

**Thomas Jefferson Memorial Church - Unitarian Universalist**  
**BOARD OF TRUSTEES MAY MEETING**

May 17, 2018

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

**BOARD COVENANT**

As the 2017-2018 Board of Trustees, we covenant with one another:

- To show up prepared, and ready to work
- To keep our mission in the forefront of our thinking
- To engage with one another and our work thoughtfully, respectfully, and with a whole heart
- To take on responsibilities beyond our monthly meetings, and then to follow through
- To listen deeply, assuming good intentions
- To speak our own truth, to honor the lived experiences of others
- To remember those who are not in the room, and to be mindful of the impact of our decisions (and our interactions) and not just our intent
- To help one another grow into our best selves
- To speak with one voice once a Board decision has been made
- To keep space in our meetings for laughter and love.

**In attendance** - Annalee Durland-Jones, Ann Salamini - Secretary, Adam Slate - President, Jeanine Braithwaite - Treasurer, Karen Ransom – Past President, Erik Wikstrom - Ex Officio, Leia Durland-Jones - Ex Officio, Christina Rivera - Ex Officio, Colleen Anderson - President Elect, Katherine Maus

**Absent** - Cindy Shepard, David Mick, Ian Sole

**Guests** - Marlene Jones, Jean Sebeok, Mark Day

**I. Opening--(45 minutes total) Opening/Closing Words (Karen), Snacks (Karen), and Process Review (All)**

Opening words – Karen

Community Time / Public Comment –

Check in -

**1. Acceptance of Agenda**

Add Barbara Beach and Adam Slate as voting GA delegates. Authorize board President to approve up to three additional voting delegates.

**MOTION:** Accept the Agenda as amended.

**Unanimously approved.**

**2. Correspondence (see text at end of minutes) - None**

**II. Reports**

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

- There will be a May 17th phone call with TJMC leadership, Paula Cole Jones and Southern Region staff to discuss the mechanics of paying for the ongoing consulting.
- There will be a May 29<sup>th</sup> follow up call with the Board and Southern Region.

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

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

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

Fantastic summary of the financial history of TJMC.

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

There are 7 new members of the congregation. Seven Coming of Age graduates elected to join the church.

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

There is little to add to the Treasurer's report. Chris has been fully occupied with budget and stewardship. There will be a written DAF report next month.

#### 7. Membership Report (written) – Sally Taylor

Total membership stands at 422 as of April 30<sup>th</sup>. The Coming Of Age members will appear in next month's membership report.

#### 8. Board Liaison Reports

- Personnel Committee (written) – David

From the Personnel Committee's last meeting on April 25, the committee still needs to adjust/write Chris's current job description per her new stewardship duties, and also a job description for her new assistant. Chris reported that Erik needs a new one also, but with no changes basically. Chris is still reviewing the personnel manual, to confirm some legal changes relating to personnel.

- Nominating Committee – Karen

The committee is having success in developing a slate for the congregational meeting vote, but there are no confirmed names at this point. There are still slots available on Nominating and Personnel Committees. Let them know if you have someone in mind.

- 75th anniversary – Leia

What else should we do? There are some ideas which can be followed up. Ideas which include a plan for carrying them out can be emailed to Karen, Wik and Leia.

### III. Consent Agenda / Electronic Motions

1. Approve April 2018 Board Minutes.

2. Approval of General Assembly Delegates:

Scott DeVeaux, Annalee Durland-Jones, Julia Landis, Leia Durland-Jones, Adam Slate, Barbara Beach. Board President can approve up to three additional voting delegates.

3. Accept verbal and written reports as submitted.

**MOTION:** Approve the Consent Agenda.

**Unanimously approved.**

### IV. Old Business

1. Budget Report and Vote - Jeanine (10 min)

At the special Board budget meeting last Thursday, we agreed to increase the Current Year Pledge line only by the amount of any new pledges. The number in the Power Church database now stands at \$380K. We also agreed to add \$8K under Stewardship Donations to represent expected results from the ongoing stewardship efforts. The Finance Committee Chair agreed to that number.

We don't have a line item for the cost of consulting with Paula Cole Jones (Congregational Healing). The May 17<sup>th</sup> call with Southern Region should help us clarify that. Chris, Adam and Colleen will agree on a number to put in the budget after the call and have it for the Congregational Conversation on Sunday.

With increased pledges and the Stewardship Donations line item, we have an estimated deficit of about \$44K. Any consultancy costs will add to the deficit. We have not yet taken on any debt via the line of credit or used savings beyond the floor set by Finance Committee policy. Our message to the congregation will be that once income falls behind expenses, we can spend from saving per Finance Committee policy or borrow from the line of credit.

Thanks to Stan Walker and the Finance Committee for their work to create this budget, which is version 10 at this point. They've been great to work with.

**MOTION:** Accept the version of the budget submitted to the Board with a \$44K deficit plus a line item to cover the consultancy expense, the amount to be entered by the Board President, President Elect and DAF after talking to UUA Southern Region.

**Unanimously approved.**

Stan Walker sent comments for the Board in lieu of his presence:

I'm sorry I can't be there tonight to make a statement in person.

I want to make one last plea that you include the two-page line-item budget as is in the budget package, without requiring any emails, office visits, or phone calls. I believe that you have seriously underestimated the impact that omission had on the budget discussion last year, particularly when coupled with that deficit. Many viewed that combination as an attempt hide information, and for a large number of those the lack of a freely distributed line-item budget was of more concern than the deficit. Given the deficit in this budget, not including a line-item version would simply be repeating one of last year's mistakes.

I also believe there may be some reluctance to show the individual employees

compensation totals, and instead just include the overall total. This would be a mistake for a couple of reasons. First, I believe that the overall total (~\$401K) would likely incite more upset if it were a standalone number, than if each employee's amount was included. More important, though, is that you will get questions about why the individual totals aren't shown. The only possible reason you have is that you thought it was appropriate to hide that information. That will confirm to many that hiding information is the reason behind the program budget.

Please consider these issues carefully as you discuss what you are including in the budget package.

Thank you, Stan Walker

#### Discussion –

- Stan has a 2 page condensation of the budget, including aggregated staff compensation. Jeanine and Chris have consulted with other churches and financial professionals. While the line item budget is a thing of the past, it is not worth conflict. They suggest passing out the 2 page version with percentage of UUA Fair Compensation Guidelines for each staff member. A more in depth pie chart version is also being created for email presentation. The line item version will not be emailed, but will be available at the congregational conversations.
- Staff compensation is broken out into programs on the pie chart version. At the congregational meeting we will be voting on the program budget. A few copies of the line item budget are available for those who want that, but individual lines will not be discussed at the congregational meeting. Stan understands that and believes that specific line item suggestions should not be allowed at the congregational meeting.
- More detail on the pie chart presentation of the program budget is desirable. Chris can present the numbers any way we want. She particularly wants to honor Stan's assessment of how this budget will be received by the congregation. She wants people to feel they are heard and that their concerns are valued, and to do what is right for a congregation of our size. Those three things don't always meet up. When they don't, the Board has to make decisions on how to reconcile that.
- How we aggregate staff costs on the pie chart will not satisfy those who want to know the salary of each staff member.
- There is a perception among some that the program budget is an effort to conceal staff salaries and the Board's insistence on presenting a program budget is obfuscation.

