

Thomas Jefferson Memorial Church - Unitarian Universalist
BOARD OF TRUSTEES NOVEMBER MEETING
November 20, 2019
6:00-6:45PM BYO Dinner
6:45-9:30PM Meeting

Major focus for board in 2019-20:

- **Money & Stewardship**
- **Staff Support** (safety, morale, compensation, trusting staff leadership, managing expectations, what are we asking remaining staff to do?)
- **Articulate church's vision**
- **Communication**
 - Increase communication between committees, board and congregation
 - Broad communication tools and strategy

MINUTES

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

Absent - Beth Jaeger-Landis

Guests - David Shutt, Sally Taylor, Al Reynolds, Doris Glick, Greta Dersheimer, Marlene Jones

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

Opening Words - Breck

Community Time / Public Comment - (limit 2 minutes/person verbal, otherwise written)

- Al Reynolds - I'm here as a member of Peace Action United Nations (PAUN). For decades the UN flag, which was designed to match the style of the church's US flag, has stood with it in the church building. At some point it was moved to Summit House with no explanation. We would like to see the flags back together in the church. Please put a discussion of this request on an upcoming agenda.
- Doris Glick - I am here to represent PAUN with Al.
- David Shutt - I shared notes I took at the UUGuys retreat with the board. Please accept them as input to understand how we got to the present point in the church.

- Marlene Jones - Regarding the task force that is exploring ordaining Leia, I sent a letter to them. Their response was dismissive and offensive to me, not what I expected from a board task force. Can anyone produce the actual task which the board gave to this task force? How do they know what to do? - The board asked the task force to write a tasking statement and then gave feedback on it.

1. Acceptance of Agenda

MOTION: Add 10 minutes at the end of the agenda for an executive session item.

Unanimously approved.

2. Correspondence (see text at end of minutes)

- Mary Rose Curtis - support for interim/developmental minister

II. Reports (20 min) - written reports can be found at the end of the minutes.

1. President's Report (written) - Lorie Craddock

2. Vice President's Report (written) - Elizabeth Breeden

3. Treasurer's Report (written) - Stan Walker

To clarify, the current surplus does not include the no-interest loan.

4. Lead Minister's Report - position vacant

5. Assistant Minister's Report (written) - Alex McGee

6. Director of Faith Development's Report (written) - Leia Durland-Jones

7. Director of Administration and Finance's Report (written) - Sean Skally

8. Membership Report (written) - Sally Taylor

Membership stands at 357.

There are two people with similar names whose membership information got mixed up. That will be corrected in next month's report.

9. Board Liaison Reports

- Personnel Committee - Elizabeth

See Vice President's report

- The committee is working hard to update the Letter of Agreement for the Director of Music. It still needs feedback from Kelsey and the Music Committee.

- We also are looking at the LOA of the Assistant Minister. Her job has changed until the end of this fiscal year and the Personnel Committee will meet with Alex to clarify that job description.
 - We are working on an evaluation form and the process to evaluate staff at the end of the fiscal year.
- Task Force to Explore Ordaining Leia (written) - Pam
 - There is an update in the written reports with the new information in blue
 - Fifty people attended the recent information session. They listened with care, respect and love and asked many good questions.
 - New questions we receive will be incorporated into the next information session.
 - Response to the exploratory document has been positive.
 - We ask the board for any feedback and questions. - Please make clear that ordaining a minister from within a church, rather than choosing a fellowshiped minister, is a longstanding alternative avenue. Talk about what Leia's title would be. Let us know the dates of upcoming information sessions so we can include them in the minutes.
 - Please send people with any concerns our way so we can talk with them one-on-one.
 - Questions for the task force should go to Pam McIntire.
- Glenn Short Sanctuary Capital Endowment Fund Committee (written) - Sally Taylor
 - We are learning a lot about what is wrong with the building.
 - We expect to have the painter's certificate tomorrow, sign the contract and painting is expected to start next Monday.
- Stewardship/Pledge Drive - Lorie/Danny Gray

See President's written report.

The next meeting will be in early December.
- Volunteer Coordinator - Kay Frazier

See President's written report.
- Music Committee - Kelsey
 - Kelsey is the Music Committee at this point. She will have a report next time.
 - There has been some double booking of the sanctuary space which has blocked choir rehearsals, leaving minimal rehearsal time for the holiday season. We understand that the double booking was unintentional, but coming on top of the DOM's salary reduction, the choir feels undervalued.

III. Consent Agenda / Electronic Motions

1. Approve October 2019 Board Draft Minutes
2. Approve changes to first ten pages of Policy Manual
3. Approve signing of the contract with United Painting Plus, Inc. for exterior painting and gutter evaluation
4. Accept verbal and written reports as submitted

MOTION: Approve the Consent Agenda.

(A guest requested that the Policy Manual item be pulled for discussion, stating that there had been no input from the congregation. - Bylaws changes require congregational vote, but the policy manual reflects current practice and these changes are part of ongoing revision to make sure the document reflects how things are actually done. It is the board's job to carry this out.)

Unanimously approved.

IV. Old Business

1. One service or two? - Lorie and Sean (10 min)

In July we made a decision to go to a single Sunday service. Average attendance now is 129 and trending upward. We expect it to reach 140 by the end of December, which is close to what combined attendance had been for two services.

- What are Leia's thoughts on moving back to two services midyear? - It would be challenging for the Religious Education program.
- Alex reports that recruiting ushers, greeters, sound and slide crews would also be more difficult for two services.
- There is good energy in the sanctuary and the board is hearing good comments on having a single service. How do the ushers feel? - There is still enough room to place latecomers, though people do like to sit in their accustomed places.
- Maximum capacity is 220, but 200 is a better number for comfortable seating. The multigenerational services have extra people, sometimes for just part of the service.
- The sanctuary doesn't feel full yet. What was the attendance for Balloon Sunday? - 161

Let's stay at single service through this church year and reconsider in June. That will give RE time to gear up if there is a change.

