

**Thomas Jefferson Memorial Church - Unitarian Universalist**  
**BOARD OF TRUSTEES SEPTEMBER MEETING**  
**September 25, 2019**  
**6-6:30PM Financial Seminar**  
**6:30-9:30PM Meeting**

**MINUTES**

**Pre-Meeting 6PM: How to Read Financials Seminar: Christina Rivera**

**In attendance** - Pam McIntire, Liberty Powers, Sean Skally - Ex Officio, Lorie Craddock - President, Christina Rivera - Ex Officio, Stan Walker - Treasurer, Leia Durland-Jones - Ex Officio, Kelsey Cowger, Breck Gastinger, Alex McGee - Ex Officio, Ann Salamini - Secretary

**Absent** - Elizabeth Breeden - Vice President

**Guests** - Dick Somer, Natalie Somer, Jill Payne, Sally Taylor, Jim Souder, Dawn Dirks, Jude Bias, Greta Dershimer, Ruth Douglas

**I. Opening - Opening/Closing Words (Beth), Snacks (Beth), Timekeeper (Breck), Process Observer (Alex) (40 minutes through Consent Agenda) - (20 min)**

Opening Words - Beth

Welcome Sean Skalley, new DAF

Community Time / Public Comment - limit 2 minutes/person verbal otherwise written (none)

1. Acceptance of Agenda

**MOTION:** Amend the agenda: split "New Budget" time into part open session with a general overview and part executive session (at the end of the meeting) with or without staff.

Discussion -

- I'm uncomfortable not having staff in this conversation. - The rationale is that it may make the discussion faster without staff present.
- Having a person in the room when their position is under discussion can stifle expression.
- What does staff prefer? - It would be good to have people speak honestly but in a way that all persons can hear.

**MOTION withdrawn.**

**MOTION:** Reduce the time allotted to "New Budget" to 10 minutes for a quick overview from the Treasurer, putting the remainder of time under Articulating Vision at the end of the meeting.

**Unanimously approved.**

2. Correspondence (see text at end of minutes) -
  - Adam Slate - recommends not covering severance packages out of operating budget
  - Pat Millman - recommends that the next congregational meeting deal only with the budget.

## **II. Reports (20 min)**

1. President's Report (written) - Lorie Craddock
2. Vice President's Report (written) - Elizabeth Breeden
3. Treasurer's Report (written) - Stan Walker
4. Lead Minister's Report - position vacant
5. Assistant Minister's Report (written) - Alex McGee
6. Director of Faith Development Report (written) - Leia Durland Jones
7. Director of Administration and Finance Report - Christina Rivera
7. Membership Report (written) - Sally Taylor  
Membership stands at 358.
8. Board Liaison Reports
  - Personnel Committee (verbal) -  
Interviewed for the DAF position.
  - Ordination Task Force (written) - Pam McIntire
  - Glenn Short Sanctuary Capital Endowment Fund Committee (written) - Sally Taylor

## **III. Consent Agenda / Electronic Motions**

1. Approve August 2019 Board Draft Minutes
2. Accept verbal and written reports as submitted

**MOTION:** Approve the Consent Agenda.

**Unanimously approved.**

## **IV. Old Business**

1. Ordination Task Force - Pam (10 min)  
(The task force seeks confirmation that the board supports their mission.)

I have been so heartened to be a part of the Task Force to Explore Ordaining Leia: such a wise, kind and hardworking group. But, most of all, a group that has a vision for professional leadership in our church. The more we explore, the more we realize that we need our leaders to lead us to reconciliation, stewardship and vision for our future. Leia is a consummate professional who leads with dedication, integrity, wisdom and kindness. She lives our UU values every day. It is not just that we think that Leia is and has been a minister to us, it is that we have come to see ordaining Leia as a step toward healing and growth.

We are seeking support and advice from the Board.

Discussion -

- When this task force was formed, the idea seemed to be to examine this issue and its ramifications and to see whether it made sense to do this; not, as you seem to say, to guide the congregation to the decision to ordain Leia. - The task force's understanding of its mission has been moving toward the question "is this the right thing to do for this church and its professional leadership?"
- What about the ramifications of ordination: staffing, compensation, etc. We would need to see something along those lines. - There are a number of parts to this investigation. The staffing and financial ramifications would be investigated after the question of whether this would be good for the church.
- The financial situation is a primary concern now. - Increased compensation would be part of the long range plan, not an immediate part of the budget.
- Have you polled membership for their thoughts? - We are developing a document on what questions might come up. We will then start contacting individuals, followed by an education phase.
- What are your plans for education? - Small group or individual conversations at first, followed by a larger roll out to congregation, depending on how the board responds.
- What kind of input are you getting from outside TJMC (i.e. from other churches and the UUA)? We don't want to do this in a vacuum. - We are reaching out to individuals and churches.
- Can you characterize the impressions you are getting? - The dominant message is that there are two types of ministers: fellowship ministers (who have followed the traditional path and have an MDiv) and ministers that a single congregation ordains. There is a definite feeling of support for ordaining a person who performs in such a capable, kind, ministerial, professional and caring way. We are still in the process of gathering this information, but on balance, comments have been favorable toward TJMC's particular case.
- Do you have a timeline? We don't want misinformation to get ahead of your process. - The education phase will be starting soon.
- Would a bylaws change be required? - Yes, there is language on fellowshiped ministers in our bylaws. - Bylaws changes require education and then a congregational vote.
- Would a bylaws change affect hiring additional ministers? - The bylaws can be written to cover both types of minister.