- The staff are employees of the congregation. Why are salaries protected information? It's not the case at the university, for example.
- The question isn't should salaries be shown in the program budget, but how they are shown: as a category in themselves or as parts of various programs?
- Looking at church finances in a program budget teaches much about how the church works. I like the 2 page version of the line item budget showing the percentage of Fair Compensation Guidelines and feel it should be available. A lot of energy has gone into preparing these versions of the budget. We should move on.

Public Comment – It would be nice if the email stated specifically that the 2 pager will also be available in the office notebook.

Thanks to Stan, Jeanine, Chris, and Finance Committee. The congregational meeting email has to go out by May 24<sup>th</sup>. Chris is hoping to send it out on May 22<sup>nd</sup>. The budget conversations will be held May 20<sup>th</sup> after both services and May 27<sup>th</sup> after the single service.

## 2. Review of Staff Priorities - Adam (30 min)

A new framework for staff priorities was approved at the February Board meeting. They include milestones for each role and shared responsibilities. We intend it to be used from year to year with only minor effort needed to upgrade them, rather than reinventing the assessment of staff performance each year. This will give more certainty about the process and require less Board and staff time.

The staff do a self-assessment based on the priorities and the president does an end-of-year assessment. Quarterly reports to the Board are envisioned. Tonight's discussion should be considered a somewhat late Q3 assessment. Adam will give a summary of the end-of-year assessment next month, ask for Board feedback, then write up a final assessment.

This is the time for the staff to check in with us.

Chris – Director of Administration and Finance

- The things she is most excited about after going to full time are being more responsive on calendaring and rental requests. Sadly for her, that really slowed down after the events of February and resultant cardiac issue. As we move toward healing, this will again be a priority. That work is a professional satisfaction for her.

- She is very much enjoying the stewardship work.
- She looks forward to getting back to joyous ministry and the way this congregation is living out its UU values and making a difference in the world.

Response -The day to day administration and finance of this church are good.  
Thanks for sticking with us, Chris.

Leia – Director of Faith Development

- Near the end of another successful church school year, most of her priorities were met.
- It's always a juggling act between children and adult religious education. We've had comments that people want more adult programming that is not racial justice oriented. Looking at the list of classes we offered, there were quite a few. We're looking for congregants interested in offering such programming.
- Disaster preparedness has not gotten the attention they wished. It is not easy to put down and pick back up. It weighs on their minds.

Response - Faith development is also good at TJMC. Thank you.

Erik – Lead Minister

- One of the critiques of worship, and other programs, is that it's all racial justice all the time. He has preached on racial justice six times this year. It is uncomfortable for a white congregation to own this work. Racial justice tends to overshadow everything else for some folks, which is a reason to keep doing it.
- Also, this has been a weird year. We have been thrown off by summer events, Chris's attack, etc. It's amazing we accomplished anything. The results are pretty impressive.

Response - Worship was also good this year. There are priorities that happen.  
Thank you.

Discussion -

- This is a progress report. How we live these priorities is affected by what happens during the year. They are meant as a guide, not a checklist. The care we took in developing this assessment model will carry forward as a living tool.
- The children and youth RE committee is really engaging with the concept of family ministry, not just how they are serving children and youth. You will be noticing some changes. They may even ask to change the name of the

committee. Elaine Chapman will continue to chair. Their level of engagement is exciting.

- There will be year long programs next year around shared ministry and congregational size dynamics. We've done this work very intentionally with the Board and agreed that it is also needs to be done intentionally with the congregation. We'll be looking for Board support on that.
- Staff priorities are milestones for each role and shared responsibilities. They are in the February minutes.
- The Board also has priorities for each year. Staff are trying to coordinate with those as well. One value of priorities is that you have guidance on what you can say "no" to.

The president had two goals for this assessment model, which is one of the reasons it wasn't approved until February.

- To treat our Senior Staff as just that. Directors don't need to be managed by checklists. Some of the former assessment process got in the way of open conversation.
- To acknowledge and embrace the shared ministry model by having a fourth section of shared priorities.

The Q3 Senior Staff Self-Assessment is located on pages 21-28.

### 3. Connie Cheetham Award - Ann (5 min)

**MOTION:** Go into Executive session.

**Unanimously approved.**

**MOTION:** Leave Executive session.

**Unanimously approved.**

Summary -

The selection committee, made up of Board member Ann Salamini and former Connie Cheetham Award winners Sally Taylor and Ruth Douglas, received substantive letters of nomination for nine people / couples this year. They are developing an informal set of guidelines for evaluating nominees, based on their memories of past selection processes and the culture of the award, to be passed forward to the next committee. They suggest the Policy Manual be clarified to reflect that this award is a volunteer recognition and not appropriate for staff. They will send recognition letters to



all nominees after the presentation ceremony has taken place. They made a recommendation for the 2018 award.

**MOTION:** Accept recommendation.

**Unanimously approved.**

The selection committee should inform the recipient, then Erik will take over scheduling the presentation.

**BREAK AND GRATITUDE CARDS** (10 min) - Please think of people the Board should recognize for their recent contributions to our church community.

## **V. New Business**

### **1. Debrief consultation weekend with Paula Cole Jones - Colleen (30 min)**

It was an oversight not to say anything about this important event at the budget working session last week. Acknowledging that, the presidents and senior staff have talked about it quite a bit.

Discussion -

- We're looking at an ongoing process with her. There has been a concern whether the congregation would be willing to do this work. Her manner and the kind of information she shared made me want to have an ongoing relationship with her. It makes me hopeful and excited.
- I didn't know what to expect; it took a bit to get used to her style and pace. Her tactic is to provide some skill building so we'll be able to have the conversations and heal, even though the congregation wants to solve it right now and move on. We have to learn how to do this effectively. It's a leap of faith. I felt good about it afterward.
- The Friday night session with the board and staff was good. She listens well. I want to talk to her more.
- Adam got a number of emails this week saying 'that's not what I expected.' He prefaced her session by saying that she would facilitate both the conflict/trust issue and the anonymous note issue. We need to clarify this.
- She will be back June 2<sup>nd</sup>. We need to be sure everyone understands the roadmap. Sometimes you're building the plane and flying it at the same time.
- The board took an Insight Inventory of personality strengths Friday night. Those who weren't there should do the inventory so we have that tool for working more effectively.