2. Reconciliation training - Leia and Kelsey (15 min)

Leia has been in contact with the mediator / facilitator that Frank Dukes recommended. This person knows the congregation somewhat but is not a part of it. Before we go into serious talks with her, the board needs to make clear what it wants and what funds we have to work with.

- The UUA Southern Region might be a source for this type of work. It would require paying air fare. Also, there are pockets of distrust of the UUA in the congregation which might impede some of the work.

- Rather than calling it reconciliation, perhaps what we need at this point is a consultant or facilitator to determine the next steps for the congregation.
- We need to make the most of the time we have before a new minister is in place.
- The treasurer cautioned that the current surplus will only cover one month's worth of expenses. So much depends on the next pledge drive to know what state the finances really are in.
- The congregation is fractured and in need of healing right now. It would be a good investment.
- It might be more efficient to wait for a new minister rather than start a process with one person and then move to another. Addressing wounds is necessary; picking at wounds is not a good idea.
- Can we engage someone to talk with the board about possible strategies to address our needs?
- Is this conflict resolution, mediation, organizational dynamics? Do we need family therapy or in-services on the dynamics of the insults the congregation has suffered? What are helpful leadership styles? We may need less reconciliation and more PTSD treatment.

Get a quote for a three hour work session to brainstorm and help structure our thoughts. We will revisit this issue in December.

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

3. Decision on ministry for next year - Lorie and Ann (30 min)

The Executive Committee held two Zoom calls recently with Keith Kron, UUA Transitions Director, and Connie Goodbread, Congregational Life Staff of Southern Region UUA, to clarify information we have received on developmental ministry. We found that the application deadline is later than previously thought, extending to January 31st.

The major objective of the November 14th call on Keith's part seemed to be to find out how well we understand our own needs, how well they are formulated into goals for developmental ministry, how much congregational buy in there is, and whether we can afford a full time minister. He explained that the interim ministry program was completely reworked about the time we hired Erik. He was glad to hear we would be talking with Connie Goodbread on Nov. 19.

We have worked with Connie a lot in the past few years. She asked about what needs we feel the congregation has. She also asked us to fill out exit interviews for Chris and Erik, something that fell through the cracks earlier this year. She said she would consult with Keith and Christine Purcell, another transitions staff member, and make a recommendation for ministry next year.

They feel we don't have enough buy in from the congregation to settle directly into the work of developmental ministry and should take it slower as we engage the process.

They agreed that our church has three needs:

1. Minister needs to be relational, with a strong ministerial presence, inspirational - without being a savior
2. Minister needs to help us hold open emotional space where we can confront the difficulties within the congregation and begin to rebuild trust.
3. Minister needs to help us to set really vibrant Developmental Goals that will help us over the conflicts of the last ten years.

Their unanimous recommendation was Interim Ministry that helps set up vibrant Developmental Goals.

Discussion

- Think of these types of ministers as doctors. Interims are generalists, developmental ministers are specialists. Having an interim help clarify good goals helps us get the right specialist.
- How has the interim ministry been revamped? Another poor experience would be bad for this congregation. We need to be clear that it would be a good experience.
- Could we apply for a developmental minister, be turned down and still get an interim minister? - That seems clear.
- Kathleen Rolenz is currently serving as an interim minister. She is willing to talk to us about the experience.
- Lorie shared some of the developmental application questions with the CoM and asked them to survey the congregation for answers. CoM is concerned about the timeframe to get this done.
- We're getting a strong signal to go with interim ministry. If the process has changed, it may be a valuable thing to do.
- It seems that setting strong goals is really important. The strategic plan we developed in 2014 was a process that involved the entire congregation and really set our course for several years. It sounds like these developmental goals and congregational buy in are very similar.
- Choosing an interim ministry could cause a riot. There is so much negative feeling about our past experiences.
- We wouldn't develop much better answers in fourteen months than two. We know what the problems are. The last interim left a shadow beyond the period of interim.
- A small group quickly put together a first draft that covered 95% of the questions. We should put in an application for developmental ministry. If they say no, we can change to interim.
- It's easy to let the perfect be the enemy of the good in this situation. We should ask for what we want.
- A staff member said they would recommend an interim if we weren't in an unusual year without a minister.

- There is a bad feeling toward interim ministry in this congregation, but refusing to take their recommendation sends a message that we won't listen. Who would raise their hand as a developmental minister if we don't take the recommendation?
- We need more time with one person rather than a year of interim and then shifting to another minister.
- There are accredited interims with training who have been reviewed by peers.
- We're missing a lot of information. We need Keith to talk to all of us.

The consensus is that we need more information. Lorie will try to set up a Zoom call between Keith and the entire board during the first week of December.

Questions for Keith:

- How is the interim process different this time?
- What is an accredited interim?
- Considering the distrust, how can we get the congregation on board?
- Would a developmental request be honored at this time?
- We were leaning strongly toward developmental ministry. We're trying to reconcile our internal leanings with this new recommendation.

MOTION: Enter Executive Session with staff present.

Unanimously approved.

MOTION: Leave Executive Session.

Unanimously approved.

Summary - We reaffirmed the communication link between the Glenn Short Sanctuary Capital Endowment Fund Committee and the board and staff.

V. New Business - None

VI. Closing Activities (5 min)

1. Process Review -

- When we moved approval of the Consent Agenda we spent lots of time on the Policy Manual revision though it was not pulled from the Consent Agenda for discussion.
- The comments from guests engaged us unduly. When a new guest comes to the meeting, the President should briefly explain the process of making comments at the beginning of the meeting and thereafter guests will not be part of the Board's agenda unless they are listed as part of an agenda item. Otherwise the meeting moved efficiently.
- The one service versus two services discussion had good input from all and came to consensus pretty quickly.

