

Thomas Jefferson Memorial Church - Unitarian Universalist
BOARD OF TRUSTEES MAY MEETING
MAY 27, 2020

6:00-9:00PM
Board Meeting

Minutes

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
 - Board communication tools and strategy

In attendance – Sean Skally - Ex Officio, Ann Salamini - Secretary, Lorie Craddock - President, Leia Durland-Jones - Ex Officio, Breck Gastinger, Pam McIntire, Elizabeth Breeden - Vice President, Stan Walker - Treasurer, Alex McGee - Ex Officio, Liberty Powers, Beth Jaeger-Landis, Kelsey Cowger, Scott DeVeaux (DOM)

Absent –

Guests - Bev Ryan, Dave Shutt, Marlene Jones, Donna Redmond, Marian Wendelin

I. Opening - Opening/Closing Words (Elizabeth), Snacks (BYO), Timekeeper (Breck), Process Observer (Liberty)

- Opening Words - Elizabeth
- Community Time / Public Comment - (limit 2 minutes/person verbal, otherwise written)
 - Marlene Jones - (see letter in correspondence) - recommends doing one thing per virtual congregational meeting so we learn incrementally. This incremental approach should encourage participation. Also, lasting decisions can be made when properly prepared for.

1. Acceptance of Agenda

MOTION: Accept the agenda.
Unanimously approved.

2. Correspondence (see text at end of minutes)
 - Karen Foley - on need to pledge to support interim ministry
 - Susan Frederick-Gray - UUA recommendations on reopening
 - MJ Lightbody - Thanks for communicating progress on interim search
 - Marlene Jones - Suggestions for holding virtual congregational meetings

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

1. President's Report (written) - Lorie Craddock
Exec decided to try to hire Ellie Ransom to make videos in support of Sunday worship, the funding to come from the Music/Pianist line.
Alex shared that hiring is not the right word; Ellie would be an independent contractor.
There are limited funds which are needed to cover many needs.
2. Vice President's Report (written) - Elizabeth Breeden
Elizabeth showed photos of saved lumber and pew fronts which have been stored. She would like to offer them to the auction or Clergy Collective. There is also a large podium which hasn't been used in years; it bears a dedication plaque.
The Sanctuary has been mostly painted in a pale blue with white trim. Aesthetics committee feels it looks ethereal and sanctuary-like.
Questions -
 - Can the pew fronts and pulpit be sold?
 - Suggest asking Apostle Sarah Kelly, a member of Clergy Collective. Her church has had a recent flood.
 - Advertise this in the congregation to get opinions and feelings.
 - Decision was made to hold this decision.
 - Alex asked that these items be stored in a place that is not a fire hazard.
 - Is there a date for the yard sale? - The in-person yard sale has been canceled. An online yard sale of furniture will take place over a few days around the usual time, August 22-23. - Let's advertise the date. It will give us hope.
 - Can we discuss whether having a member of personnel on the interim search committee would have been helpful? - It seems the work of Personnel would have been easier if they had been in the loop and it would have been helpful for the search committee to know in advance what the process would be to make the contract.
 - We need a time capsule with this info for the next time.

- Can we write it into the Policy Manual? - The process may have changed by the next time we do it, making this information obsolete before it is needed.
- Ask search and personnel to write up these ideas.

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

The PPP loan came through in the amount of \$83,022, That means our financial problems are solved for the time being. We will do everything to be sure these funds are spent in a manner and time frame to be forgiven, so I'm considering it as income rather than a loan.

4. Lead Minister's Report - position vacant

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

Thanks for all the work you are doing and the suggestions you are making as to how to proceed. This goes for other staff involved in worship as well.

Note: Alex has already postponed her 1 month of study leave because of the pandemic. Her sabbatical is planned for January - May, 2021. She is also due one month of study leave.

Is there a way you could take some leave before Rev. Linda comes? -

Alex will think it over. There are things that need to be done to prepare for her arrival.

Thanks for the flexibility everyone has been exercising to make things happen during this time.

Scammers have made false emails in Alex's name. Is there any way to make that stop?

- We need to keep the word going out to congregants that this is a scam.
- Staff has brainstormed how to advertise that in new ways.
- It seems to be the title Reverend that invites this kind of scam. - That's right. We have a public facing website which makes this likely. The less successful the spamming is, the more they will leave us alone.

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

Leia highlighted adult faith development collaboration with other congregations. It will give more offerings and a chance to get to know other UUs in the area.

She invites people to attend GA. The cost of registration for the virtual general assembly is \$150. There are some funds available for financial support. Link to register:

https://uua.ungerboeck.com/prod/emc00/PublicSignIn.aspx?&SessionID=fg5fdnfg1ejpfgk&Lang=*

This year's Coming of Age group will lead this Sunday's worship.

Leia is in discernment about how much and when to take vacation this year. She is watching family worship numbers and the needs of families.