- Saturday she framed things well to give us foundational pieces around multicultural, anti-racist and anti-oppression work.
- She asked the congregation for input on the question: What concern, interest or opportunity do you think should be addressed in order for TJMC to be a healthy, vibrant, multigenerational, multicultural community free of racism and oppression. It gave individuals an opportunity to give any input they wanted to. The results were collected, categorized and entered into a database for Paula's report.
- Saturday and Sunday had very different results and tones. People have things they need to say, but how they say it really matters. Sunday was a harder session, especially for our staff. There were hurtful comments directed at individuals. Giving feedback in a loving and constructive way is important. We need to strengthen ourselves in this regard.
- Notes from all sessions will be in the Board projects folder.
- Though the staff found some comments hurtful, their expression of that was really mature. A lot of feedback from the congregation in the last year has come from people who feel hurt by their experience in church and can't say it. What they say may be factually true but, coming from a place of hurt, it violates the Second Principle of "compassion in human relations."
- She spoke of "owning" your part of the conversation. Actively practicing that and other lessons is important for us as leaders.
- The owning idea was encouraging for me. Anyone who has been in covenant groups knows about using I statements, so there are a lot of people in church who know about it. We should be able to make the leap of using that practice in the church-wide conversation.
- I appreciated how Paula was teaching us. That came as a surprise to people who came with an agenda. The Untangling Conversations exercise was fairly subtle.
- Sunday was really hard for staff. Paula said she was leading us through this process the way she did because she was modeling doing it in a non-dominant cultural way. We can't keep doing things the dominant culture way and expect a different result. She is helping us have a lived experience of a different way to do things. It's not comfortable for us.
- Yes, it's not just what I'm comfortable with. It's literally all I know.
- If she had said "I'm going to do this in a non-dominant culture way," we would have gone all cerebral about it. Instead she gave us the experience.
- She made a comment about her early experience of UUism under Rev. David Eaton at All Souls being a multicultural setting that was completely relevant to her culturally and theologically. I wonder if white people would feel left out somehow in a multicultural paradigm. By definition, it seems they wouldn't, but I wonder how that works.

- People of color are so much more aware that there is a white culture than white people are. The fact that people of color recognize it and can navigate within it, proves that it is real.
- In a multicultural church, every sermon every Sunday is not intended for every person. Hopefully there will be Sundays for everyone. The needs of those who have been historically marginalized must also be met.
- Going to a multicultural high school and attending All Souls at the same time, it was the only time I have lived in a multicultural environment. It was phenomenal. It was exciting and expanding and the people of color around you were comfortable. Everyone being encouraged and supported and lifted up creates a completely different environment. That's why it's so important for everyone to be liberated. It made my life so much richer. White lives in a white dominant culture are stunted.
- In the dominant culture we want things done a certain way. We don't just bring that to marginalized people, but to each other as well. Can we apply this understanding to the folks who don't get their way at the budget meeting?
- I wanted to stand up and say that this healing work will go on. There is anxiety in this church that can't be fixed in a day. But that's part of being a church family. I intend to be here tomorrow and next year. The church will go on even if some individuals drop away.
- Can the notes from her visit go on the website? – Let's get her recommendation on that.

## 2. Congregational Meeting Planning - Karen (10min)

Assigning tasks:

- Childcare - Leia
- Check in table / teller – Head teller Katherine. Karen will recruit others.
- 11:30 start
- Pizza sale - Leia
- Microphones – Erik
- Timer – David ?
- Parliamentarian – ?
- Robert's Rules explanation, pro and con mics - Colleen
- Script – Adam and Karen
- Opening and closing words – Erik
- Ballot distribution, Vote counting – tellers
- Treasurer delivers financial report written by DAF
- Budget presentation – Jeanine
- President's report on past year – Adam

- Need info for the packet to the congregation to Chris by Tuesday.

## **VI. Closing Activities (5 minutes)**

### **1. Process Review / (all):**

(How are you feeling and / or what you would like to see different?)

- Good to be together.
- It's 9:30 – good work.
- We're making progress.
- Disappointed to miss my daughter's birthday.
- I feel appreciated.
- Guests learned a lot.
- I'm grateful for the time and energy I spend on church work.
- Happy for the tone of the conversation around the budget – an unusually open, respectful, clean conversation.
- I feel appreciated and inspired by the Board's leadership
- The work between the Board and the Finance Committee has reached a healthy level – glad to see that.

### **2. Things to do / communicate –**

**calls to UUA southern region on May 17<sup>th</sup> and 29<sup>th</sup> (for elected Board members)**

**Karen - confirm and fill jobs for congregational meeting**

**Ann – inform Connie Cheetham recipients**

**Erik – schedule Connie Cheetham presentation**

### **3. Closing words - Karen**

Dates to remember –

May 29, 2018 – Board call with Southern Region

June 2, 2018 (9AM to noon) – Paula Cole Jones session

June 3, 2018 Annual Business Meeting after 10AM service

Upcoming topics -

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

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## **REPORTS**

## **President's Report**

### **President's Report to the Congregation May, 11, 2018**

Dear TJMC Congregation and Board of Trustees,

This month I'm doing a combined report to the Board and congregation, as I believe it is equally relevant for both audiences.

I want to first thank everyone who helped make the past three weekends so successful. We had a great auction, fun 75th anniversary party, and a productive facilitated session with UU consultant Paula Cole Jones. Many congregational volunteers, staff, the board, and everyone who participated pulled off three successful weekends. I can't help but take pleasure from the way our congregation comes together to organize one event; in this case, my joy was threefold.

The auction, as always, was a great evening out at TJMC. Cindy Shepard, Janine Jakim, Kay Frazier, Carol Gardner, the UUGuys men's group, and others really outdid themselves. The highlight for me was an intense bidding war for an old, hand-carved wooden alligator. In the end, Kim and I took him home for \$22, and he has become part of the family. We have since found out that his name is Manny, he's about the same age as I am, he hails from Mexico, and has lived most of his life in our Religious Assistant Caroline Heins' grandmother's house.

The next weekend saw a wonderful service that people talked about for several weeks afterwards, followed by an all-church potluck. It was a gift that the weather was so beautiful, and we enjoyed ourselves in the social hall, the yard outside, the playground, and just about everywhere else on our grounds. I got a TJMC 75th Anniversary temporary tattoo that I wore proudly all week!

I have received a lot of positive feedback about the work we did with Paula Cole Jones on the first weekend in May. It was planned as an opportunity to process the racist event that took place at our church this past winter, and it was a great experience for many of us. We had more than 100 church members attend over the course of two days. As I indicated at the beginning of each session, we're planning to have Paula back to facilitate additional conversations around topics recommended by another UU consultant who visited us last summer and did a report on the current state of our congregation. (You can see or download it at <http://bitly.com/2jRwRaL>.)

In the coming weeks, the Board of Trustees will be presenting its budget to the congregation, and holding several conversations to discuss it. You should plan to attend one of these sessions. As someone who works professionally in the field of budgeting and financial analysis, I can attest to the fact that a budget tells the story of an organization. In a budget's numbers, you will see the beliefs, values, fears, and aspirations of the people who put it together.

For anyone who can't make these sessions, or wants more focused time to discuss the budget, president-elect Colleen Anderson and I are offering to visit with your church committee, covenant group, or social circle. We are both committed to hearing your input, and enjoy the opportunity to meet with folks to talk about church life.

Please keep in touch with me, the church staff, the Committee on Ministry, and other Board members. Sometimes Board service--which involves spending a great deal of time with other connected church leaders and long-time members--can give the false sense that everyone is aware of everything that's going on in our community. By reaching out with your questions, we'll get a better sense of what the congregation wants to hear about. As of today, our congregation stands at about 425 members--nearly as large as we've ever been. In a community this large, staying connected is everyone's job!

Faithfully,  
Adam

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### **Treasurer's Report**

#### Treasurer's Report May 2018

Jeanine Braithwaite

Along with the Director for Administration and Finance, and the Finance Committee, we continue to monitor expenditures and revenues closely. Staff's tight expenditure management kept total expenditures at 94% of the budgeted amount for the period from 1 July 2017 through end-April 2018, or approximately \$438 K.