Thank you. It's good that education will be starting soon to keep people from getting anxious over this issue. - Can I go back to the task force and report that you support the process I have described? - There is a sense that we are being asked to endorse something that we don't know very much about. If we endorse your efforts and for some reason we decide not to follow through, we don't want you to feel that we have set you up. A task force is often an investigative group that brings information to the board so it can make a decision. It feels like you want a

decision before the information comes to us, which is uncomfortable. Please keep that in mind as you do your work. We do support your investigative mission.

## 2. New Budget - Stan (45 min)

We've had a huge response. Including the original \$10,000 matching challenge, the total unpledged donations (gifts as opposed to formal pledges) just this week is \$22,125. This item is usually budgeted at \$18,000, and now stands at \$37,000. It is reasonable to propose changing that income line to \$40,000 this year. Also there has been an increase in the amount pledged for this year of \$20,525, and the total pledge income has reached is \$363K.

- Has the anonymous matching gift donor been thanked? - Yes, profusely.

## 3. Staff Support (Alex and Leia) - (10 min)

We envision a **structure** of a three person team, one each from the board and the Committee on the Ministries and someone with a background in staff credentialing support. We have specific people in mind but don't want to share names before we make the asks. Ways this team could help us are:

- Aiding discernment when staff is teasing out an issue to determine what is logistical and what is advocacy.
- Help us brainstorm, take action and give support with the practicalities.
- Provide a safer place to process than a more public arena.

We envision Zoom meetings every three weeks with various combinations of staff that need help in different ways. We plan to contact the people we have in mind for these positions as soon as the board agrees.

## Discussion -

- What about using the entire CoM for this? They are eager for real work to do. - The CoM will be represented. CoM is involved as Sunday monitors and we have other ideas for CoM. - We hear that there is underutilized eagerness, energy and intelligence.
- Can you explain the credentialing aspect? - Over the years staff members have been required to do credentialing to establish standing in their professional organization. This would be a church member to support that effort.

We would also like the group to help the board understand the fair compensation guidelines of the UUA. These are created from years of data on demographics, changing economies and location and are updated regularly. They represent modest rather than luxurious salaries. We would ask that board members respond to questions about the compensation guidelines in that way.

- It's good to have more information on how the numbers are arrived at. There is a narrative in the congregation that they are excessive. - As a staff member, I hear a continuation of that narrative that staff are greedy. We are asking that you not let that be the narrative.
- Is it fair to say that the guidelines are not aspirational but practical recommendations for current times? - Yes. Churches have historically done the best they could with what they

had, so compensation varied widely. This national framework allows churches to feel good about doing the right thing. It has been researched and well thought out.

- I've heard the narrative that the compensation guidelines come from afar and don't apply to us in our situation. It's good to know that the guidelines are quite specific to geographic and demographic area. - Staff want the board to be knowledgeable and to offer a different narrative than "staff is overpaid" and "greedy for more."
- We also know Charlottesville has a much higher cost of living than many similarly sized communities and a very tight housing market. - People who bought a house here at the peak of their purchasing power and have paid it off, don't realize how expensive housing is now.
- We must resist the narrative that church-related job's are a "calling" and "done for love" and so don't require as much financial compensation.
- The board needs to familiarize itself with the data. Regional staff can help with that.  
(Compensation consultants, how to staff for growth)

Guide to UUA Salary Recommendations:

[https://www.uua.org/sites/live-new.uua.org/files/guide\\_to\\_salary\\_recommendations.pdf](https://www.uua.org/sites/live-new.uua.org/files/guide_to_salary_recommendations.pdf)

Geo Index 3 UUA Salary Recommendations:

[https://www.uua.org/sites/live-new.uua.org/files/salary\\_recs\\_19-20\\_geo3.pdf](https://www.uua.org/sites/live-new.uua.org/files/salary_recs_19-20_geo3.pdf)

There used to be 5 geo indices, then it jumped to 7 to represent some extremes such as Manhattan and San Francisco. At that time our geo index was changed from 3 to 2. The minister and Personnel committee at that time decided to continue using Geo Index 3 though we have not been officially reclassified by the UUA. We can request reclassification; Waynesboro is also Geo Index 2. Whatever the board decides to do, It's important that any change be reasoned and transparent.

Guest comment - It is hard to hear some people speaking. People who are hard of hearing are reluctant to speak up. It's difficult to know how to remedy this; looping the room would cost money. - Thanks for your comment. We'll try to speak up.