7. Director of Administration and Finance Report (written) - Sean Skally
For the year we are above in total revenue in relation to last year at this time, but for the month we are down \$10K, mostly in decreased unpledged donations, miscellaneous fundraising and rental income.

Sean signed paperwork for PPP but doesn't know when it will be deposited. He has applied for a Church Mutual grant. There are no rentals but one renter has asked if/when they can come back.

The office has a new, color-capable printer. Breeze, the replacement for Power Church, will start up the first of June, yielding a savings in cost and time, as it is less cumbersome to use.

Sean will be permanent tech support on Sundays until/unless he gets a second part time job.

Questions:

- Plate cash is recorded as zero. How are text donations going? - Social Actions have been good, averaging \$2-3000 per month. Plate cash actually totals \$900. We are losing \$1500 - \$2000/month in rentals.

8. Director of Music Report (written) - Scott DeVeaux
Since the last report, he has made a more specific account of how he has spent his time. He has talked to people who have done a virtual choir. He feels he will be able to do it, but it takes 40 hours to edit a 2 minute video. They are aiming to do the two part English / Hungarian partner church hymn for July.

Congratulations on the progress you are making in your presentations. They are very enjoyable.

9. Membership Report (written) - Sally Taylor
Total membership stands at 377, unchanged from April 2020.
10. Board Liaison Reports
 - Volunteer Coordinator - No Report

- Glenn Short Sanctuary Capital Endowment Fund Committee (written) - Sally Taylor
- Personnel Committee - see VP report.
- Interim Search Committee Report (written) - Pam McIntire
- Task Force to Explore Ordaining Leia (written) - Pam McIntire
- Music Committee - No Report

III. Consent Agenda / Electronic Motions

1. Approve April 2020 Board Draft Minutes.
2. Accept revisions to pp. 47-63 of the Policy Manual.
3. Accept verbal and written reports as submitted.

MOTION: Approve the Consent Agenda as written.

Unanimously approved.

IV. Old Business

1. PACEM Update - Elizabeth (5 min)

We presently have one lady in residence in Summit House. There probably won't be more than two for June as this is used for overflow from the hotel housing that PACEM is primarily using. PACEM staff are following CDC guidelines for cleaning, etc. Walter is checking that the doors are locked each day.

2. Music Committee Update - Kelsey (10min)
Deferred to next meeting.

3. Budget / Loans Update - Stan and Sean (20 min)

We are currently down \$30K for the year though the new loan puts us in the black. We have two months worth of money without the loan but will likely end the year pretty well.

- We have two months to spend the PPP money; anything we don't spend has to be paid back. This date falls at about the time of the first paycheck for the new minister. The loan information received is changing, but Sean will be sure we use it in payroll.
- The EIDL loan is approved but we don't know how much we will get.
- Sean is looking for grants.
- We will end the year better than we expected earlier. We've also saved \$1500 over last year.

Discussion -

- Can we pay people in advance in order to use up the money? - Sean will look into that.
- It's clear how much Sean is doing to hold us together. His job requires much more than $\frac{3}{4}$ time. - Now that zoom trainings are taking less time, I'm not working so much extra.
- Can Sean be brought up to full time? - The treasurer can't promise anything, but that would be desirable. Even without the loans, we would have had a smaller deficit than anticipated.
- Let's remember that EIDL is a loan which must be repaid, which we haven't been good at. - EIDL is 1% over 30 years, so the yearly repayment is minimal. It should be noted that we are not good at paying back internal loans (member bonds which are no longer held by members but have been bought back by the church's general endowment) but external loans have always been paid on time with no late charges. The \$40K loan from an anonymous donor was a cushion for the anticipated deficit and meant to keep the trigger on the savings account minimum from kicking in. The lender will accept what we feel we can pay back at the end of any year, with no set repayment rate.

We are confident that Sean will keep on top of these financial matters.

4. Online Congregational Meetings- (20 minutes)

How are other UU congregations handling this?

We will definitely have online congregational meetings, as the UUA suggests it may well be May 2021 before in-person meetings can resume. We will explore many options.

Some congregations tend to push back against the UUA, but if we do that we could miss the beauty and power of covenant with other congregations. We should balance independence with mutual learning.

There is a lot of information online about how other congregations are doing this. Pam, who has been studying UUA recommendations and talking to folks at Election Buddy, thinks that app could work. Each member would be assigned a unique identifier to use in voting on a ballot which is prepared and sent out in advance via email and snail mail. Congregants attend a Zoom meeting via internet or phone. Those with phone connection can team with someone with a computer to vote their identifier for them. Each ballot would cost \$89 but we can put more than one question on a ballot to minimize the cost.

Discussion -

- How can we be sure only those at the meeting are voting? - It depends on people being on their honor. Having Election Buddy monitor the votes would cost about \$600 per time.
- What about the number of congregational meetings? - We had planned two separate meetings, though that decision was made before the pandemic.
- The first meeting needs to be as simple as possible. Sunday worship takes 3 tech support people; a congregational meeting would be more complicated.