On the revenue side, the pledge payment lag held steady with pledges at 88% of the budgeted total. Other revenue categories were positive, with building user fees (rentals) coming in at nearly \$15 K against a budgeted \$10 K, and the Spring Auction at \$7 K which was not budgeted at all. Community Outreach collections are also much higher (\$29 K) than budgeted (\$21 K), although these monies are disbursed to our social action partners and not retained in our revenues.

Total revenue for 1 July 2017 through end-April 2018 was \$438 K, for a deficit of just under \$50 K. We know of one member who played their pledge in full in early April which was matched by an unexpected spousal employment match of \$8K that will be recorded in the May actuals, so we project a church year (CY) 2017-2018 deficit below the forecast from the May 2017 congregation meeting of approximately \$50 K.

Although we have run a deficit this CY, to date, we have not incurred debt/drawn on the line of credit we have available at our Bank. We have followed the policy of the Finance Committee on the use of the line of credit, which has not yet been triggered. Here is the policy.

If, in any calendar month, expenses exceed income for that month by 10% or more after applying any current year-to-date surplus, then, at the discretion of the DAF, the Line of Credit (LoC) may be used to supplement that month's income to the extent necessary. If the monthly gap is less than 10%, then current Church savings shall be used unless those savings are at or below \$100,000, in which case the savings shall not be used, and the LoC may be used instead.

We have used cash flow management, unexpected other fundraising and unexpected donations including matching, and drawing down savings, to manage the deficit and have not yet used the line of credit. As of May 15, 2018 we have no debt other than the Summit House bonds held by the Endowment.

We are already seeing results from the stewardship efforts of our DAF and team of volunteers. The Chair of the Finance Committee, Stan Walker, attended a special working session of the Board on the budget projection for CY 2018-2019 on 10 May. The final projection for CY2018-2019 with the most up-to-date pledge projection based on our pledge tracking information will be discussed and voted on by the Board and finalized in time for the June 3, 2018 congregational meeting.

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## **Minister's Report**

### **Lead Minister's Report to the Board – May 2018**

While much of the dis-ease being felt in our congregation these days has to do in one way or another with the anonymous racist note Christina discovered in her office mailbox and the response(s) of congregational leadership, much also has to do with our congregation's financial situation. Many were not at all happy with the outcome of the vote on last year's budget. Despite congregational approval, there are those who simply do not believe in debt, and do not support our going into debt even as an "investment." There are also those who have worried for a long time about our seeming inability to raise the money we need to fully fund our work. There has been an awareness for years that we need to do something to remedy the situation, and real dissatisfaction that we have not yet been able to do so. This, compounded with a budget that intentionally *increased* our deficit, and promises to continue running a substantial deficit for the next few years, is for some of us a cause for alarm.

I noted in my reflections on Sunday, April 29<sup>th</sup> (our 75<sup>th</sup> Anniversary service/celebration) that I have had the great pleasure during the past year to delve into our congregation's

history. [You can find it on my blog, *A Minister's Musings*, as well as on our website.] I shared that morning many of the stories I've discovered, with a desire to point toward my strong conviction that just as we have weathered hard and troubling times in the past, we can – and will – do so again today.

In my Annual Report I will look at one pattern I observed in looking back over our 75 years, and how I think it applies to our current situation. In this report I want to lift up another. Specifically, I want to offer a recounting of some of the congregation's financial history. I believe that it's important to see our current situation in the context of what has come before – as a part of our story rather than the whole of it.

In 1946, half of our \$3,442 budget was provided by the AUA. In 1948, with a budget of \$5,000, the congregation considered building a \$120,000 building, which we were able to do not, primarily, with our own money, but with a \$125,000 grant from the AUA. Our history notes that in 1951 the AUA was still providing a subsidy to cover our operating expenses.

In 1954 it was noted that there were "insufficient funds for current expenses," and mid-way through 1955 the budget was cut from \$17,500 to \$14,000 because of unpaid pledges. A year later, with a deficit of \$2,500, the Board considered hiring a fundraiser, but voted not to do so.

1958 is the first time our written history shows positive financial news because "the annual deficit is reduced," and in 1959 there is a note that, "the budget year began with NO deficit." (Even so, it's worth noting that funds from the Women's Alliance were needed to support the operating budget and the RE program.)

In 1961 our membership shrank to 175 (from 200 the year before), and the budget was reduced from \$19,500 to \$15,575. One year later, though, membership was back up at 202, and there was a large increase in pledging units — the budget doubled (it was now \$31,840). Even so, the congregation borrowed \$10,000 from the UUA for building repairs and the completion of RE space.

Continuing the fiscal roller coaster, in June of 1964 the President wrote to the congregation that "payments on pledges are considerably behind" and that we were "unable to pay" salaries and the mortgage. A year later a special congregational meeting was held to discuss "the serious financial situation."

In 1968 the church deficit was over \$4,626, and a past President, and one of the largest contributors, "decline[d] a request to increase her annual pledge, and rebuked the Board and congregation for its quarreling and lack of consensus." Nonetheless, it was in the next year that we made a \$25,000 interest-free loan to the just forming Charlottesville Housing Foundation (which worked to build housing for low-income families).



1974 is the next time our history mentions our finances in any kind of detail. (There is a note that in 1970, and again in 1973, the congregation considered buying adjacent properties, but did not feel it had the funds to do so.) In 1974 church finances were in a “crisis” with a budget deficit of \$4,000 and not enough funds to pay the settled minister. The fall canvass was postponed to the following January, and we started that year, 1975, with a \$7,000 deficit (a larger deficit than during the “crisis” two years earlier).

1978 saw “the largest single increase [in members] since 1950.” (36 people had joined.) A year later the President informed the congregation that “for the last two years our current income has not yet been sufficient to cover our budgeted expenses,” something that we did in 1980 thanks to a \$150,000 loan from the Veatch Program and the UUA. That year we also arranged for a \$25,000 line of credit. There was a \$17,000 shortage in pledge payments.

In 1981 the budget was cut to meet costs associated with the settled minister’s sabbatical, and according to the Treasurer, “cash flow was very bad.” The annual canvas came in short, netting only \$47,000 of the \$60,000 goal. In 1983 we borrowed \$18,000 for operating costs in the previous year. In 1986 pledges “almost matched the goal of \$98,045,” so the Board proposed a pledge goal of \$100,000 the following year. That didn’t last, however, and the goal was reduced by 10% to \$90,000 (which was less than the goal had been in the previous year).

In 1988 the budget was \$3000 – \$4000 short “because of low fundraising and low church user fees.” While it appears that the pledge goal of \$129,322 was met in 1990, in the end the canvas fell short, requiring a \$10,000 – \$15,000 reduction in the budget.

1994 saw a 2% increase in pledges, and one year later membership was recorded at 342, with 184 children and youth registered in our religious education programming. A year later, in 1996, the canvass failed to meet its goal, so a “second plea” was needed.

In 2001 membership was recorded at 348, the same as it had been since 1998, yet children and youth participating in our religious education programming had risen to over 235. In 2003 a grant from the LREDA Grant Task Force enabled us to increase the D.R.E.’s salary to meet UUA guidelines.