**BREAK AND GRATITUDE CARDS** (5 min) - Please think of people the Board should recognize for their recent contributions to our church community.

## **V. New Business**

1. **MOTION:** Recognize Sean Skally as the Wells Fargo and PayPal Authorized Executive User for Thomas Jefferson Memorial Church Unitarian Universalist in his role as Director of Administration and Finance.  
**Unanimously approved.**
2. Stewardship and Pledge Drive - (20 min)  
(Lorie, Beth, Stan, Ann and Liberty are board members interested in stewardship.)

Danny Gray is investigating how to do a pledge drive. We want to revitalize the Stewardship Committee to include both the annual pledge drive and year round efforts.

- Choose an initial Sunday meeting date with Danny's input.
- Ruth Douglas gave her thoughts as a past pledge drive committee member. We included a formal dinner either as a kickoff or at the end. We sent an immediate letter when a pledge was received.
- There is a new director of stewardship at the UUA who is full of ideas. Check UUA and Southern Region resources.
- Update the giving page on the website. There are many comments that it could be easier. It has been hard to navigate the change of pledge option in the past. It's hard to know for sure that you've actually done it.
- Also some (mostly younger) people want the "tap-and-pay" option (using their phones for the transaction).
- We can jumpstart the stewardship committee with emails and google docs to collect resources. Also invite people who might be interested in helping out.
- Stewardship is not just financial, but financial gifts are part of it. Both aspects need to be stated together every time.
- Can there be some interface with the volunteer coordinator, Kay Frazier? - Let's check with her.
- This is a big job. Everyone needs to be part of it.
- The Next Steps report highlighted the community celebration aspect of pledging. The effort shouldn't be understated.

### 3. Communication / Help Desk - Lorie, Leia, Liberty (20 min)

Plans for running help desk / Activity Fair - Elizabeth / FAQ flier

Elizabeth made a sign and sign-up sheet for the help desk.

- The table will be in the social hall.
- Spread the idea that the office is not where you go to get problems addressed. We're trying to reduce pressure on staff.
- CoM can help. This is a shared idea.
- Sunday monitors were started because staff was being asked to address anxiety in the church on their busiest workday, sometimes in inappropriate or in-your-face ways. The board, CoM and Personnel are all signing up to observe interactions with staff for three hours on Sunday mornings. There are suggestions of how to mediate various interactions between staff and congregants on the sign-up page. Job descriptions of the three monitors needed for each Sunday will be added.

Our hope for the Help Desk is to give the impression that the board is more interested than ever in what is going on.

The Communications Committee is doing a media survey to identify all of our communication channels and look at how successful they are, as well as what their audiences are. - What all do we have? - We have a blogger.com blog and a website that has a blog aspect, two newsletters, a Facebook page and a Facebook group, and a youth Instagram. There are also bulletin boards

and the Sunday service slides. We no longer have the printed announcements. Event promotions have different avenues - Facebook, the church calendar.

Two issues the committee is looking at are **transparency** and “**sharing the good news.**”

- **Transparency** is so important and is a constant itch in this congregation, to the point that some people feel they are being deceived. This transparency gap is basically filled by telling people what's up. We are being above board.

For instance, the presentation on the budget last Sunday greatly contributed to the comfort level of the congregation and the response we had in pledge increases. The event was filmed and posted on FB and our website.

[https://drive.google.com/file/d/1czAcrIMKBrEKoF3GX9sK-EyGkOOl0WIX/view?fbclid=IwAR2XYjP8TwsIKYfuSNlpTVBmmqC6emfoZhE\\_ZvZbZDNUBvmHvfdUCYTU4Z0](https://drive.google.com/file/d/1czAcrIMKBrEKoF3GX9sK-EyGkOOl0WIX/view?fbclid=IwAR2XYjP8TwsIKYfuSNlpTVBmmqC6emfoZhE_ZvZbZDNUBvmHvfdUCYTU4Z0) Keep in mind what your group might post to the website.

- “**Share the good news**” is the second mission of communications. We mustn't hide what we're doing. It boosts the energy in the church.

Discussion -

- Can communications make a budget proposal for putting the printed announcements back in the budget ? We would like you to think of it with new eyes.
- There may be some value in not being too diffuse so some people don't miss a major source of info. Are there too many avenues of communication? - That's worth thinking about.
- It's important that people feel the tone and mood of the church are changing.

#### 4. Articulate Vision - Leia and Kelsey (20 min)

We are in an investigating mode, looking for outside facilitators to come in and work with the congregation. We are being mindful of cost and some possible resistance to UUA facilitators. We will report back when we have collected more information.

The budget discussion continued.

Will this be with staff or not?

- Staff has a lot of knowledge we need. I also want us to speak in a way that staff can hear.
- We need to remember that human beings fill the staff positions.
- It's a challenge to be honest and respectful at the same time.
- Sharing this kind of information among employees doesn't seem appropriate.
- From a labor perspective, transparency is an important issue.

Staff is welcome to stay or leave.