- The reconciliation training discussion had everyone engaged with different views of a solution.
- The ministry next year discussion didn't reach a conclusion yet we decided we weren't informed enough and a plan was made to become informed. Lorie wanted to rush to a conclusion but a strategic plan on how to move forward was coming from among us .
- Things to do / communicate
- Ann - locate task for Task Force to Explore Ordination for Leia
- Sean - get attendance numbers for multigenerational services
- Try the microphone at the next meeting
- Lorie - schedule a Zoom meeting with Keith Kron
- Leia - confer with the mediation person

2. Closing Words - Breck

Dates to remember -

For December -

- UN flag
- LOAs
- Mediation consultation

Future topics -

- June - reconsider two services

Parking lot -

REPORTS

President's Report

President's Report

November 2019

Trick or Treating and bags of candy are but a dim memory and now the stores are filled with Thanksgiving centerpieces and bags of stuffing mix.

This month the Board will decide what type of full-time minister our church will have starting in August 2020. I am grateful for the many people who contacted me with their thoughts and opinions about TJMC's future ministry. The Board continues to receive new information every day about our ministry options and the timeline for application. I hope everyone will consider

coming to the Board meeting on 11/20 for the latest updates and be part of the decision making for our church.

The Stewardship/Pledge Drive Committee has met twice over the past four weeks. We have talked about what parts of the Pledge Drive have worked in the past and what parts we don't want to repeat. Here are some tentative Pledge Drive dates and events:

- Kickoff Feb.16 with PJs and Pancakes
- March 1 - Soup Sunday
- March 6 - Fellowship Dinner
- March 15 - Wrap up - Potluck Dinner

We have separated the pledge drive into a Financial Pledge Drive in February/March and a Time and Talent Pledge Drive in September. We recognize it takes both money and time to make our church function. I'm happy to announce that Danny Grey will organize the Financial Pledge Drive and Kay Frazier, our acting Volunteer Coordinator, is organizing the Time and Talent Pledge Drive.

The next Stewardship/Pledge Drive Committee meeting will be some time in December. All are warmly invited to attend so please stay tuned for the next meeting date and time.

At this Board meeting we will consider whether or not to stay with one Sunday Worship or return to two services. Sunday attendance numbers will help us make a decision. We will also be talking about inviting outside facilitators to TJMC to help us understand and reconcile the events of the past few years. We will be getting updates from several committees including the Glenn Short Sanctuary Capital Endowment Fund Committee and the Task Force to Explore Ordaining our Director of Faith Development, Leia Durland-Jones.

There is so much information available at Board Meetings. The meetings begin at 6:45PM but please come join us for BYO dinner at 6PM. All are welcome and encouraged to attend.

With Gratitude,

Lorie Craddock
President, Board of Trustees

3 Vice President's Report

Vice President's Report

1. Submitted Policy Manual Revisions for approval on the Consent Agenda for November.

2. Personnel Committee: We are reviewing Scott's Letter of Agreement and Job Description for it's update (due every three years.) WE are creating job evaluation forms for all Senior staff to be used at the end of this fiscal year. Each will be reviewed by staff before finalizing them.
3. I encouraged the COM to review the Council Structure: Social Justice Council, Community Life Council and Faith Development which are functioning and to question whether to revitalize Worship Council and the Administrative Council. This structure was the "bones" of how we functioned organizationally and COM might question if this is a good structure to move forward as we learn to manage our community?
4. Kay Frazier is continuing to investigate how we engage volunteers and how we should engage them. She will submit a report for next month.
5. We don't have a Building Committee nor a functioning Grounds Committee. I put a call out in the obvious ways to ask if anyone is interested in a Grounds Committee without results. I will pursue personal contacts and initiate kickstarting a working group. If there is to be a Building Committee the DAF will be essentially involved creating the job description for its work.

Sincerely, Elizabeth

Treasurer's Report

Treasurer's Report - November 2019

Both current year pledges and unpledged donations continue to be strong through October. While this is excellent news, we are also heading into the time of year when we typically suffer a slowdown in giving. This frequently results in cash-flow issues in January and February.

We need to keep reminding people that we need income throughout the year. Our reserves are depleted, and our budgeted expenses average over \$48,000 per month. The current surplus of \$45,000 will only offset cash-flow problems for a short while.

There is also the concern that some may see this surplus as proof we can quit being concerned about money for now, and nothing could be further from the truth.

That being said, this is still the best set of monthly financial reports I've seen in over two years. It is a testament to our membership that they have stepped up to this extent during this transition period. If we can build on this success, it bodes well for our near future.

Stan Walker

Assistant Minister's Report

Board report by Rev. Alex McGee

Written Nov 16 for Board meeting on Nov 20, 2019

WORSHIP

I continue to hear feedback that people find worship nourishing and pertinent to their lives. I am impressed with the many members who are solidifying teams of Worship Weaving, sound crew, slideshow crew, and ushering. The goal of inviting interfaith speakers is bearing fruit of building bridges and expanding cultural understandings, even in the very way we do our organizing and communication. I am grateful to the COM for helping with Xmas Eve planning. Worship content continues to meet our many goals of nurturing our children, cultivating spiritual growth, and growing in social justice awareness.

ADMINISTRATION

It is a pleasure working collaboratively with Sean (DAF), Leia (DFD), and Caroline (Office and RE Asst.). We continue to develop new understandings and processes as we move into new roles and fill in tasks that are not staffed at this time.

I have been supporting the Conflict Resolution Committee (CRC) in educating congregation members about the need to support the covenant of the congregation while keeping boundaries around behavior that is in line with our values. The needs of the whole must be kept in balance with the needs of individuals. There are many success stories of a person crossing a boundary and then willingly coming back into covenant and I hope that will be more and more lifted up by leaders. If a person is concerned that someone is excluded, that concern must be balanced with the steps for a person to make repair for harm. When board members are asked about situations involving members in behavioral covenant, I hope they will ask questions about how people are accountable to the well-being of all.

I have been attending many committee meetings and this allows me to help committees connect dots to other groups and activities, to suggest resources, and to look through a lens of mission and vision. Meetings attended: COM, CRC, Stewardship, Staff, Worship Weavers, and more.