- We can run a free trial of 5 people to try out and troubleshoot the process. We need to be careful how we monitor zoom meetings.
- What is the ability to vote on zoom? - With participants using the thumbs up icon. Accessibility and ease of use are the biggest problems.
- Election Buddy seems very easy to use but has an expense. Whatever we use, there needs to be training. Some congregations just have people email their votes.
- The problem comes in when you want to do an anonymous vote. Elections don't need to be anonymous but Leia's ordination would need to be.

Lorie will try to find a date for a trial.

- Can we reach out to people with accessibility issues and see how they can deal with this technology. Our phone tree coordinators might join the trial.
(GretaDersheimer, Bayard Catron, Sandy Brooks)

The congregational meeting to approve the budget would likely take place in September. That would allow some data points to be in place after the interim minister comes. The board can appoint board, personnel committee and nominating committee positions as recommended by the nominating committee until a vote to approve at the next congregational meeting.

- Can the ordination vote happen sooner than fall? It was well prepared for over
- a long period and that vote shouldn't wait.
- We need to have the trial run before that.
- We could schedule a congregational meeting in July or early August to approve bylaws changes and the election, neither of which requires an anonymous vote.
- Let's try for August 2 for this meeting.

5. Virtual Auction (10 minutes) - Elizabeth

There are currently sixteen offers so it will be a short test run of a virtual auction. Bidding will be open from June 1 -15. We will send out mass emails.

Thanks to Breck for the "pass the chalice" advertising video.

- Could we borrow the idea for a "pass the collection plate" version?

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

Christine Gresser - Joys and Sorrows; Pam McIntire - Interim Ministry task force; Shirley Paul - Pastoral Care. Glenn Short Committee should be recognized as tasks are completed

V. New Business –

1. Connections Census / Inventory - Lorie, Sean (20 min) [803](#)
(Reread Linda's letter in the April board minutes.)

The purpose would be to check in regarding congregants' connection with church during the pandemic, update the church directory, see how involved people want to be and touch base regarding stewardship. There is some reluctance to call it a 'survey.' Is it worthwhile to do?

- The timing is good as we switch to Breeze and need to update our database.
- It will also help to see how people have experienced virtual church. - Hope to catch people who may be falling through the cracks.
- Be careful of setting up a consumer relationship around 'unmet needs'.
- There is a need to update email lists and the database. (Currently the weekly email is sent from a different database than Powerchurch).
- The Committee on Ministry is willing to take on the survey/census. Dave Shutt feels that COM will work with the congregational meeting planning team to understand the steps needed to have a good database prior to a congregational meeting.
- Membership committee might collaborate with COM on this. Lorie will send contacts for membership to Dave regarding the congregational survey/census.

2. Interim Minister Update - (10 minutes)

The background check has been successfully completed. The agreement has been prepared; it needs to be approved, signed by Lorie, then by Rev. Linda. Then it goes to the UUA Transitions Office.

MOTION: Approve the agreement for interim minister
Unanimously approved.

Discussion -

- Can Pam tell us more about interviewing Rev. Linda? - We wanted someone experienced in the interim ministerial process, able to think strategically about our systems and listen to everyone in the congregation. We found Rev. Linda personable and warm. She gives good sermons and is experienced in all aspects of congregational life. She was in the top three among candidates we received and moved to the top position of nearly everyone on the committee. She gave very thoughtful answers to every question. We used the same questions for all the candidates. After the initial interviews, we interviewed Rev. Linda a second time. She uses appreciative inquiry when investigating problematic situations, which is a good way to approach churches with ongoing issues.
- We used strategic questions on all aspects of interim ministry, including stewardship. She has been very involved and wanted lots of info on what we have done. She feels interim ministers should be involved in stewardship in the way we want.
- We called a huge number of references, including the regional offices where candidates had served and people at churches who were not listed as references. All the comments for Rev. Linda were very positive.
- We feel she has a presence that will pull everyone together.

She will be commuting from Mount Vernon, staying in town for a couple of days a week.

- We can offer her the use of the Summit house apartment, which can be locked and completely separate from the rest of the house.
- She was clear that once we reopen she would be here 5 days and nights per week.
- She is willing to do a second year of interim, as were most of the candidates. They seemed to think that two years of interim are really necessary to do the work. The search for a settled minister typically starts in the fall.
- Leia knows her well, having met at LREDA conference in 1992. Rev. Linda has been a mentor, colleague and friend. She brings many skills: she's very smart, embodies loving kindness and is able to stand back and see things from the balcony perspective. She is also fun and relatable.
- She is an amazing professional, has superb boundaries and will be good at working with groups of people.
- She said she loved our church and felt she already knew us. She has spent time with us. She was at Lee park on August 11/12, 2017.