**MOTION:** Enter executive session with staff present if they wish.

**Unanimously approved.**

**MOTION:** Leave executive session.

**Unanimously approved.**

Summary - The Finance Committee created a zero deficit budget which involved staff cuts and other difficult paring of an already lean budget. We discussed what directions to give them in light of the improved revenue situation. We hope to have a congregational meeting on Sunday, October 20th, preceded by a budget presentation on Sunday, October 13th.

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

1. Process Review - Alex
  - Some people were actively listening (verbalizing to speaker) while others listened passively (sitting alert).
  - There were not clearly designated chairs for guests and no handouts for them. Guests were acknowledged.
  - There were expressions of gratitude throughout the meeting.
  - People spoke clearly and briefly.
  - Generally people spoke audibly though some people were leaning forward as if they couldn't hear.
  - Generally people made eye contact.
  - People followed Robert's Rules.
  - Interrupting led to more interruptions and raised voices led to more raised voices.
  - These led to a decrease in attention to other people's emotions
2. Things to do / communicate .
  - Lorie will start the stewardship email chain.
  - Ann - make the Sunday monitor sign-up sheet include the help desk sign-up. Also share schedule with Personnel and merge two different versions into one.
  - Pam - write up job descriptions for Sunday monitors positions.
  - Ann - have congregational meeting minutes ready for mailing on Oct. 10 (for Oct. 20 meeting)
3. Closing Words- Beth

Dates to remember -

- October 10, 2019 - (11:45AM) - Exec
- October 9, 2019 - Congregational Meeting materials to Sean for mailing on Oct. 10
- October 20, 2019 - Congregational Meeting on the budget
- October 23, 2019 (6PM BYO dinner/6:30 meeting) - Board Meeting

Upcoming topics -

For congregational meetings:

- Finance Committee makeup bylaws change

- Budget

Future topics -

- Creating a more diverse Finance Committee
- Guidelines for trusts
- Revisit single service - November
- Create a task force on staff harassment and BLM sign.
- Install surveillance cameras in the church. Contact UUA for best practices on this.
- Appoint third member to policy review committee.
- Tutorial on UUA Salary guidelines. / request geo index change for TJMC?

Parking lot -

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## REPORTS

### President's Report

Welcome Back!!

A new season has begun at TJMC with the start of the Religious Education classes and folks returning from their summer travels and settling back into the routine of an academic year.

We have just had a successful Congregational Meeting on 9/15 where we recognized the generous donation from TJMC member, the late Glenn Short; we used the Public Witness process we to vote to investigate changing the name of our church and we installed two new members of the Board of Trustees. We also postponed a vote on the church budget due to some discrepancies in pledge revenue. I am hopeful that we feel satisfied and motivated by these accomplishments.

This month the Treasurer and Finance Committee will create a draft budget for 2019-20. We must pass the budget as soon as possible at a congregational meeting. Treasurer Stan Walker has been working tirelessly trying to reconcile the amount of pledge income we anticipate for 2019-2020. Stan and I will be presenting budget information after the service on 9/22. The situation is dire and we are facing many difficult choices including staff, worship and programming cuts. Board members will be calling select congregants to ask about increasing their pledges or making one-time donations to get the church through this difficult period.

This is a challenging time for not only the congregation but the church staff as well. The stress of the budget and the uncertainty surrounding jobs continues to drain staff morale. At the 9/15 Congregational Meeting, I urged the congregation to use empathy and good judgement when

interacting with the staff. We continue to have people monitor Sunday worship and assist the staff with any disruptions or interference.

The Board's priority this year is revitalizing the Stewardship Committee and the Pledge Drive. We will be scheduling a Stewardship Committee meeting as soon as possible and are actively recruiting members. The Pledge Drive will be held in February/March. Danny Grey is currently assisting in trying to streamline the electronic pledging and collection system.

We are working on improving Board--Staff--Congregation communication this year as well. Secretary Ann Salamini is committed to posting the agenda and minutes in a timely fashion. Anyone submitting reports to the Board needs to do so the Friday before the next Board meeting. The Board will also be creating a "Help Desk" in the social hall on Sundays. Board members will be available to record comments and answer questions. I hope people will use the Help Desk as a resource instead of the church staff whenever possible.

And finally Leia and Kelsey are working on naming our vision for the future. We have a lot of history to unpack before we can move forward. We hope to use any and all resources to create a narrative of the events of the past few years. It is only then that we will be able to move forward and become a better stronger version of TJMC-UU.

May it be so.

Lorie Craddock  
President, TJMC-UU

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### **Vice President's Report**

Vice President's Report: Board Meeting 9-25-2019

The following is a proposal by Kay Frazier to offer to create a Volunteer Coordinator description by working in the following way (one day a week) for one year. From experience, this position would then have been defined so that either a volunteer or a staff member would have a job description that was clear, doable and effective. This task is the larger one of Stewardship where we offer a place for everyone to be involved, contribute, and enjoy and claim responsibility for ownership in our beloved community. It acknowledges that we already have a structure in Councils and Committees, yet we don't have a system of acknowledging our members' life events, the volunteering which has occurred in the past, nor a training in how to engage new volunteers or how to sustain the work that is already going on.