The Monitors on Sundays have been extremely helpful in handling questions about mission, vision, transition, and other questions that arise so that I can focus on worship and pastoral issues.

The efforts of the Communications Committee and the new Involvement Facilitator can be an important way for new members to find their way into meaningful roles and for longer term members to hand over the baton.

PASTORAL CARE

I have been available to individuals for meetings, hospital visits, phone conversations, through written support. The pastoral visitors continue to support people in longer term transitions. Carenet has been offering support to people in unexpected challenges.

SOCIAL JUSTICE

This is primarily being led by lay leaders of the Social Justice Council and groups within the congregation that do education, outreach, and service. Many members find their greatest meaning and connection through these activities.

TEACHING/ FAITH FORMATION

Because we do not have a lead minister and because I am tasked with organizing worship, I am not teaching classes this year. Leia Durland-Jones, Director of Faith Development, has continued to organize rich and diverse offerings and coordinated with lay leaders.

PROFESSIONAL DEVELOPMENT AND MUTUAL SUPPORT IN WIDER UU MOVEMENT

I seek to attend monthly regional gatherings of UU religious leaders. This allows me to discuss best practices, engage in meaningful conversation about questions of deep justice in our movement, and support colleagues in change and well-being. I also spend a little time reading newsletters from national organizations about health of faith communities, and as pertinent, I forward these to congregational leaders. I attend a monthly gathering of women interfaith clergy, which nourishes me and helps me be poised for quick collaborative action if/when a crisis occurs in our town. I hope the board will continue to learn about the many different local, regional, and national aspects of our UU movement, the many specialized focus groups, and will consider signing up for UU lay leadership trainings so you can meet other people grappling with the same challenges and opportunities. If you go to the UUA webpage or Southern Region webpage for five minutes a week, you might find things that help you in surprising ways.

Director of Faith Development's Report

Report to the Board

November 2019

Leia Durland-Jones, Director of Faith Development

Children & Youth Religious Education

· Our children's RE classes are going well with solid participation and wonderful volunteers. I am grateful for RE Committee members who offer their leadership in a variety of ways—staffing the RE table in the social hall and welcoming families at the door on Sunday mornings, serving as liaisons to each RE group, volunteering in the classrooms and striving to insure that our children and youth RE programs are the best they can be—fun, meaningful, inclusive, and responsive to the needs of the participants while emphasizing our UU values and theology! What a wonderful team to work with.

- The elementary racial justice lessons written by Elaine Chapman, Linda Dukes, Dinny Jensen and Camille Thompson are being edited based on feedback from Greg Boyd, a black UU religious educator. Greg was hired as a consultant for this initiative. The grant we received from the UU Sunday School Society allowed us to finance this effort.
- Our Coming of Age program had a fun “late night at church” event in November. Youth will be paired with their mentors in December.
- Our senior high (10th-12th) grade youth group Young Religious Unitarian Universalists (YRUU) is working in several service projects within the congregation that will connect the youth to our younger children and middle school youth.
- We are already in contact with the Appalachia Service project about our service trip next June. In support of this and other youth leadership development opportunities, please be sure to purchase an Attractions Coupon Book in the social hall on Sunday. This is a wonderful fundraiser supporting our youth’s opportunities to engage in the wider world.

Adult Programming

Ongoing Adult Faith Development classes are:

- Short Story Reading Group, Tai Chi, Wednesday Wonderings (led by Lou Centore), a weekly gathering to discuss our ministry theme of the month
- Upcoming class this semester: Women’s Winter Solstice Circle (led by Michelle Goodrich)
- Winter/Spring semester, 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 also hope to have some opportunities that allow participants to engage with environmental issues of concern. There will be another racial justice offering led by Linda Dukes and Diane Ober. The Women’s Dream Quest returns in February.

Multigenerational Programming & Family Ministry

- 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. Please see my suggested chalice lighting for the week in the Faith Development weekly email.
- Our all church holiday party, organized by the RE Committee and parent volunteers is Saturday December 14 from 2:00-4:30. Please note the new date.
- Caroline will be putting together the board game box for the social hall so that anyone who wishes can join in a board game on Sundays during fellowship time.

Worship

- Children’s Worship continues to be an important part of our congregation’s faith development. Many thanks to Ian Doran and Margaret Gorman for each leading a Children’s Worship service while I was away on Sundays in October and November.
- Our Contemplative Worship is on Wednesdays from 11:30-12:30 and is a wonderful part of our church’s rich worship opportunities.

- I will be weaving our annual Multi-Bread Communion Service with Margaret Gorman on Sunday November 24. I am inviting members of the congregation to make bread for the service—please let me know if you would like to make and bring a loaf.

Stewardship

- I attended the two most recent Stewardship Committee meetings and am appreciative of the other folks, including Board members, who have been in attendance at these meetings and providing leadership and support for our stewardship efforts.
- Carol Gardner deserves much thanks from us all for her leadership in helping organize the fall auction. Thank you Carol! I've been involved with some behind the scenes support for this event and really appreciate all that Carol has been doing.
- Thanks also to Lorie and Beth for their willingness, work and leadership for Soup Sunday.

Professional Development

- I attended the annual Fall Conference of the Liberal Religious Educators Association (LREDA) in Baltimore November 14-17. The programming, entitled "Theologies of Suffering and Wholeness: Companions in Liberation," was excellent and thought-provoking. I look forward to sharing more of my learnings in the coming months. It was especially lovely to be with Lenore Dukes, a graduate of our RE program who now serves as the religious educator in Lancaster, PA. This was Lenore's first Fall Con and it filled my heart with happiness to be there with her.