3. Conversation on Reopening (15 minutes)

There will be a committee to review the conditions for reopening. What are people feeling; what would we need?

- Other churches are already asking these questions in Charlottesville but we aren't there. What would we need? Considering our elderly and vulnerable congregants, not everyone will be willing to come for some time.
- There is deep concern about taking the risk of people getting sick coming to our church. There's not much confidence that 6 feet of separation will protect people in church. The local infection rate needs to be very low before we reopen.
- For a congregation to feel good about reopening, a task force should be set up now which includes a broad set of stakeholders beyond the board and medical advisory group, such as ushers and greeters. Those who will be implementing reopening will be able to communicate the rationale of reopening with the congregation. Public Health experts are providing the clergy collective with information: churches are among the most likely sites of transmission.
- There are multiple sad stories of church experiences with reopening. At the Mount Zion parking lot there was a public community test site for Covid which Beth participated in. Among 165 people, few of whom were symptomatic, 8% tested positive. A test site in Culpepper which served mostly Hispanic patrons, showed 45% were asymptomatic positives. Another test of 250 asymptomatic persons showed 17% were positive.
- Charlottesville seems to have a much higher compliance with mask wearing than the surrounding areas.
- Guidance from the UUA is helpful with excellent guideposts and will give valuable support to our deciders. There is no need to recreate that. We will likely need to be in a virtual world for some time, even if its hard. Communication from the reopening task force in blog posts and our website will be important for the congregation, giving credibility in a time of mixed messages.
- What are our options for being outside?

- The parade for Virginia James' 100th birthday was a joyful moment to be together, even when at a distance. What about yard work crews? - Kay Frazier has been exploring that idea.
- Public health officials didn't convey assurance that outdoor space is necessarily less risky. It may come with different challenges.
- Alex could help coordinate the task force. A few of the members from the medical advisory group should be included, though they are professionally very busy at this time.
- What about small group ministries/covenant groups?
- Bathrooms are a major challenge for any meeting in church spaces.
- How will we handle requests for being on church grounds?

The Board accepts Alex's offer to coordinate a task force to consider these questions.

As we are a few minutes ahead of schedule, are there other concerns?

- Related to creating a budget for a very different year, can line items be evaluated as to whether they can be reallocated to virtual needs? - Finance Committee will consider that.
- Alex suggested that the board set aside time to express gratitudes and learnings from this year, perhaps as a sacred circle sharing.
- Nominating Committee is working toward preparing a recommended slate for the June board meeting.
- Perhaps the gratitude session should be part of an additional meeting, since board meetings are so busy already.

VI. Closing Activities (5 min)

1. Process review

- Wonderful participation - full hearts and minds
- Technology glitches were overcome with accurate links.
- Shared agenda for guests would be beneficial
- Technology also provides opportunities, such as the photos in Elizabeth's report.
- Appreciation and gratitude was shared for staff and others who are working to benefit the church
- Should we acknowledge our guests more formally at the beginning of the meeting?
- Our timekeeper helped us keep on task.
- Board packet info should be available to guests in advance.

2. Things to do / communicate

- Ask Interim Search Committee and Personnel to write up what would be helpful for the next search.
- Lorie will try to find a date for a trial virtual congregational meeting using Election Buddy.
- Lorie, Pam, Elizabeth, Dave Shutt, Sean and possibly Larry Moulis to do trial run
- COM will administer the census and(102:30)
- Elizabeth will invite Sean, David Shutt (COM), Linda Dukes, and membership committee to work on the census.

- Lorie will print and sign the interim minister contract.
- Alex will create and coordinate a task force on reopening (They will create their name.)
- Lorie will send gratitude cards
- Ann will make the board packet available to congregants in advance of the meeting.

3. Closing Words - Elizabeth

Dates to remember -

- June 1 - Meet and greet with Rev. Linda
- June 10 - Exec meeting
- June 18 - Board meeting
- Jan-May 2021 - Alex to take sabbatical

Future topics -

- May - vote on congregational meeting plans, discuss facebook thoughts, stewardship considerations, budget choices
- June - reconsider two services
- Policy Review Board -More Pages to come!!!
- Exploration of making Wayne Arnason a minister emeritus
- Endowment policy, who pays what, etc.

REPORTS

President's Report

PRESIDENT'S REPORT

MAY 2020

As the month of May ends and we move into summer, I hope everyone is staying safe and healthy while we all find new ways to maintain our connections with one another during this time of physical distancing.

This month surely marks a new chapter at TJMC as we announce that the Reverend Dr. Linda Olson Peebles has agreed to serve as our Interim Minister. Rev. Peebles has been a UU minister for over twenty years and is currently Interim Senior Minister at the UU Congregation of Rockville. She will begin her ministry at TJMC on August 1, 2020 and will be a wonderful addition to our current TJMC staff. Many thanks not only to the Interim Search Committee but the Personnel Committee and our Director of Admin and Finance, Sean Skally for sorting out all the details surrounding the interim search and the employment of Rev. Dr. Peebles.