## Volunteer Coordinator Work Plan

### Goals

A. Work to create a culture of stewardship within our church through congregational contributions of time, skills and talents.

- Network with other UU churches and UUA to better understand the elements of successful volunteer stewardship programs. (ST/LT)
- Work with the Board, Councils, Communications Committee, Membership Committee, Stewardship Committee and staff to understand and encourage a dynamic culture of volunteer stewardship. (ST)
- Work with the Communications Committee to utilize the website and social media to promote volunteer opportunities. (ST)
- Develop printed material to promote leadership and volunteer as stewardship opportunities. (ST)
- Develop a mentorship/developing leaders program to encourage and train future leaders for church governance. (ST/LT)

B. Assist to recruit, resource, train, retain and evaluate volunteers/volunteer programs.

- Network with leadership, committees and councils to understand volunteer opportunities and identify immediate and anticipated needs. (ST)
- Develop a tool box to assist church leaders and committee/council chairs in recruiting, resourcing and retaining volunteers. (LT)
- Assist in identifying, recruiting volunteers for the most critical needs. The needs identified to date are: Auction, office assistance, RE, Sunday worship positions, essential committees (ST)
- Work with the Membership Committee to conduct outreach to new members and the congregation in general; identifying interests, skills and talents and matching interests to volunteer opportunities. (ST)
- Develop and offer trainings to leadership, committee chairs and councils in communication, recruiting, retaining, evaluating and recognizing volunteers. (LT)

C. Develop the framework for a Volunteer Coordinator position (volunteer or paid).

- Review and update, as needed, volunteer job descriptions. (ST)
- Work with the Personnel Committee to create a job description for a Volunteer Coordinator position. (ST)
- Develop a succession plan for church governance, committees and councils. (LT)
- Develop a framework for volunteer program evaluation. (LT)
- Assist in developing Resource Manuals for committees, councils and events as part of leadership succession. (LT)

D. Utilize information technologies to track volunteer interests, skills and talents; to track leadership and volunteer histories; and to inform outreach and succession planning efforts.

- Network with relevant committees, staff and individuals to assess the use of PowerChurch, Constant Contact, and other software to manage a volunteer program. (ST)
- Coordinate information sharing with relevant committees and individuals to integrate information. (ST)
- When relevant include training in software, communication networks, and social media utilization to committee/council chairs, event organizers, etc to assist in recruiting and communicating with volunteers. (ST/LT)

ST: Short Term Task/Priorities

LT: Long Term Task

Draft: 9/18/2019

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### **Treasurer's Report**

#### Treasurer's Report - September 2019

Expenses did outpace income for the first two months of this fiscal year by \$11,000. This is not unexpected given that we are still operating on the FY19 budget with FY20 income. There are a few bright points on the income side, though, which I will discuss shortly.

A couple of expense lines deserve mention. The Computer Maintenance amount reflects the need to replace two computers this year. Unfortunate, but necessary. The professional expenses for the DAF will actually go down at some point, as we are expecting reimbursement from the UUA on some of them

While prior year pledge amount is down significantly from last year, that is not unusual. That line is a particularly variable income category. It has ranged from a low of \$50 to a high of nearly \$22,000 in just the last 5 years.

Unpledged donations are up incredibly over this same period last year. This trend has continued so far this month, and, including reliably promised unpledged donations, we have already exceeded the original income projected for this line. As I write this, Finance Committee has not yet settled on an amount, but that income line will definitely be raised in the proposed budget we will discuss later.

The amount pledged for FY20 has also shown significant growth since the Congregational Meeting of Sep. 15. I will be updating that line in the budget until the last possible minute.

This most recent statement, though, does highlight the urgency of getting a budget passed as soon as possible. The sooner we can bring costs in line with income, the less issue we will have both with intermittent cash-flow issues and the overall deficit.

Stan Walker  
Treasurer

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### **Assistant Minister's Report**

Board Report from Assistant Minister, Rev. Alexandra McGee  
Written Sept 21 for Board Meeting on Sept 25, 2019

#### **Things done by Lay Leaders**

- 1) Worship Weavers continue to learn together about how to streamline and cooperate with other worship leader teams
- 2) Slide projector team and sound crew have trained additional members
- 3) Pastoral Visitors is doing thorough duty to help people who have experienced losses
- 4) Setting up, hosting, and cleaning up for funeral
- 5) Carenet has reached out to three or four families/people

#### **Things I did**

- a) Led two funerals, including prep and family counseling
- b) Attended board meeting and retreat
- c) Preached
- d) Continue to research, network, invite, prep, orient, pay, and thank guest speakers
- e) Attended monthly gathering for area clergy
- f) Meetings and phone calls with Scott and Leia about worship and worship systems
- g) Attend staff meetings
- h) Emails from church members, local colleagues, professional organizations, local justice organizations,
- i) Meet with IMPACT organizer
- j) Continue to help lay leaders who are making worship happen
- k) Meet with Lorie

#### **Things I did not do**

Lead AFD  
Thorough sermon preparation  
Lots of emails

#### **Things I hope to do:**

- Look for ways to re-energize our outreach to young adults who live in the neighborhood right around us.
- Listen, listen, listen.
- Encourage, encourage, encourage.