Director of Administration of Finance's Report

1. DAF Position
 - a. Emergency Preparedness for Snow
 - Sean will make sure that we have enough salt / sand to cover lots and sidewalks by 11/15/2020 (Completed)
 - Sean will partner with Jim S to see if there is any snow equipment we may need to replace or purchase
 - In the event of snow Sean will contact local staff to find out current conditions in the area and discuss if we need to close.
 - Sean will contact Lorie and the communication committee if there is a need to close the church or church offices.
 - Sean will contact any affected renters / building users.
 - If needed, Sean will contact Fred of See Windows, INC to remove snow from parking lots
 - Sean will contact Jim S to find out if he is available to shovel walkway

- b. DAF Hours for October: 160

2. Finance

a. October 2019 Reports: Statement of Activity

	Jul – Oct 2019	Jul – Oct 2018
Total Revenue	\$221,477.93	\$146,488.23
Total Expenditures	\$175,815.21	\$163,410.96
NET OPERATING REVENUE	\$45,662.72	\$ -16,922.73

- b. Working with Christina to make sure all insurance reimbursements are completed.

c. Rental updates:

- i. New Renters : Elaine Alpern Sanctuary for music school application
- ii. Returning Renters: CHEC, Kaplan, CFOOT (Last meeting), Latifa Kropf (High holy days), Karen and Dan Foley, ACORN, C-ville Time Exchange
- iii. Rental Income for October: \$5362.00

3. Facilities

a. Grounds

- i. Worked with Sallie and EB on Nov 22nd grounds event with volunteers
- ii. Ordered 2 32 gallon trash cans for outside

- b. Building – Front of Summit house porch is rotten and needs repairs.

c. Repairs

- i. Repair Document Link:
<https://docs.google.com/document/d/1OLkvJvRcT-esb9nMaP78AIPyTCcsWvocCZlorFnX0tc/edit?usp=sharing>
- ii. Light bulbs out in LH1 and LH2 LDJ Completed 11/1/19
- iii. Replaced bulbs in Social hall hanging lights 11/1/2019
- iv. Broken lock on women's middle stall door AM Completed 11/8/2019
- v. Leaf removal on roof and in gutters - Completed by Fred 11/8/2019
- vi. Front door of Summit Hall broken STS Completed 11/11/2019
- vii. Ordered replacement shelf for SH refrigerator
- viii. Fixed loose sink in SH kitchen 11/15/2019

Wins:

- Credit Cards and Quicken are caught up within \$1000
- Check signing has improved
- All credit cards are now in my control

Opportunities:

- Line of credit is still in Christina's name – one more form for her to sign
- Need to establish routine for double checking calendar events and over scheduling
- Rental follow up – will create a sheet by month to track rentals, payments, communication (1 week out) and issues.

Membership Report

To: Board members

Re: October 31, 2019 Membership report

TOTAL MEMBERSHIP as of September 30, 2019: 357

Add:

Hasty M. Horn, Oct. 20, 2019

Thomas O'Brien, reinstate, email to office, Oct. 24, 2019

Drop:

Tavares, Stephen, resigned via email, Oct. 24, 2019, archive

Taverna, Kristin, resigned via email, Oct. 24, 2019, archive

TOTAL MEMBERSHIP as of October 31, 2019: 357 members

Sally Taylor, Membership Tracker for TJMC Membership Committee

Personnel Committee

Task Force to Explore Ordaining Leia

NOTE: The portions in blue are newly added.

Report from the Task Force to Explore Ordaining Leia

We envision the professional leadership of our church guiding us through a time of reconciliation, revitalizing our loving community, moving us toward fiscal stability, and empowering us to live according to our UU principles and values. We look to our professional leaders to lead with wisdom, dedication, and clarity and to connect to all parts of church life. We want our professional leaders to work as a team, supporting each other in their individual roles, consulting with each other so every aspect of church life receives the benefit of their collective wisdom and coordinating their efforts to provide cohesive leadership. We need professional leadership to guide the internal workings of the church, supporting our committees, listening to our congregation, inspiring us to greater understanding and growth and we need professional leadership to engage in our greater community so our values are represented in Charlottesville.

In our faith tradition, there is a typical path to ordained ministry that includes a Master of Divinity degree and fellowshiping by the Ministerial Fellowship Committee of the Unitarian Universalist Association. It is true, and has been true for over 350 years, that local Unitarian Universalist congregations have the ultimate authority to ordain their own clergy. As has been our tradition, congregations are entitled and have the power to identify and call forth those whom they deem to be their minister.

Leia Durland-Jones has been steadfast in her dedication to our church community these last 27 years. With integrity, professionalism and kindness, she is a role model to us all. She lives our UU values in her every word and action. Throughout our congregation's struggles, Leia has provided a thoughtful, calm and wise voice to guide us. She understands our church, our history and our people. She has dedicated her life to our care. Leia has ministered to all of us with her compassion, acceptance of differences, and firm guidance. She has been one of our most valuable ministers. We need her leadership to guide us forward to be the vital community we can be. It is time for our congregation to formally empower Leia as one of our ordained clergy.

How did this task force come to be? Why now?

Over the years, many of us have appreciated all the ministerial work Leia does in addition to all her religious education duties. She provides ministry to our congregation at many levels: in pastoral care, in the pulpit, in stewardship, administration, spiritual development, rites of passage, worship, senior leadership and overall care for our congregation. She has dedicated her life to care for our congregation. When we learned that churches can ordain ministers outside of fellowshiping, we began to investigate the possibility of ordaining Leia.

We thought deeply about the pain and fracturing that our beloved community has suffered in recent years. We thought about the need for reconciliation and healing. And, we thought about what we need in our church leadership. We need leaders who understand our needs and are willing to work hard on our behalf. We need leaders with integrity, wisdom, perseverance, tolerance, kindness, and a steadfast dedication to living according to our UU principles.

We realized that Leia is such a leader and has been such a leader for decades in our church. She knows our history and our people and has stayed committed to us through all our struggles.

As we continued to explore, we realized that we had a lot to learn about all the complicated questions related to ordination before we could bring this exploration to the congregation. We have

begun to answer these questions and we are presenting this information to the congregation in this document. We hope to have congregational conversations soon in order to find out more questions that people have and to find more answers together.