I could continue, yet I think the point has been made. Over the three-quarters of a century we have been in existence, our congregation has repeatedly reported being in “financial crisis.” More than once we turned to grants, loans, and lines of credits — often to cover basic operating expenses. The decision to do so last year was not something new and radical. We have done it before. (I was especially interested to see that back in 1956 the Board considered hiring a fundraiser to help address the financial struggles they were experiencing. What is different between their time and ours – when the congregation voted to create a part-time stewardship position – is that they voted against such an investment. We, on the other hand, saw the value of the investment and voted for it.)

There's a piece of more recent history that's important to remember, too, when thinking about our current financial situation. When the congregation voted to sell U-House and end our relationship with the Mollie Michie Preschool, we lost two substantial income streams that have never been replaced. The amount of income we lost at that time comes very close to equaling the "normal" annual deficit we've been running.

We are not borrowing money to pay our operating expenses, nor are we unable to pay them. We are not depending on subsidies and grants to stay afloat. Our mortgage has been retired; we own our building and property outright. We went into last year's congregational meeting with, functionally, no debt. (Admittedly, we do have "internal" debt, in that we still need to pay ourselves back after purchasing the last of the bonds we'd sold to help pay for the addition. That, though, does not have the same impact on our "bottom line" as, say, an outstanding mortgage.) If at any time in our history it made sense to take on short-term debt in order to invest in long-term growth, this would seem to be that time.

The concerns of those who oppose deficits, who are, as one person said to me, "just philosophically opposed to debt," are important and should both be heard and respected. There is *always* a risk when taking on debt; one should always do so cautiously and fully consciously. Yet we have done so time and again in our past, and no doubt concerns and disagreements similar to those being voiced today were voiced then. Nonetheless, our predecessors believed in themselves and the power of this faith and this community.

When you look back at all the times our congregations took (financial) risks, it's hard to say anything other than that it was worth it. I believe it is so now, and encourage us all to remember this as we engage with the work of building the budget for 2018-2019.

Pax tecum,

RevWik

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### **Director of Faith Development Report**

**Report to the Board**

**May 2018**

Leia Durland-Jones, Director of Faith Development

### ***Children's Programming (Nursery through 5<sup>th</sup> grade)***

- The **Spring session** of our children's religious education program concludes Sunday May 20. It has been a fabulous year of growth and learning for all.
- **RE Volunteer Appreciation** will take place on the last day of RE with a Paleta (popsicle) Party in the social hall. The RE Committee has contracted with La Flor Michoacana to provide paletas that morning in the social hall. Have you had one of

these amazing paletas? They are good! Learn more about them here

<http://www.laflormichoacana.com> RE volunteers will receive a free paleta on Sunday May 20 in the social hall. Paletas will be \$1 for everyone else (the RE Committee is subsidizing the cost.)

- Registration for our Sunday Summer Fun Co-op is underway. Summer Sunday Fun begins on Sunday May 27 with our return to one service at 10AM. Registration for the 2018-2019 church school year begins this month.
- The **RE Committee** continues to plan next year's programming for children and youth with an emphasis on family ministry and racial justice.
- Our newly launched **families group** particularly for families with children under twelve had a great first meeting. Plans are in the works for continued gatherings including picnics and camping!
- Our **May Day celebration** was chilly but super fun with maypole dances, face painting, nail polishing, sno cones, bubbles, may crown making, temporary tattoos, seedling planting and gardening, the playground, and relay races. Thanks to RE Assistant Caroline Heins for her awesome job of coordinating this festive day!
- The **Racial Justice RE Team** has been working really hard to compile and edit the lessons they have written over the last two years for our program. Together, we submitted a **grant application this month to the Unitarian Sunday School Society**. We hope to be awarded money that can be used to pay a UU religious educator of color to review and vet the materials. Once this happens, we will make the lessons available for our UU congregations to use!

### **Youth Programming (6<sup>th</sup>-12<sup>th</sup> grades)**

- Our **Neighboring Faiths** (6<sup>th</sup> & 7<sup>th</sup> grades) visited City Church and Yogaville in April. They will attend the Coming of Age worship service on May 6 (they will be the group that next participates in Challenge in 2019-2020.) They will end their year with a review of the faiths they have learned about this year and a class celebration on May 20. This group will be our OWL class next year.
- Our **Challenge: Coming of Age** (8<sup>th</sup> & 9<sup>th</sup> grades) This group had their special end of year lock-in on April 28 with a coming of age ritual led by myself and Dawn Dirks marking this milestone. They have their special ceremony with parents, mentors, Challenge advisors and me on Saturday May 5 and then they will lead us all in worship on Sunday May 6 at both services! We have eleven youth who have completed Challenge this year!
- **YRUU** will attend the Coming of Age service on May 6 to support the youth who will be moving up into YRUU next year. It is a busy time for our high school youth as they wrap up the school year. I am still working to arrange a self-defense class for the youth led by our own Dar Megonigal.
- Preparations for **ASP (Appalachia Service Project)** continue for our Coming of Age and YRUU groups. We will participate in ASP this July 1-7. We have a skill building and safety session scheduled for Sunday May 13.

### **Adult Programming**

Winter/Spring Adult Faith Development classes:

- **The AFD semester is winding down** but we still have classes coming up: African American Lives in the 20th Century: The View from August Wilson's Plays, "Racism in the North," Short Story Reading Group, Being a UU Parent, and The Transatlantic Slave Trade: connecting Charlottesville to the Gold Coast, Habitat for Humanity Tour of Charlottesville.
- As this semester winds down, I'm beginning to plan for next year's AFD offerings and am looking forward to partnering with the Racial Justice Committee and others.

### ***Multigenerational Programming***

- Our **75th Anniversary Celebration on Sunday April 29** was so much fun! Special thanks to Lorie Craddock for organizing the potluck and kitchen volunteers—and a big thanks to all the volunteers who helped with set-up, clean-up, activity table staffing and more. It was a great day!
- The RE Committee and Children's RE classes are supporting the **Elders' Dinner** by helping with entertainment and serving food. The children are also creating small gifts of appreciation that will be given to the elders at the dinner.

### ***Worship***

#### ***Children's Worship***

- We are focusing on the **Rainbow Chalice** (the mnemonic device for memorizing the UU principles) for the remaining Sundays of the church year. The children always love how we work our way through the rainbow together and it is a wonderful way to help them internalize our UU values. When my **colleague from New Jersey visited** this month, she was really impressed with our program overall and especially by how our children are able to articulate the UU principles!

#### ***Contemplative Worship***

- Contemplative Worship enjoys a steady attendance each Wednesday of 5-10 people and is a lovely mid-week pause. If ever you are free on Wednesdays between 11:30-12:30, I invite you to join us.

#### ***Multigenerational Worship***

- I enjoyed sharing the story of our church's spire as part of the 75<sup>th</sup> anniversary celebration.
- We will honor our high school graduates at our annual Bridging Ceremony on June 3—which will include my daughter Annalee (please bring extra tissues for me!)

### ***Pastoral***

- There continues to be an increase in pastoral care in the congregation around a variety of concerns.
- I am thrilled to be officiating at the wedding of Abby Diamond and Gene Peckham on May 6.

### ***Professional Development and Opportunities***

- I am facilitating our next VACUUM (Virginia Area Cluster of UU Ministers) this month which we will host.
- I am looking forward to attending General Assembly in Kansas City in June.
- The Commonwealth of Virginia has approved the Board's request that I be allowed to legally perform weddings! Thank you for your support and trust.