- Facilitate ways for people to get their announcements made in the venues that are most effective and least disruptive.

Assessment: This congregation continues to experience shock, grief, and disorientation. Concentric circles of the congregation are experiencing change in different ways. Leaders are trying hard to understand what is in their capacity and authority to do. Regular attendees are seeking information and ways to help. New people are seeking outlets for their ideals and spiritual longings.

A strength of this congregation lies in its determination, grit, and financial wealth. A weakness lies in the tendency of long term members to seek individual solutions instead of looking broadly at systemic health. Opportunities continue to lie in the vibrant energy of Charlottesville as a place with people who are caring, intelligent, and eager. Threats to this congregation are a sense of fear and blame. To counter this, the board and staff can continue to give accurate information in kind ways and keep clear boundaries.

Please support the staff as we experience grief as we lose co-workers, and spend time coming up to speed with new co-workers. This may mean that we do less programming, or less fully.

I plan to do sermons on the topics that I would have covered if I had time to teach AFD.

Because of limited time and only one service, I have been accepting requests from committees and parishioners who want to meet on Sundays after services. This is not an ideal practice because it limits time for relaxing together after worship. But, it is the trade-off I am choosing at this time.

#### Recommendations to the Board

- Sign up for newsletters from the Southern Region that are designed for lay leaders, so you get information about resources and activities, and so you know you are not alone
- Continue to educate yourselves about Stewardship and its many layers, perhaps by googling articles by the Alban Institute
- Direct the COM and Communications Committee to work together to facilitate ways for people to get their announcements made in the venues that are most effective and least disruptive.
- Continue to send informational updates to the congregation in Friday email. Look for other ways to give updates from the board, especially to homebound people who want to donate and be spiritually uplifted
- Continue supporting staff on Sundays, and discuss among yourselves how this is going
- Do things that nurture your spiritual life and allow you to be receptive to wisdom

END.

*This concludes the Board Report from Assistant Minister, Rev. Alexandra McGee, Written Sept 21 for Board Meeting on Sept 25, 2019*

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## **Director of Faith Development Report**

Report to the Board                      September 2019  
Leia Durland-Jones, Director of Faith Development

With the many changes at church and transition of church staff, I continue to be involved in additional meetings as well as additional administrative functions. This month involved preparing for Chris Rivera's departure and welcoming new Director of Administration and Finance, Sean Skally. I meet weekly with Alex. Lorie and I meet every other week to discuss Senior Staff matters. Alex, Lorie and I meet every other week to check-in and address matters of concern that need all our input. I meet weekly with Caroline regarding RE program concerns. Full staff meets twice a month on first and third Wednesdays from 9:30-10:30am. I am meeting with the Ordination Task Force at the request of the Task Force chair. Additionally, I have been meeting with individual congregants regarding a variety of matters (informational, pastoral, etc.) at their request. As you know, I have been involved in stewardship efforts to help us increase pledge revenue before returning to the congregation with a proposed budget that is viable.

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

- There has been a great deal of behind the scenes work this month preparing for the start of the church school year on September 15. RE Assistant Caroline Heins and I have been working very hard to get everything prepared including: setting up the classrooms, recruiting volunteers, accessing curricula, creating classroom calendars, processing registration and more. There are many details that go into our children's religious education program. I am grateful for Caroline's hard work and dedication.
- We are off to a great start with just short of 100 children and youth participating on the first day of RE programming and 138 children and youth registered at this time.
- The RE Committee met in August to plan and prepare for the coming church school year. We offered RE volunteer orientation Wednesday September 11. It brings me joy to share that we have a robust group of volunteers working with our children and youth!
- The single service format has made for several very large classes that we are monitoring to make sure are manageable.
- We are starting the church year with our intentional racial justice lessons for 4 year-olds through 3<sup>rd</sup> grade on September 22, 29 and Oct. 6. The TJMC UU curriculum team that created these lessons is working with a new set of volunteers to expand the circle of people who are trained to teach these lessons with skill and confidence.

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

- Our 6<sup>th</sup> & 7<sup>th</sup> grade youth have begun their Neighboring Faiths journey. There are 27 youth on the roster for this class!

- Our Coming of Age program is off to a great start with a stellar team of advisors. We have 18 youth registered for this program! The advising team is excited about working with this group and has several fun field trips already in the works as well as a parent and youth orientation session coming up. Linda Dukes has volunteered to help support our COA mentors this year and I am currently in the process of recruiting the mentors.
- Our senior high (10<sup>th</sup>-12<sup>th</sup>) grade youth group Young Religious Unitarian Universalists (YRUU) is a little smaller this year due to the number of graduates we had last year and because our 9<sup>th</sup> graders did not move up into YRUU this year. They are a solid group with a dedicated advising team of Pam McIntire, Greg Townsend, Jen Smith and Amy Wissekerke.