With the successful conclusion of the interim search and the end of the Pledge Drive, the Board is now able to ask the Finance Committee to prepare a budget for 2020-21. We remain committed to presenting the congregation with a balanced budget. We must keep in mind that TJMC received a \$40K loan last year from an anonymous donor and the financial uncertainty surrounding the COVID-19 pandemic may change our revenue stream during this fiscal year. We remain hopeful that TJMC will receive disaster relief money from the federal government but the Board is also aware that we may need to implement severe cost cutting / revenue enhancing measures in the near future.

In the past, TJMC has held a congregational meeting in the month of May to receive annual reports, vote on the budget and fill open Board / Committee positions. This year will be slightly different as the [UUA recommends](#) congregations anticipate not gathering in person until May 2021. Therefore, we will be holding our next congregational meeting online in the same way as our Sunday Services. The Board has not yet set a date for this congregational meeting. We have investigated a secure online voting option called [ElectionBuddy](#) that will tabulate our votes safely and quickly. A virtual congregational meeting will be new territory for us and we must all bring patience, flexibility and good humor to an event that will have many moving parts. According to our bylaws, congregational meetings must be announced 30 days out so stay tuned for further details.

This month, the Board will consider a suggestion to do an all-church census during this time of physical distancing. The census would address at least three issues:

- 1) gather information on how congregants are doing, their needs during the pandemic and funneling the information to the appropriate teams (e.g. pastoral, RE, membership, volunteer coordinating, covenant group formation)
- 2) gather historical information on how individuals have participated in the church in the past/present
- 3) help update our church directory

As the Glenn Short Trust renovations continue, some features of the physical church building have been identified as no longer being used by our congregation---the large pulpit (currently stored in the stairwell behind the sanctuary), the pew fronts (currently stored in the sloped hallway between the sanctuary and the social hall) and a large pile of lumber leftover from previous church construction (removed from the attic to install insulation). The Board will consider what to do with these items.

This month the Board will also look for ways to continue to help the Director of Music and the tech support team with online Sunday Services. We anticipate hiring Ellie Ransom who, along with the staff and volunteers, will work to create videos and other online media using a variety of resources from our church and congregation.

And finally, even though it is likely we won't hold in-person services for some time, the Board is looking to [this document](#) from the UUA about how to decide when the time is right to reopen TJMC.

Yours in faith,

Lorie Craddock
President, Board of Trustees

Vice President's Report (including Personnel)

VICE PRESIDENT'S REPORT

The Virtual Auction was a mild success. It has 10 group events and 6 auction items. The bidding is currently going on but we will not meet our income budget goal. Yard Sale planning is underway. At this time both options for only an online furniture and fine items auction OR both a furniture sale and a flea market live event are undecided until UVA decides if they will open "live" in the fall. Nonetheless, we will still accept furniture donations to Summit House in July and early August.

The planning for the Elder Dinner and the Connie Cheetham award are on hold until we meet live.

The Social Action Collection results have been mixed yet surprisingly positive. This way of asking for donations to a specific cause seems to be working.

Summit House has been set up for the ladies of PACEM. The PACEM staff submitted a plan for cleaning and safe housing using CDC guidelines. PACEM housed the first lady last night, Monday, May 25th.

Personnel completed Sean's 6-month evaluation. At her request, Alex's Evaluation is being planned for June. After experiencing the Interim Minister selection process the Personnel Committee recommends that a Ministry selection task force include a member of Finance and a member of the Personnel Committee. We observed that the process would have been smoother if the input and communication with those committees had been represented in the task force. In addition, the Personnel Committee recommends that our policies reflect that Personnel is an advisor when creating a contract for the Minister.

Treasurer's Report

Treasurer's Report - May 2020

As expected, the deficit at the end of April was much higher than March's. However, I still anticipate that the end-of-year deficit will be smaller than that originally budgeted. Especially with the news that we were approved for \$83,000 as a PPP "loan". Our expectation is that we will follow the prescribed rules to have

the loan forgiven, so we will then be able to regard it as a income rather than a loan.

I do still agree with the recommendation made that we wait till after July to start building a FY21 budget. We simply don't have any idea how the ongoing situation may change by then, or what effect the new Interim Minister will have. (We won't have much then, either, but it will be better than just wild guesses.) We will also need to be very careful regarding income numbers. It will be far too easy to be overly optimistic, which will only create more issues in the future.

Stan Walker
Treasurer

Assistant Minister's Report

Board Report by Rev. Alex McGee, MDiv, BCC, serving as Assistant Minister
Written May 24, 2020 for Board Meeting on May 27, 2020

WORSHIP and SPIRITUAL DEVELOPMENT

Good worship is what is seen *and* not seen; what is presented *and* prevented.