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## **Director of Administration and Finance Report**

### **Membership Report**

TOTAL MEMBERSHIP as of March 30, 2018: 419

#### **Add:**

Lauren Doran, April 8, 2018

Ian Doran, April 8, 2018

Marvin Edwards, April 15, 2018 rejoin, signed May 25, 1980

#### **Drop:**

TOTAL MEMBERSHIP as of April 30, 2018: 422 members

Sally Taylor

Membership Tracker for Membership Committee

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## **CORRESPONDENCE** - None

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### **Final FY18 Senior Staff Priorities**

*Revised Feb 14, 2018*

The following are the TJMC senior staff priorities for the 2017-2018 church year, as approved by the Board of Trustees. Priorities are fluid throughout the year, and the roles of senior staff often required them to provide leadership and make decisions outside of these priorities.

**Christina Rivera, Director of Administration & Finance**

Administrative management

*Board Priority: Administration, Trust*

- check writing, calendaring, financial reports prep, facilities management, promoting facility rentals, and coordinating regional meetings/events that TJMC is hosting (e.g. VACUUM) –  
For the majority of the year I was able to have 98% of calendaring requests completed within 1-2 business days, 90% of rental inquiries responded to within 1-2 business days. This response time significantly decreased after the events of Feb 26<sup>th</sup> and my recent cardiac health issue, both of which required medical and personal leave time off. Facilities rentals on trend for 150% over budget, check writing was completed twice per month according to cash flow and deficit management, facilities management (new trash cans,

gutter clean out, leaf removal, new ice melt containers, 2 large item pick up and trash removals), hosted 3 VACUUM meetings, prepped for August 12 hosting, prepped and coordinated Rev. Jesse Jackson visit/preaching.

- responding to emails and other requests in an appropriate timeframe – I've shifted response times given priorities above which means other response times for other categories of emails have decreased.
- finding ways/creating systems to count participation in worship and other programming and events – I have not been able to work on this at all other than the typical systems.
- working with Membership Committee on new visitor/new member data collection for PowerChurch - I have not been able to work on this at all other than the typical systems.
- oversee mass communication with congregation (i.e., weekly or monthly communications) and community, coordinating with Communications Committee as necessary - I have increased our single message congregation wide emails and links to the website. Ensured most mass communications had three components (email, website, Facebook.) At least twice this year I have ensured that we called every member of our snail mail list to ensure they were aware of communication.
- oversee maintenance of buildings and grounds, working with volunteers as appropriate. I had wanted to reconstitute the B&G committee this year but that will have to wait for next year's priorities. I have used outside vendors judiciously in order to maintain maintenance levels and aesthetic appearances.
- delegating administrative tasks to admin staff and volunteers as appropriate – completed with assistance of Admin Assistant Intern

#### Financial management

##### *Board Priority: Stewardship*

##### *Strategic Plan: Expanding & Strengthening our Spiritual Lives*

- Closely follow cash flow, expenses and revenue to manage deficit budget, working with Treasurer to keep Board and Finance Committee informed This priority has taken a large part of my bandwidth, lessening my ability to focus on other tasks. This is neither good nor bad just necessary with the fiscal resources at hand. I have been able to manage cash flow in such a way that as of May 2018 we have not had to draw on our line of credit thereby decreasing debt management expenses to zero.
- Assist the Treasurer with determination of Treasurer job responsibilities and its relation to Finance Committee – While Jeanine and I did not have bandwidth to work on this formally, her initiative to create a Finance mission and invite Finance members to serve supporting this vision has made for a more effective committee.
- Support ongoing evaluation of staffing plan and fully fund adapted staffing plan according to UUA Fair Compensation Guidelines I have worked extensively with the Personnel Committee on issues related to Fair Compensation guidelines as it relates to health benefits.
- Support creation of following year budget, and development of engaging way(s) to present it to congregation In process.

#### Stewardship coordination

##### *Board Priority: Stewardship*

##### *Strategic Plan: Stewarding Our Resources*

- Move congregation from Spring pledge drive to ongoing stewardship model This was a slow start due to Board deliberation as to how to resource these tasks (Stewardship Coordinator vs. Admin Assistant.) but we are in full swing now and have already seen modest progress.
- Begin defining a planned giving program - I have not been able to work on this at all other than the typical systems.

- Work with member-led stewardship team to set stewardship priorities - I have not been able to work on this at all other than the typical systems.

Denominational connection

*Board Priority: Strengthening our Connection*

- Deepening church's denominational connection by participation in General Assembly, LREDA conference, and other communications/events as appropriate. In partnership with other religious educators, including Leia, I was instrumental in the impromptu White Supremacy TeachIn at LREDA Fall Con. Included in my Board reports updates on my participation in denominational affairs.

Work with other senior staff to accomplish shared goals

### **Leia Durland-Jones, Director of Faith Development**

Faith development

*Board Priority: Racial Justice, Trust*

*Strategic Plan: Expanding and Deepening our Spiritual Lives*

- In partnership with the RE Committee, continue to develop, support and lead Children and Youth RE programming that strengthens UU identity, builds racial justice competency and nurtures faith development. We are winding up another successful year of faith development programming for children and youth. I appreciate the support, partnership and assistance of Caroline Heins (RE Assistant) and Elaine Chapman (RE Committee Chair) in particular. At our RE Volunteer Orientation in the fall, we focused heavily on raising awareness and building competency in our volunteers regarding issues of race so that they could engage with children in these conversations skillfully. Recruiting, training, supporting and managing all the RE volunteers is a big job and we have over 65 people volunteering in our Faith Development program! In the fall, we sent two people to Spirit Play training in Georgia (Caroline Heins and Camille Thompson) to strengthen the leadership capacity in our congregation for this program. Both Camille and Caroline really enjoyed the training and found it worthwhile.
- Support the work and members of the Youth Adult Committee in creating meaningful leadership opportunities and programs for senior high youth (such as cluster and regional youth trainings and fellowship.) Due to competing priorities, I have not been as involved with the YAC this year as I would have liked. Several YRUU youth continue to be involved in leadership both within and beyond our congregation (Annalee is on the our church board, she and Julia Landis are on the national UUA Youth Caucus staff, Ellie Ransom and Annalee both applied to serve as staff at the CER Goldmine [UU Youth Leadership School,] Max Walpole attended a UU College of Social Justice Activate Training in Pennsylvania.) Our Coming of Age class led a wonderful worship service for the entire congregation in May following their recognition ceremony and dinner. The COA program nurtures leadership in many areas of church life. I am hopeful that some of our YRUU youth will accept an invitation to serve as Worship Weavers next year. YRUU and COA youth both participated in PACEM this year. I am also hopeful that some of our COA and YRUU youth will attend Goldmine this summer.
- Ensure AFD opportunities that strengthen UU identity and faith development for adults in our congregation. There were multiple opportunities for AFD this year including: Inquirers series, Exploring Grief and Loss, Prayer, Being a UU Parent, Meditation, Building Your Own Theology, Pre-holiday Renewal, Dream Quest, Land of the Soul, Pathway to Membership, Communication Skills, Tai Chi, RE Parent Orientation and the Short Story reading group. We also offered many programs focused on racial justice. Some members of the congregation have voiced a request for additional adult faith development offerings that are not focused on racial justice. In order to



do this, there is a need to identify additional appropriate AFD class leaders from within the congregation.