### *Adult Programming*

Fall Adult Faith Development classes are in process:

- Short Story Reading Group, Tai Chi, Wednesday Wonderings (led by Lou Centore), Seeing with New Eyes: What Does it Mean to Be White? (led by Linda Dukes & Diane Ober,) Carl Jung and the Soul's Journey (led by Denise Horton,) Feminine Power Women's Circle (led by Michelle Goodrich) Using Zoom Conferencing (led by Adam Slate.)
- I am working to arrange additional programming for parents through Planned Parenthood about sexuality education in the home. I am also reaching out to Cville Pride about programming they offer for creating welcoming spaces for transgender people.
- I am so excited about the daylong conference on Saturday October 12 our congregation has been invited to participate in by our UU siblings to the east in the Tidewater Cluster (we are in the Blue Ridge Cluster.) First UU Richmond is hosting. Here is a link to the conference for more information <https://tidewateruu.org/workshop-tracks-descriptions/> There are programs about 1) environment and social justice, 2) Spiritual Practices 3) Congregational Leadership 4) Music 5) Programming for youth (teenagers). The conference is only \$25! I urge Board members to take someone from church who has leadership development potential and to attend this wonderful offering. This is a great way to uplift and inspire ourselves during the challenging times we are going through in our congregation. Please let me know if you are going to go.

### *Multigenerational Programming*

- The RE Committee continues to invite everyone to light a chalice in their own homes on Wednesday evenings as a symbol of our connection to one another. We are hosting chalice decorating stations in the social hall September 22 and 29 so that everyone who would like to can make a chalice to take home and use.

### *Worship*

- I was pleased to lead our annual Water Communion service with YRUUer Lindsey Colbert on September 1. The service was well attended and our waters gathered. The commingled water has now been sterilized and is ready for use in child dedication ceremonies and other important rituals this coming year.

- It was a delight to lead Balloon Sunday with YRUUer Caroline Landis on September 8. A dedicated team of volunteers helped me transform our sanctuary with colorful and beautiful décor that captured the spirit of our annual Balloon Sunday festivities.
- Children's Worship has resumed with robust attendance.
- Our Contemplative Worship has resumed on Wednesdays from 11:30-12:30.

#### *Professional Development*

- TJMC UU hosted the religious professionals of the Tidewater and Blue Ridge clusters for programming, worship, lunch and deep sharing on Tuesday September 17. Much thanks to Kate Soderman, Sharon Utz, Jim Souder, Burnie Davis and Sandy Brooks for hosting and serving breakfast foods and lunch for our guests.

#### *Supporting Your Staff*

- Your remaining staff continues to work hard and with devotion to our faith and faith community. We strive to be sources of support and encouragement for church members and volunteers. The absence and anticipated absence of our staff colleagues is difficult. The additional work we are all shouldering as well as the uncertainty about the future is stressful. I ask that you hold all of us in your hearts and prayers and that you remind other congregants of all that your staff is holding and navigating. Ask others to be extra patient with us and also to be kind. Invite them to imagine what it might feel like to be a member of this church's staff right now.

Please know that I am deeply appreciative of you and for everyone who keeps stepping and showing up time and time again with integrity and good intention to keep our congregation moving forward. Thank you!

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

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#### **Membership Report**

To: Board members

Re: August 30, 2019 Membership report

TOTAL MEMBERSHIP as of July 30, 2019: 359

#### **Add:**

Wayne Arnason, rejoined, August 25, 2019, discussion with Tracker, original join date, October 14, 1984

#### **Drop:**

Michie, Tom, died August 27, 2019

Gondwe, Sarah, communication with Membership Tracker, August 28, 2019, archive

TOTAL MEMBERSHIP as of August 31, 2019: 358 members

Sally Taylor, Membership Tracker for TJMC Membership Committee

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## **Personnel Committee**

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### **Ordination Task Force**

#### **Task Force to Explore Ordaining Leia Durland-Jones September 9/19/19 report to Board**

##### ***Mission***

Guide congregation to a decision to ordain Leia, manifested in a congregational vote by the end of January, 2020

##### ***Method***

Gather facts, unpack issues, seek advice, formulate questions, educate

##### ***Vision***

Ordaining Leia

- ◆ powerfully stabilizes and launches us into the church we aspire to be and the church our community needs
- ◆ provides us with a leader of integrity, professionalism, vision and experience to guide our church in responsible stewardship and emotional healing
- ◆ empowers our longest-serving, dedicated and very effective minister to continue her ministry undiluted, unmoderated and even amplified
- ◆ affirms our ideal of leadership that is intentionally collaborative, anti-oppressive, non-hierarchical, multicultural

##### ***Facts, Assumptions, Issues***

The UUA does support this kind of ordination

- ◆ Ministers can be ordained to the ministry of a particular congregation. These ministers are not fellowshiped by the UUA's Ministerial Fellowship Committee and are not entitled to the benefits or services provided to ministers who are in fellowship.
- ◆ "A congregation can recognize a minister in their midst when someone has the skills of a minister, including diplomacy, staying power, leadership and wisdom." Leia's ordination would not convey to other settings. Connie Goodbread, Acting Co-Lead of Southern Regional Congregational Life, UUA

- ◆ The shared ministry model is trending in our denomination; it's definitely the right direction to go, according to Keith Kron, Director of Transitions office, UUA, affirming that other UU ministers who are fellowshiped and in search will be attracted to our model.

