - Exec. Mtg
 - Finance Committee Mtg
 - DAF Assessment

FY 17 Financial Report Notes:

November 2017

Year to Date Month-End Report*

	Budget	Actual	Difference
Revenue	\$234K	\$188K	(\$46K)
Expenses	\$239K	\$224K	\$15K

Revenue/(Deficit)	(\$5K)	(\$36K)	(\$32K)
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- Expenses continue to be managed with deferred staff and program costs
- Revenue: Rental income continues to track high due to sustained repeat rentals with various organizations
- Revenue is tracking lower in two areas:
 - Pledge lag: the good news is that our November pledge revenue had a strong surge and held at \$23K behind in year to date pledge payments, that same amount as last month. This amount continues to cover almost the entirety of our current deficit (\$36K.) This surge may have been, in part, due to congregants seeing the weekly “Financial Snapshot” with accompanying explanation inviting them to automate their pledge payment. Several have signed onto automatic payments this month. I continue to closely monitor pledge payments and we will have a fuller picture after month end December.
 - Scrip – This is an area to be addressed in January with a couple of script volunteers. I’d like a Board or Finance Committee volunteer to work with me on this program. Previously I wanted to add this to my December to do list but other items took priority (Stewardship Coordinator description, year-end mailing.)

Admin/Finance Notes:

- I have added lights to the Edgewood Lane ramp and Patty Wallens has volunteered to give me continuing feedback as to placement and timing of the lights.
- I have sought out and found a Premium Only Plan (pre-tax plan) for our staff medical premium payments. This plan allows for staff medical premium costs to be deducted from their payroll on a pre-tax basis. The plan costs \$325 per year to administer but saves TJMC over \$2.5K in tax savings and over \$9.5K for staff. The plan is administered by our payroll provider ADP.
- Moved all appropriate church meetings from Summit to main church building in prep for PACEM
- Supported PACEM
- Finalized install of new mixer board for Sanctuary AV system

- Wedding rental tracking: required 4 hours of staff time to fully support from start (initial contact) to finish of rental (check in with wedding party week after rental.) Rental rate is \$300 + \$100 cleaning fee.

Fundraising:

- **Auction Talent Show:** An extremely successful Auction and Talent Show thanks to the hard work of Leia Durland-Jones, Cindy Shepard, Carol Garner and Lorie Craddock. Cindy and Carol report that they will need significant support for the Spring Auction

Stewardship Coordinator:

- Attached please find an initial draft of the Stewardship Coordinator priorities. Adam will lead a discussion of this at the Board meeting.

Membership Report

To: Board members

Re: November 31, 2017 Membership report

TOTAL MEMBERSHIP as of October 31, 2017: 412

Add:

Julia Sakellarios, November 5, 2017

Patrick N. Migas, Nov. 19, 2017

Margaret A. Lambert, Nov. 19, 2017

Drop:

Philips, Pamela, email request to Tracker to change to Supporter, Nov. 7, 2017

McReynolds, Jamie, email request to Tracker to change to Supporter, Nov. 7, 2017

Barry, Alpha, email request to remove from Membership, Nov. 22, 2017, archive

TOTAL MEMBERSHIP as of November 31, 2017: 412 members

CORRESPONDENCE

(Note: These thoughts are meant to augment Laura Wallace's presentation in the Public Comments section of the July 2017 Board Minutes.)

Considering changing TJMCUU's name could be explored/voted in stages:

1) Invite the congregation to respond to a question something like: *Because our name is a large and often-questioned part of our identity, would you support a church-wide dialogue about the Pros and Cons of changing it? No decision has been made.*

2) IF THE MAJORITY ANSWER YES, then that dialogue (meetings about meanings, etc.) could begin. At that dialogue's close, then Yes-Change/No-Don't Change would be voted on. (Not name selection at this point...just whether or not the majority feel it's appropriate to change it.)

3) If the majority votes No-Don't Change, end of process. (A future generation might want to take up the issue again, or not.)

4) If the majority votes Yes-Change, then name selections/proposals/conversations could begin (another round of cottage meetings/congregational dialogues) to winnow nominations to several finalists. Final options would then be presented for congregational vote (and the winning name would become the new name).

Hope that makes sense. I add this to help protect us from divisiveness if a change decision seems to be a premature conclusion from on high. As our name is an identity feature/bug, all should be included in the entire decision-making process from the beginning. That's my best recommendation--along with presenting the complete decision process very transparently whenever it might start.

(Not immediately on the plate by a long shot, nor a hot priority, I know. Just wanted to get a complete approach spelled out for the record, fwiw.)

Thanks,
Laura