What would Leia's title be?

Leia would be our Minister of Faith Development, Reverend Leia Durland Jones.

What benefit does ordaining Leia bring to our church?

We recognize that Leia has been and is a minister to us. She has provided tremendous service to us in her role as Director of Faith Development, but she has served as even more than a religious education director for decades. Ordaining Leia would formally recognize her ministry.

By ordaining Leia we would also be formally recognizing her as a leader of our church. We would be stating that we believe she is one of our leaders, we want to empower her to continue to lead and we need her wisdom and experience in church leadership.

What is the vision of ordaining Leia?

We envision Leia's ordination as:

- a public recognition of Leia's gifts and contributions in long ministry to TJMC UU, and a calling forth of her ministry in new ways
- a milestone in affirming our ideal of collaborative leadership that is intentionally anti-oppressive, non-hierarchical, and multicultural
- a platform from which to launch us into the church we aspire to, the church our community needs
- 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 would be ordained by our congregation and her ordination would not travel to another congregation unless they choose to recognize her ordination, which is their right.

What does ordaining Leia bring to our church?

Ordaining Leia begins to stabilize our church by bonding to us the leadership of our longest-serving, incredibly dedicated, and very effective minister. It promises us that we, and our children, will be able to experience Leia's ministry, undiluted, unmoderated and even amplified. It sets the stage for bringing in a settled minister whose skills complement Leia's and whose success will be substantially magnified by having Leia's leadership, experience, and relationship with our congregation. It places our church in the forefront of organizing and operating in the way we want the world to be.

Does the UUA support this kind of ordination?

The task force has consulted and interviewed many key UU and UUA leaders, and will continue to do so. As Connie Goodbread, Acting Co-Lead of the Southern Region Congregational Life team explains it:

There are two kinds of ordained ministers in Unitarian Universalist congregations:

- Fellowshiped ministers who obtain a master's degree in divinity, meet the criteria listed by the UUA and are ordained by a congregation.

- Ministers ordained to the ministry of a particular congregation, not recognized to UU Ministry in general.

Would ordaining Leia mean we would have 2.5 ministers?

We currently have one half-time assistant minister. When we ordain Leia we will have 1.5 ministers on staff. If and when we hire an interim, then we will have 2.5. So, yes, we would have 2.5 ministers once we ordain Leia and also once we call our interim/developmental/settled minister. Alex will continue in her role as half-time Assistant Minister.

Leia will still lead our Lifespan Faith Development program as she has done for 27 years, so we will not be adding another staff member. Leia has been functioning as more than the Director of Faith Development for many years. She provides pastoral care, worship, administration, and leadership to our congregation beyond our Faith Development program. As one of our ordained ministers she would continue as a minister in our church and her ministerial role would be formalized.

Does ordaining Leia mean she would be a settled minister in our church?

No. When ministers are "called" by a congregation via a congregational vote to be their settled minister, they are in essence "hired by the congregation". Ministers who are not called by the congregation are hired by the Board. The Board may ask for a congregational vote of affirmation for the Board's recommendation to hire a non-called minister, but ministers who are not called by the congregation are responsible to the Board. They are not considered "settled" ministers. Leia can be ordained by our congregation and serve as one of our ministers without being one of our settled ministers.

Will we need to change our bylaws in order to ordain Leia?

Several people have reviewed the TJMC bylaws and found that the only the part of the bylaws that apply to ordaining ministers is:

ARTICLE XIII - Minister(s) XIII.1 – Fellowship. All candidates for Settled Minister(s) shall be in fellowship or in process of fellowship with the Unitarian Universalist Association.

So, No. Ordaining Leia is not calling her to be a settled minister; this section does not apply. No changes in the bylaws are necessary to ordain Leia as one of our ministers.

Are we endorsing a collaborative leadership model with this action?

Yes. We envision a leadership model in which all staff work cooperatively with each other, contributing their expertise and experience to the mission of the church. Our ministry would be based on professional collaboration instead of a traditional hierarchical model. We would expect our model to repel egotists and attract collaborative, mission-oriented leaders. We would hope to leave latitude for Leia, the new settled minister, and all staff to work together to define their working relationships.

What would be Leia's role?

The culmination of this exploration would be that Leia would be one of our ordained ministers. Leia and fellow ministers would work together to decide how to share the ministry to best use the strengths and skills each one brings to our congregation. We would expect all members of the leadership team to engage effectively in stewardship.

Leia would continue to do many of the things she already does for and with us. She would still be involved with Faith Development for children, youth and adults, provide pastoral care, participate in all strategic and programmatic planning, and support volunteers in various aspects of church life. We would see her in the pulpit, beyond intergenerational services.

We would bestow on her through the act of ordination the title “Reverend.”

How would this affect the current Assistant Minister and her ministry?

Alex is beloved in this congregation; her ministry and presence are very important to the life of our church, and we would expect to preserve her contributions much as they are today. We would expect to see her gifts in the pulpit and in pastoral care, among other places.

We all agree Leia is a beloved treasure in our leadership. How do we separate the difficulties of ordination from the personality of the person we are talking about?

Sensitive though it is, it is part of the process to ask questions, raise issues, and ultimately to vote. And while we can say that “we’re talking about the position, not the person,” we are, in fact, talking about one of our own. Leia understands this. We have to believe that these discussions can happen under the protective mantle of courtesy, respect, and openness. The task force has included Leia in our meetings, and we hope she will be included in your discussions.

What are the logistical details of an ordination?

This task force won’t tackle that question, joyous though it would be. The UUA provides information and an Ordination and Installation Manual:
<https://www.uua.org/careers/ministers/becoming/ordination>

What financial planning comes with ordaining Leia?