Our bylaws state that all candidates for Settled Ministers shall be in fellowship or in process of fellowship with the UUA; we will need to vote to change that language.

The culmination of this exploration would be that Leia would be one of our settled ministers and work in partnership with our new settled minister, our assistant minister, the Director of Administration and Finance, the director of music, and our other professional staff.

Financial impact of the decision to ordain Leia will be addressed by Finance Committee, Personnel Committee & Board.

Rollout Plan includes interviews with UU leaders; early, small conversations with congregants to collect issues and test assumptions; larger sessions for education and discussion; social media, video, and written communication on the way to the vote.

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### **Glenn Short Sanctuary Capital Endowment Fund Committee**

To: TJMC Board of Trustees

From: Sally Taylor, Chair Glenn Short Sanctuary Capital Endowment Fund Committee

We opened a Money Market Account at the UVA Community Credit Union with Kristy McCray. The gift from Glenn was explained at the congregational meeting and greeted with a toast and the committee and its substitutes were acknowledged.

Don and I met with John Semmelhack to get his advice on the HVAC system and recommendations about the replacement of the boiler heating system. We have written to 8 HVAC contractors (Colonial Webb, Airflow Systems, Jones Heating and Air, Robertson Electric, W.E. Brown, Albemarle Heating and Air, Fitch Services, Beck Cohen) inviting them to bid on the job. The deadline for replying is Oct. 5. Dick and Sally will schedule tours of our facilities and invite bids on the job itself with interested companies.

We have gathered names of gutter/roofing contractors and will be sending them letters asking them if they are interested in the job. Recently we met the contractor who is currently working on the TJMC gutters. He will also be asked to bid on the job which will include addressing the following problems: inadequate downspouts, leaking gutters, improperly installed gutters, compromised fascia boards, missing ice stops, roof leaks.

Dick and Sally will share the job of being the on-site job supervisors once a contract has been signed and the work scheduled.

We also inspected the church gas water heater and discovered that it dates from 1992. Although it is not on the list of projects specified by Glenn's trust, it should be replaced.

The Committee has not officially been notified that we will be acting as agents of the church and we would appreciate having this acknowledged in writing so that we know that we will not be held personally liable for any problems that arise.

Our next meeting is on Oct. 1.

Respectfully submitted, Sally Taylor

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## **CORRESPONDENCE**

Sept. 18, 2019

Dear Stan and Board,

I hope you are well, and thank you for the work you did getting ready for, and putting on, the congregational meeting. It was quite well done. Lorie's president's report covered a number of church issues in clear detail. David Mellor's presentation and the subsequent discussion about the name change was a good first step. Stan nicely summed up the budget issue. It all seemed to go fairly smoothly.

I am writing to voice my opinion that the settlements for Wik and Chris are not operating expenses, and so should not go into the operating budget. I believe in your effort to be transparent and include them, you have created an unnecessary budget challenge for the church this year.

One option for paying this cost is to borrow the money to cover the settlement. If the church borrowed the full amount at 5% and paid it back over 10 years, the payments would be about \$18K per year. And we could decide that any annual surplus could go to paying it down faster, further reducing debt service on the loan. Or it could be used to build up the cash assets on our balance sheet.

Amortizing the cost over 10 years would create a decent cushion in the budget that could be used to restore our fair share UUA contribution (I've heard that if it's cut for 2 years in a row it's very hard to restore), continue putting money away for capital maintenance, pay down member loans if we so chose, and ensure that we are able to do at least a small cost of living increase for staff each year.

Thank you for hearing this feedback,  
Adam

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Adam Slate

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TO: President Craddock and TJMC Board Members  
From Patricia Millman

I am writing this memo because I feel very pleased that a new positive atmosphere is emerging from the congregation that I want it to be preserved until we get out of the financial hole we are presently in. With encouragement from Stan Walker and the recent \$10 thousand matching pledge grant we may be able to cover the \$40 K short fall in our balanced budget or get very close.

I was a little concerned that the change of the church's name was brought up at the last Congregational meeting,, but the way it was presented allowed plenty of time for discussion before actually bringing it to a final vote, so I voted for it, but this in no way indicates that I am for a change, just I am a big supporter of cottage meetings and thorough discussions. In fact, I think it is the very best way to dispel false rumors and give every one a voice where they can be heard in a small group.

Having said all of this I must encourage you not to bring any further motions that will distract from our upcoming Congregational meeting. I'm sure there are many changes that wish to be made but I personally think that we need a period of calm while we deal with this budget.