About 40 people-hours go into creating online worship each week, both paid and unpaid: music creation, video editing, tech meetings and learnings, worship rehearsal, back up plans in case of tech problems or malicious interruption.

Many thanks to Sean for helping us come up with protocols to be pastoral and technologically sound in case of “zoom-bombing” or service interruption, as we have heard many other congregations have.

The tech crew has five volunteers and one paid staff, and we have a plan to expand this in the coming months. The worship weavers have four volunteers and one paid staff, and this will expand with the arrival of the interim minister. The worship elements creation team has two paid staff, which was just expanded, and puts us in a good position for six-twelve months of online worship if needed. The morale of this group is generally good, but the changes to zoom technology and online threats mean that we have not had a plateau in our learning and have not reached an easy comfort zone behind the scenes. The board can support worship by maintaining funding for music, video and tech, which is currently coming out of the music and admin budget. After Erik, left I created a system so that worship only took about 2-5 hours per week prep for me (10-25% of my time). That was barely workable, but it was do-able given the unusual constraints of a half time ministry with no Lead Minister. Since pandemic church closure it now takes me about 10-15 hours a week to help create on line worship, even when no one sees or

hears me during worship. Although I try to streamline, I cannot figure out how to get that number down, and when I tried handing things off, it was too soon. I thought that creating teams would help reduce my time, but tending teams takes time, and the learning curve is great. The zoom changes continue, and other leaders in the church are asking for diverse elements to be added. Integrating guest speakers each week takes time. The total amount of time on worship---50-75% of my time---feels like a problem because I am having trouble finding time to attend to pastoral care and community life and membership and general communications. Now that we know that an interim minister will be starting on August 1, I believe I can do okay for two months, until then. But, the church will benefit greatly from having another person to help spread out the work of pastoral care, communications, community life, membership ministry, and worship planning. These areas need tending.

I have intentionally chosen speakers this spring to help the congregation tend to the values of social justice in action. I have asked the speakers to use diverse tools in online worship to cultivate spiritual tools and awareness for our individual and collective growth. This has been successful (guests from UU College of Social Justice doing interactive chat sermon, and UU Spiritual Activist Leader Training slideshow). I am also using worship as a time for the congregation to support the next generations of UUs, and to learn from them (Spiritual Activist Leader Training, Coming of Age, Bridging). In late May and early June, the average age of worship leaders (in all roles) is about 20-30 years less than previous months. Age is one way we can accidentally separate ourselves, so joining in online worship helps reduce ageism in both directions.

rites of passage and pastoral care

I officiated one socially distanced wedding, doing marriage preparation conversation by zoom. I have used multiple forms of communication to support two families during hospice, death, and grief support. Pre-existing teams within the congregation facilitated extending care to these families: choir, Carenet, phone tree, and Pastoral visitors. Carenet was able to find virus-safe, free housing for a family member visiting a dying church member.

The arrival of an interim is an institutional rite of passage. I will do my best to tend to that, but we need many leader voices. I encourage the board to lead the congregation by frequently naming what led up to this interim minister, the reason for this transition, and what is the vision for the future. Lay leaders such as the board can provide pastoral care to an entire congregation by listening (not the same as agreeing), naming why and how decisions were made in a values-based manner, by showing how we can tolerate the discomfort of change, and pointing toward a new future. An interim minister is a person; and interim ministry is a season in a congregation's life, and it is up to each member to do the spiritual growth necessary during that time.

I have also been pastoring to the entire congregation through the letters in the Wednesday email a few times a month. I hope that this tool will continue even when we gather in person again.

I pastored to medical care workers by sending emails/texts after national news about medical worker suicide.

While pandemic policies precluded my usual pastoral visits to hospitalized members, I utilized resources at local hospitals by calling their chaplains-on-duty to visit our members (three times in one week for three members at two hospitals) ---including one receiving a plastic votive chalice before a surgery!

I am intentionally putting in this pastoral section of my report: the repeated events in which congregation members contact me wondering if I have asked them to help another church member, or whether it is spam. Although many people tell me they are “sorry this is happening to you, Alex”, I hope the board will take seriously that spam is happening to the congregation. The staff is continuing to work together to help people learn that we will never ask them to buy eBay cards for other members. The congregation is especially vulnerable to electronic preying during this time of physical distancing.

WITNESSING to SOCIAL JUSTICE in the PUBLIC SQUARE

The mission and values of this congregation direct a minister to do social justice leadership, but since my time has been directed to worship organization and pastoral care, I have not been doing this. When the interim arrives, I hope to work with her to re-allocate our shared time so our clergy can have more time for public witness. I encourage the Board to reflect on this priority, and where you want to see your clergy serving on community boards in leadership roles. Adam Slate and Eliz Breeden have represented us at Clergy Collective and Eliz has represented us at PACEM, and Greta has represented us at IMPACT.