The UUA Fair Compensation Salary Recommendations for Leia as our Director of Faith Development with 27 years of experience are similar to those for an Assistant Minister. Sadly, all our staff are paid significantly less than the recommendations and Leia is paid nearly \$10K less than the Fair Compensation salary recommendation. We are committed to providing all our staff with equitable pay and benefits, and our plans to move out of our current financial stress will reflect that goal. As our congregation moves forward with long range planning, we expect that all our staff will be compensated at the recommended levels.

Why doesn’t Leia have or go get a Master of Divinity?

Nearly every organization, recognizes lived experience as equivalent to higher education. It isn’t in Leia’s, her family’s, or the church’s enlightened self-interest for her to pursue a degree in divinity now. Leia wants to continue her ministry in our church. If she were to pursue being a fellowshiped minister she would likely have to ultimately move to another congregation.

What qualifications do we want in our ordained ministers and does Leia have those qualifications?

We want our ordained ministers to:

- Have sufficient experience to be able to minister to the needs of our congregation including the needs for fiscal responsibility, stewardship, strategic and program

planning, faith development, pastoral care, a commitment to social justice and a prophetic voice in the pulpit.

- Have the wisdom and maturity to guide us in reconciliation, healing, and growth
- Exhibit integrity and professionalism in all the work of our church
- Lead with compassion and understanding of our differences while emphasizing and building on our shared dedication to the UU principles
- Have knowledge and experience of working with teams of congregants and professional staff to ensure that our work and missions proceed according to our goals

Leia has all these qualifications and more and she has demonstrated these qualifications in decades of service to our congregation.

Appendix

Notes on Conversations with Advisors

Notes from Dawn Dirks' conversation with UU Minister, The Reverend Dr. Linda Olson Peebles, President of the Unitarian Universalist Ministers Association for four years.

<https://www.uucr.org/connect/get-know-us/staff/rev-dr-linda-olson-peebles>

1. It is important for the congregation to know that it has only been since consolidation of Unitarian and Universalist associations that the UUA has become involved in the process of determining who can be ordained. Although membership in the UU Ministers Association is offered to people who get credentialed by UUMA and get ordained by a congregation, Linda Olson Peebles does not consider ordination of ministers by congregations to be a renegade action. There is a long tradition of congregational polity for ordination.
2. The UUMA is moving away from the idea of a learned ministry and toward the idea of a learning ministry for the UU faith. This means that the UUMA is recognizing the importance of learning that takes place on the job.
3. In many ways, Leia's leadership exemplifies the qualities that ordained ministers look for in colleagues:
 - a. She knows how to do collaborative leadership.
 - b. She is committed to continuing education. For 27 years, she has continued to participate in training.
 - c. Leia has a valuable quality of understanding covenants and boundaries within congregations.
 - d. Leia is looking toward the well-being of the whole community/congregation.
4. Linda noted that Leia has the qualities necessary in a person who is qualified to be ordained. She said that Leia IS IN FACT respected and acknowledged as qualified for this role by ministers and UU professionals outside of our congregation.

5. Ordaining Leia affirms/confirms how we feel about her and her role in church leadership. It will help guide us to a new minister who wants to work with Leia.

Pam McIntire's notes from her conversation with Connie Goodbread, Acting Co-Lead of the Southern Region Congregational Life staff team

<https://www.uua.org/offices/people/connie-goodbread>

I spoke with Connie about how we can explore Leia's ministry in our church. She emphasized several points.

- There are two kinds of ordained ministers in Unitarian Universalism
 - Fellowshiped ministers who go through the process of getting a masters in divinity degree, meeting the criteria listed by the UUA and then ordination by a congregation. Fellowshiped ministers can go to other congregations and be recognized as an ordained minister.
 - Ministers ordained to the ministry of a particular congregation, but not recognized to Unitarian Universalist ministry as a whole.
- A congregation can recognize a minister in their midst when someone has the skills of a minister, including diplomacy, staying power, leadership, and wisdom.
 - This minister would not be recognized as a fellowshiped minister and would not be able to be a minister in another congregation.
- The UUA wants to maintain a high quality of standards for ordaining ministers and Connie feels that we should even raise the standards to include the levels of emotional maturity and leadership that Leia possesses.
- Sadly, even within our beloved Unitarian Universalist Community, there is a hierarchy of leadership that disempowers leaders who are not ordained ministers even when they have been steadfast, wise, leaders in our communities for decades.
- Historically, Leia has frequently not been awarded the respect that she deserves by other ministers. Ordaining her in our congregation, would make the statement that, to us, she is a minister and we want her to be treated as a leader in our congregation with the respect she deserves.
- Connie fully supports our ordaining Leia as a minister in our church.

Elizabeth's communication with Jan Gartner, Compensation and Staffing Practices Manager, Office of Church Staff Finances, (617)948-6424 jgartner@uua.org

From: Jan Gartner <jgartner@uua.org>

Sent: Monday, August 19, 2019 10:56 AM

To: Elizabeth Breeden <brs@cstone.net>

Subject: RE: advice on who to call

Re ordination, I appreciate you asking. Here's the UUA's position on ordination. Yeah, it's a mixed message: yes you can do it and it's an important part of our polity, but we don't advise it.

Personally, I am generally not a fan of this kind of ordination, and in your situation it gives me pause for a couple of reasons:

- It can be confusing, since the ordination/ministerial designation granted within your congregation may not be well understood outside of it. Would she be a UUMA member and held to those standards of accountability? Would she use the title in her LREDA/denominational work? As you are on a path to bringing in a new lead minister, what would be the implications for their relationship? I am wondering if Leia is feeling the need to solidify her standing in some way in the context of this transition. How does it relate to your discernment about the leadership model? Taking this action without being completely clear about where you are heading with your leadership model may be putting the cart ahead of the horse, yes? I would not want to see this backfire or give a potential incoming minister pause. In short, perhaps the goal is clarity, but I believe it could have the opposite effect.
- It inadvertently reinforces the long-held mindset that you need to be a minister for your leadership to truly “count” within our Association. What does it mean when a fantastic, highly-valued religious educator feels the need to get ordained in order to have her role be fully validated? Believe me, as a Credentialed Religious Educator working in a highly minister-centric area of the UUA, I get it! At the same time, having strong, non-ordained religious educators in key UUA and congregational positions has been powerful in helping disrupt some of our operating assumptions – and I believe it has elevated religious educators in their own right.