- Collaborate with the Racial Justice leaders to offer children, youth and adult faith development programming that engages our congregation in antiracist, multicultural, anti-oppression work. I am grateful for the work of Racial Justice committee members for their commitment to providing racial justice themed faith development programming for adults—particularly Kate Fraleigh, Sara Gondwe and Warren Groeger. Wik also led several racial justice AFD programs. The RJC Education subgroup of Elaine Chapman, Linda Dukes and Dinny Jensen (with support from Ann Forno) did a wonderful job of writing and leading six racial justice focused programs for our elementary-aged children. We have applied for a grant from the Unitarian Sunday School Society to get their work vetted by a UU religious educator of color so that it can be shared more broadly—particularly with other UU congregations. The RJC education subgroup is already in conversation with me about elementary-aged children's programming for next year. Our COA and YRUU groups also had specific racial justice programming led by Linda and Frank Dukes (COA) and Greg Townsend, Pam McIntire, Jen Smith & Amy Wisskerke (YRUU.) Both RE families and YRUU took tours of the Jefferson School/African American Heritage Center. Linda Dukes and I co-led a dinner and program entitled "LOVE: Living Our Values Everyday" that focused on racial justice activities and understanding for UU families.

- With the RE Committee and other RE volunteers, strengthen the connection between social justice and our children and youth's spiritual lives. This was part of all the programming mentioned above yet hard to quantify. The IHS Meal Packet project definitely strengthens the connection between social justice and our children's spiritual lives as it is such a tangible way for our children to see their faith in action. Our work to help our children understand BLM and BLUU is easily linked to their understandings of faith, justice and spirituality. With Chris' help, we made sure to create an opportunity for our youth meet Rev. Jesse Jackson and have priority seating at the August worship service he led.

- Communicate regularly with the congregation about Faith Development programming, opportunities and practices, coordinating with other TJMC communications as appropriate. Done with my weekly e-newsletter, announcements in the all church weekly e-newsletter, order of service announcements, Facebook posts and announcements, church website, bulletin boards, targeted emails, tabling the social hall, through board reports and face to face meetings.

Worship

*Strategic Plan: Expanding & Deepening our Spiritual Lives*

- Co-create impactful worship services that strengthen UU identity and faith development. Our weekly Children's Worship services are a main strategy for UU identity development and are well-received. I am proud of our Children's Worship services as well as the touchstone multigenerational services throughout the year (Balloon Sunday, Ancestor Sunday, Multi-bread Communion, Giving Tree, Christmas Eve Interactive Nativity, The Rite of Spring, etc.)
- Continue to coordinate and co-lead the congregation's contemplative worship service and promote wider participation in these services both within and beyond our congregation. Our contemplative worship service on Wednesdays draws consistent participation. Leadership for this service also provides leadership for sanctuary altar decoration—so is far reaching in its impact on the congregation. We have a signboard out on Rugby Road on Wednesdays inviting the public. This has brought us visitors as well as inquiries from the larger community. There is more outreach that could be done but volunteer bandwidth and competing priorities prevent this.



On August 12, I held sacred space in our sanctuary and with Erik, Patty Wallens and others and helped make our building available as needed (including as child care space for members of BLM and SURJ.)

#### Family Ministry

##### *Strategic Plan: Strengthening our Connection*

- In partnership with the RE Committee, plan specific events at least quarterly to connect families to each other and the larger congregation. There were many all church special events this year that were particularly inclusive of families: all church talent show (Nov.), winter holiday party (Dec.), PJs and Pancakes (March), Passover Seder (April), May Day (April), 75<sup>th</sup> Anniversary potluck (April), Elder's Dinner gifts and assistance with meal (May.) We also launched a group for families with young children (focused on families with kids under the age of 12 years.) This group plans to gather in a variety of ways/places about once a month.

The RE Committee is actively studying and exploring family ministry and has plans to implement some new programming in 2018-2019 to strengthen our congregation's ministry to families.

#### Stewardship

##### *Board Priority: Stewardship*

##### *Strategic Plan: Stewarding our Resources*

- Improve stewardship levels amongst families with children and youth who are active in our congregation by personal invitation to participate in the pledge drive and other fundraising initiatives My weekly e-newsletter has a request to donate/pledge. The RE registration form asks registrants whether or not they are making a financial contribution to the church and encourages them to do so. This area is a work in progress.

#### Leadership Development

##### *Strategic Plan: Strengthening our Connection*

- Support and empower the RE Committee and other leaders in our faith development programs so that they have increased ownership of the program and share more of the heavy lifting towards its success. The RE Committee's engagement in growing our ministry to families reflects this as does the commitment and work on racial justice. Camille Thompson's willingness and interest in attending the Spirit Play training is wonderful.

#### Denomination Connection

##### *Strategic Plan: Strengthening our Connection*

- Deepening church's TJMC's denominational connection by participation in General Assembly, LREDA conference, and other communications/events as appropriate I attended both GA and LREDA Fall Conference this year and tried to bring back relevant and helpful resources from both and share them with church leadership (racial justice resources especially.) LREDA Fall Con was especially challenging this year as it became an impromptu white supremacy teach-in which Chris and I were involved in helping LREDA leadership navigate and create.

- Bring home information and resources to enhance our congregation's faith development program. See above

Work with other senior staff to accomplish shared goals

**Erik Wikstrom, Lead Minister**

#### Worship

##### *Board Priority: Racial Justice*

##### *Strategic Plan: Expanding and Deepening our Spiritual Lives*

- Preaching regularly on:

- how our UU faith calls on us to be a prophetic voice in difficult times. **Several times so far this year, both in the summer and immediately afterward, as well as in response to the racist note/attack aimed at Christina**

- meaning of money and role in our lives; generosity; expanded view of stewardship. **I've preached two sermons with a specific "ask" for pledges – "When There Are No Leaves Nor Fruit" (March 3<sup>rd</sup>), and as part of the 75<sup>th</sup> Anniversary service on April 29<sup>th</sup>. "How Do You Want To Bloom Here?" on April 17<sup>th</sup> encouraged people to recommit to their engagement with the congregation in spite of, and because of, our current dis-ease. I also facilitated our collecting roughly \$2,000 for BLUU during the February 29<sup>th</sup> service.**

- white supremacy, white privilege, and Unitarian Universalists' role in racial justice work.

**§ August 23<sup>rd</sup> (in response to the events of August 12<sup>th</sup>)**

**§ October 23<sup>rd</sup> (as part of the second White Supremacy TeachIn)**

**§ February 5 (as part of the UUA's The Promise and the Practice effort)**

**§ March 1<sup>st</sup> and 5<sup>th</sup> (in response to the racist attack on Christina)**

**§ April 17 (suggesting that our current discomfort is a necessary part of the work we – especially white – UUs are called to do**

- Strengthening the new Worship Design model, and continue to clarify the different yet interrelated roles of the Worship Ministry Staff and the Worship Weavers. **The evolution of our worship planning model has been both challenging and exciting. Even as recently as the May Worship Staff Team and Worship Weavers meetings we're continuing to fine tune this work.**

- Look for ways to recognize volunteers in Sunday services on a regular basis throughout the year. **This hasn't happened in the formal way I was hoping for, nor to the extent I have wanted to see.**

- Effectively manage music director and assistant minister to contribute to high quality worship.