Natalie Somer and Elizabeth Breeden have worked with me and Sean to keep the Social Action Collections going. We are looking at ways to improve the presentation in worship.

ADMINISTRATION

I am grateful to the board, Leia, and Sean for paying careful attention to our budget, values, and opportunities for giving. I hope the board and nominating committee will continue to water the seeds of finance and stewardship and invite those groups to help us consider how online worship can integrate even more understanding of financial support for this congregation. I hope the board will make stewardship a priority of their work with the interim minister.

I hope the board will consider appointing a task force for “building re-opening safety.” This group might include stakeholders such as usher, greeter, covenant group leader, as well as those who clean and keep children safe. The integration of elements is complex, and this endeavor to re-open might be best saved until an interim can help us consider all the implications and moving parts. If you have not already read the list of questions from the UUA Safe Congregations Team, I encourage you to---it helped me see the intricate risks and tasks.

As the board reaches the end of this season together, I hope it will set aside a half hour or an hour for gratitude and learnings at the next board meeting. Perhaps each person could prepare ahead of time to share and read: 1) a few things they learned during the year, 2) what they might do differently in the future, and 3) what they appreciate. This could be a sacred circle sharing, or a work session, but it would be good to decide which format ahead of time.

The staff meets every Wednesday morning for about an hour. Please know that Caroline’s work is invaluable, and her care for this congregation is deep.

RENEWAL and PROFESSIONAL DEVELOPMENT

This month has not included much of either renewal or professional development. Next month I plan to attend Ministry Days online, which is two and a half full days for members of the Unitarian Universalist Ministers Association to gather and learn together. In August I plan to attend the week of shared learning for interim ministers and assistant ministers during an interim period.

I was scheduled to have study leave in March and April. This did not occur due to the pandemic. I am not sure when to try to reschedule this study leave, since the summer and fall will be focused on setting up new structures with the interim minister, and then I am scheduled for sabbatical in January – May 2021. I ask the Board to keep track of the fact that their Assistant Minister did not get the study leave due in the contract.

I consider an annual evaluation part of my opportunity for growth. I am delighted that the Personnel Committee is moving this forward to achieve by the end of June.

I do stay in touch with parish and chaplain clergy colleagues in a variety of ways, which is important for mutual support.

I did take the first weekend of May off of church work (I skipped my once-a-month weekend off in April), and it was nice, but felt like a squeeze to prepare and catch up. I had planned in the fall to have a guest for my once-a-month sermon in May, and I am grateful to Karen Foley for preaching a meaningful sermon free of charge.

SERVING the LARGER UU FAITH and LEADING the FAITH into the FUTURE

Online worship and guest ministers are two factors that we/I chose as a response to the loss of a full time minister and loss of access to the building. But, like many unexpected turns in life, opportunities arose from these challenges. Guest ministers from around the country have and will be in our electronic pulpit---both movement lay leaders and clergy. I am delighted that TJMC members of all ages have gotten to see the diverse UU siblings they have around the country. I hope this inspires them to join and grow together. By inviting others to have a voice in our pulpit, I have been serving the wider movement to have a healthy web, and by inviting young voices to be empowered and respected, we are making space for their leadership into the future.

Please note that the three most recent speakers all asked for their payment not be given to them as individuals but to the non-profit organization/wing of the UUA in which they serve. This is a generous movement.

Director of Faith Development's Report

Report to the Board

May 2020

Leia Durland-Jones, Director of Faith Development

Our Sunday morning 10:15 **online Family Worship** services are well attended with anywhere between 68-126 participants weekly. These multigenerational services continue to create connections between congregants of all ages while offering opportunities for spiritual nourishment and lifespan faith development. The weekly at home #chalicechallenge is a fun way for people to create a chalice out of found items at home and submit an image that is shared during worship. Our weekly meditation hymn, *There is a Love*, includes photos of our church families/members that they submit as well as the names of those we are holding in our hearts and circles of concern. All ages participate in the Family Service and use the chatbox when prompted as well as join breakout rooms to share joys and sorrows. Caroline Heins continues to do a great job with technical and real-time support for these live services.

I am grateful to Annalee Durland-Jones for offering her technical expertise to help us streamline the way in which we share audio, videos, and slides during the service. I've learned a lot about doing online worship in the past 10 weeks!

Curating worship and faith development resources takes a fair amount of my time. I have a clearer idea now of what I am looking for and have developed helpful ways to organize resources and information. I continue to write and edit the **weekly Faith Development e-newsletter** that comes out on Saturday mornings. One of my goals in the weekly faith development newsletter is to help parents/caregivers/families find ways to explore their faith development together at home.

In early June, I will meet with religious professionals in our region to explore the creation of **multi-congregation virtual Adult Faith Development programming**. With our shift to online programming, the possibilities for collaborating with shared adult classes and programs seems like a natural way to expand our AFD offerings while connecting with other UUs. It sounds like a “win” for everyone!