What do you think Leia is looking for? Might there be another way to achieve it? Maybe in the end, this is an appropriate step to take – but with the blessing of your next settled lead minister? All of this said, Leia is a fine religious educator and human being – a blessing to your congregation in good times and difficult times alike. If you choose to ordain her, I know it will be a much-celebrated occasion within and beyond your faith community.

Jan

Karen Prairie's Notes from a conversation with Rev. Keith Kron, Transitions in Unitarian Universalist Association Ministries and Faith Development
<https://www.uua.org/offices/people/keith-kron>

I spoke with Keith Kron and he is very supportive of our congregation ordaining Leia..

Here is a summary of what he had to say:

There is some precedence as several congregations have ordained their Music Ministers. I have the info on which ones and who that we can reach out to. Also, this is becoming common in UCC to ordain people because of the ministry they have been doing.

The UCC model means the ordination pertains only to the ordaining congregation and not for the entire denomination.

The shared ministry model is trending in our denomination, so it's definitely the right direction to go. Which is to say, I think we'll find someone who wants to come to Cville under that model.

In ordaining Leia, we would be honoring what she has done. We would be living our values and validating her ministry. It's an important ministry in our church. There are multiple ministries happening all the time. It was not radical when we introduced the Ministry of Religious Education.

Elaine Chapman's summary of her conversation with Makanah Morriss, UU Minister

<https://www.uuma.org/person/8364525/Makanah-Morriss.htm>

On 9/20/19, I spoke with Makanah Morriss, a retired minister who lives in Lynchburg. She made these points:

- She acknowledged that Leia is "well-known and a most excellent" UU professional with 27 years of experience.
- Makahah is aware of the congregation's past, and affirmed that Leia has been a "steady center in all the transitions over the years"; she has been the "key to health and strength in this congregation".
- Ordaining an individual without a MDiv degree has been done before and Makahah stated that the congregation has the "right to ordain and call her".
- Makanah has talked with her ministerial colleagues who agreed that "once in a while something like this happens."
- Ordaining Leia would "recognize her (Leia's) breadth of expertise and elevate her 'ministering' all these years".
- To gain input from the congregation, Makahan suggested that the task force ask members what their experience has been with Leia. In doing so, it should reveal a wealth of support for this endeavor..

Glenn Short Sanctuary Capital Endowment Fund Committee

To: TJMC Board of Trustees

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

October, 2019 Report

We received design build proposals from the following HVAC Contractors: Colonial Webb (Jonathan Bell), Airflow Systems (Jimmy North), Jones Heating and Air (Justin), Fitch Services (Chris Fitch), Beck Cohen (Brian Donovan) Duct-Rite Mechanical (Joe Smith). The following companies declined bids: Robertson Electric, W.E. Brown, Albemarle Heating and Air. The committee met with John Semmelhack to review the proposals. John agreed to produce for us a set of requirements to the participating HVAC contractors so that their bids would be comparable to one another. John advised that conversion from a radiant floor heating system to a hot air system delivered through the present duct system will necessitate one or two large fans to circulate the air so that the sanctuary will be evenly heated in winter.

Don contacted Joel Loving of TJJ Environmental Health Consultants who tested the flaking paint on the exterior of the original church building. The paint contained lead. He recommended three painting companies who were certified for lead abatement and had experience painting restored buildings. We contacted United Painting, J & A Painting and Rainbow Painting about lead abatement, exterior painting and gutter system repair. Since we are in an architectural control district, we need permission to alter the external appearance of the church gutter system. We have determined that we need to install additional downspouts in order to prevent the water damage to the sanctuary and playground door area and we will need to obtain BAR permission to do this. The December meeting of the BAR is on Dec. 17 with the application due on Nov. 27. We need to submit plans and photos of the proposed changes in the external appearance of the gutter system. We do not need BAR approval to paint the exterior of the building or replace the Rugby Road doors.

Dick and Sally met with the church Aesthetics Committee who approved the painting of the exterior of the original church building using the present paint colors. Donna Redmond will determine the paint colors. They also approved the concept of large circulating fans and the installation of insulating interior storm windows on the sanctuary windows pending approval of the actual designs by the committee. They also tentatively approved the replacement of the Rugby Road doors with ones that match the stained wood appearance of the Edgewood Lane doors but with one panel of safety glass. We will consult with the fire marshal about requirements for those exit doors and give the committee our plans for final approval. The Edgewood Lane doors are ok with the fire marshal but not ADA compliant which means that we may want to replace them too. If so, we will need BAR approval since the new doors will necessitate a slight change in the size of the door opening.

At our meeting on Nov. 8 we met with John Semmelhack whom we are paying for his consultant services. We now have specs to send to all the HVAC contractors (now including John Semmelhack's partner's company) so that we will have comparable proposals from all of them. The deadline for replies will be in two weeks. We should have a plan by Dec. 5.

We decided to accept the bid from United Painting for doing the lead abatement and exterior painting. They are the lowest bidder and were recommended by Joel Loving and are certified for lead abatement. We need to talk with them about how to handle the gutter situation. They want to do the work as soon as weather permits which means that signing the contract soon is important to them. My big concern is that if they do remove the gutters to paint the fascia boards underneath, I want the gutters back up as soon as possible. We cannot proceed on the downspouts until after the Board of Architectural Review approves our plans. Breck has agreed to help. Our next meeting is on Dec. 3.

Respectfully submitted, Sally Taylor

IMPACT Report

CORRESPONDENCE

10/29/19

Dear Lorie

I strongly support the hiring of a Interim/Developmental minister to start August 2020.

There will be plenty of time for us to enjoy visiting speakers.

I appreciate your leadership during this transition.

Mary Rose