**The creating of the Worship Staff Team has created an opportunity for more direct and collaborative communication among all four staff members involved in worship. As noted above, there is greater clarity even as recently as our meeting in May. I've also worked with Scott as his sponsor during the process of his becoming a credentialed Music Director, which has allowed us to talk about our understandings of the role of Music.**

Racial justice

*Board Priority: Racial Justice*

- Provide guidance and active support to anti-racism steering committee in prioritizing the congregation's efforts to live into the public witness statement. **I continue to meet with the RJC Exec Team regularly and remain in email contact between our meetings.**

- Continue to be a public voice for racial justice in the Charlottesville community, and both develop and strengthen relationships in the community. **I've been able to make changes to my schedule that have allowed to become more more active in the C'ville Clergy Collective. (We have hosted three of our monthly meetings.) I am making new connections, and finding ways to bring what we have been learning here into our discussions. — Additionally, I have been invited by the Jefferson Foundation, along with a small group of area leaders to learn more about new initiatives at Monticello to better engage with this legacy of Jefferson as an "owner" of 600 enslaved women, children, and men. — Looking back to the beginning of the year, I was involved in the interfaith clergy's preparations for the KKK rally in July, as well as participating in the midst of it. During the August 12<sup>th</sup> rally, Leia, I, and others kept the sanctuary open as a safe space. I facilitated the visit of UUA President Susan Frederick-Gray on the Sunday immediately**

following, and also had the pleasure and privilege of working the Rev. Jesse Jackson and his staff to prepare for, and facilitate his visit, co-leading worship with him. — I also continue the practice of “swapping” pulpits with Pastor Lehman Bates of Ebenezer Baptist Church.

- Actively assist with racial justice audit of TJMC structures and policies. **Events of this year have moved this to be less of a priority for Racial Justice Committee, yet I have located the audit previously done by the Undoing Racism Committee, which I will share with the RJC Exec Team.**

#### Stewardship

*Board Priority: Stewardship;*

*Strategic Plan: Stewarding Our Resources*

- Take a lead role in one-on-one stewardship with congregants as recommended by Board, stewardship coordinator, and member-led stewardship team. **I am looking forward to starting to make calls this week**
- Clarify and strengthen the meaning and expectations of membership. **The new “Becoming a Member” brochure has received the enthusiastic approval of the Membership Committee. (They have made it a part of the newcomer’s packet.) I’ve also touched on the issue of commitment and expectations in several sermons this year.**
- Emphasize and guide new members in the importance of generous financial support, and what it means to be generous. **I have been emphasizing this part of my presentation at the beginning of Newcomer Orientations, and continue to do so. I also preached directly on the subject of supporting the congregation financially twice this spring.**
- Work with senior staff, assistant minister, and Board to more clearly articulate the congregation’s vision and mission in the world (i.e., how to tell our story). **This seems to me to be a large part of the conversations we’ve been having as a congregation, as well as the work we’ve begun with Paula Cole Jones.**
- Develop greater clarity about how we help newcomers to orient and ground themselves. **Leia and I made use of the Faith Forward program twice this year, and are evaluating its effectiveness. (I created visible marketing materials for the second run.) We continue to brainstorm ideas for complimenting the Newcomer Orientations run by the Membership Committee.**

#### Pastoral Care

*Strategic Plan: Strengthening our Connections*

- Providing spiritual/pastoral support for lay leaders involved in Racial Justice work. **I continue to check-in in both formal and informal ways with the RJC Exec Team to ask how they are doing (in addition to asking about what they’re doing).**
- Reaching out pastorally to congregational leaders more regularly, intentionally, and pro-actively. **I have been able to reach out to congregational leaders without it always being “work related,” and look forward to doing more of this.**
- Continue Leadership Circle program, offering spiritual community for lay leaders at least 3x/yr. **This year I facilitated Leadership Circles in two of the three months with five Wednesdays (and will lead one later in May)**

#### Faith Development

*Strategic Plan: Expanding & Deepening our Spiritual Lives*

- Work with DFD and the Racial Justice Committee to develop programming aimed at helping white congregants understand the meaning of our whiteness, and our role in systems of oppression, including at least one multi-session program each semester. **I offered the second of the three-part series of programs this fall, and it was well received.**

- Offer at least one one-shot AFD program on spiritual practices each semester. **I offered a program on ‘Prayer’ in the Fall, and “Meditation for People Who Don’t Like to Meditate” in the Spring.**

Work with other senior staff to accomplish shared goals

### **Senior Staff Shared Goals**

Support Board

*Board Priority: Trust*

- Board-led process of working with UUA to evaluate congregational trust, stewardship, and staffing model
- Committee on Ministry’s administration of congregational survey.

**Senior staff worked together to create and facilitate a listening circle following the racist attack on Christina, as well as finding and coordinating bringing trained UU facilitators of color to lead a UU POC listening circle. Senior staff were also involved in the planning/preparation for the weekend with Paula Cole Jones, and are actively engaging with congregants regarding their feelings (including both responsively meeting with people, and proactively reaching out to folks). — As to the survey, senior staff have consulted with, and advised, the Committee on the Ministry as they sought to understand how best to move forward with the planned survey. — We taught a class at Harvard Divinity School about our shared ministry model, which not only helped us to more clearly articulate the reasons for, and benefits of, the model, but also reminded us of the need to do more intentional education for the congregation. We are currently beginning to develop a strategy for creating opportunities – webinars, in-person classes, writings, etc. – for teaching both this and the issues of church-size dynamics.**

Look for ways to identify racial justice acting as part of our core theology

*Board Priority: Racial Justice*

**The staff have worked together to identify various opportunities to underscore this message – including, but not limited to: worship services, children’s and youth religious education programming, and adult faith development programming, as well as in conversation with the Board, various committees, and individual congregants. — The staff’s involvement with the events of this summer – particularly Chris’ active participating in the planning and training that led up to August 12<sup>th</sup>– provided direct demonstrations of this.**

Assist in planning and execution of TJMC’s 75<sup>th</sup> Anniversary celebration

*Board Priority: 75<sup>th</sup> Anniversary*

**The staff were involved in the decision to postpone the originally scheduled February 28<sup>th</sup> celebration, as well as the decision to bring the after-church pot-luck and a celebratory worship service together on the same day. We have also attempted to keep the 75<sup>th</sup> Anniversary on the radar of leadership, and have been deeply engaged with trying to work out an overarching strategy, as well as specific events, etc. Chris directed the design of the 75<sup>th</sup> Anniversary logo.**

Publicize/market the full spectrum of worship life and other activities at TJMC both within and outside of the congregation

*Board Priority: Strengthening Our Connections*

**Necessity pulled other priorities to the fore, so this area remains one with ample opportunity for growth! We have worked together to improve the way(s) we “spotlight” church events within the community. Telling our story more publicly remains a goal.**

In partnership with Board and other members of the congregation, help complete and implement the congregation's Disaster Preparedness plan (BP: Administration).

*Board Priority: Administration*

**To our frustration, the Disaster Preparedness Plan continues to be a project in need of attention. We are close to finishing those few parts which remain unresolved, yet have had neither the time, resources, nor bandwidth to make any forward progress.**