I continue to **meet weekly** on Mondays with Sean and also have a regular check-in with Alex. Our weekly staff meetings continue virtually on Wednesday mornings. We continue to receive supportive feedback from the congregation about how all of the staff are contributing to the inspirational/pastoral articles for the church emails and blog.

My Tuesday afternoon weekly **church chats on Zoom** have 1-8 participants each week and offer a consistent opportunity for people to check-in and connect with others from our church.

Our weekly virtual **coffee/social hour** attracts between 20-28 participants. I have been serving as the manager/technical support/gatekeeper and created a handout for group leaders to use to facilitate small conversation groups via Zoom. Breck Gastinger, Christine Gresser, Caroline Heins, Gayle Floyd, Frank Dukes, Achsah Carrier and Shirley Paul all agreed to host breakout rooms. I have received positive feedback about having breakout rooms—although this past Sunday we ran into a Zoom glitch and had to stay in one big group (of 25) and that worked too.

Caroline and I have a regular check-in to assess priorities and tasks for the week/day. She has taken the lead on producing both the Wednesday inspirational email as well as the regular Friday email. We work together on assessing and curating the materials for the Friday email and she does a great job of assembling them. Caroline recently packed up the RE materials in Summit House in preparation for our hosting of PACEM in June. She is also packing up the RE materials in the Blue Room and Mural Room so that the GST renovations can go forward in those spaces.

I met with the **RE Committee** virtually in May and we plan to meet again in June. Our meeting in May focused on checking in with one another and plans for thanking the many volunteers who supported our congregation's faith development program this year. With the UUA recommending that we plan to have church virtually until May 2021, we are thinking through what this might look like for our church and faith development program in the coming months and year.

Our youth programs (Neighboring Faith, Coming of Age and YRUU) continued to meet in May online. It was a joy to pop into their Zoom rooms and connect with them. I am thankful to the advising teams for the willingness to continue meeting with our youth. **The COA class leads worship for the congregation at 11:15 this week.**

Regarding **Stewardship**, I continued to work with Linda Dukes to identify people who have pledged/haven't pledged/have been asked/haven't yet been asked. Our hope is to continue to close the gap even though the pledge drive is officially over. Caroline, Achsah Carrier and I had a one-hour meeting with a Breeze representative to get a better feel for how this data management system would work with the needs for the Faith Development program. I am excited about making the transfer from Power Church to Breeze.

Pastoral support continues to be a need as well as **resource curation** for congregants going through various challenges. I am grateful to be called upon for these requests.

Professional Development and Spiritual Growth: In April, thanks to Linda and Frank Dukes who had an extra ticket, I attended virtually the **Revolutionary Love Conference** hosted annually by Middle Church of NYC. It was powerful and inspiring. Thank you to Linda and Frank for your generosity and for including me! I continue to meet twice a month with my **UU Wellspring** cohort and to meet monthly with my **spiritual director**. I have registered for the **UUA's General Assembly** happening in June and look forward to attending our annual gathering virtually and encourage you to join me!

I am happy to welcome **Linda Olson Peebles** in August as our Interim Minister. Linda is one of the very special people in my life: she has been a friend, mentor, and colleague since my earliest days as a religious educator (she and I met at LREDA Fall Conference in 1992.) She takes credit for introducing Karen and me and she and her daughter Katie sang at Karen and my wedding in 1995. Linda is a great match for our congregation and will skillfully and lovingly help us look at where we have been, who we are now and where we want to go. I am overjoyed that she will be with us!

Director of Administration of Finance's Report
DAF Position

DAF Hours for December: 190 of 150 hours worked
Approximately 50 hours of meetings attended

Finance

April 2020 Reports: Statement of Activity

| | Jul – April 2020 | Jul – April 2019 |
|-----------------------|------------------|------------------|
| Total Revenue | \$438,364.50 | \$423,107.93 |
| Total Expenditures | \$449,161.72 | \$424,938.88 |
| NET OPERATING REVENUE | \$ -10,797.22* | \$ -1,830.95 |

*Due to the church being closed and the financial situation of many congregants, we took in 12.5K less this year than last year for unpledged donations, plate offerings, misc fundraising, and rental income. We did save over \$1300 in Church expenses.

COVID-19 Financial Info: Signed paperwork for the PPP. We will be getting \$83,022

New copier installed, will save about \$200 on lease per year, plus per page is cheaper. Also works in color.

Applied for Church Mutual \$2500 Grant for small businesses

Rental updates: CHEC asking for when they can come back.

Rent at \$0 due to COVID-19 closure. No renters have asked for a refund.

Human Resources

Linda has passed a background check, she will be put into the system in July.

Facilities – Nothing to report

Buildings – Nothing to report

Repair Document Link:

<https://docs.google.com/document/d/1OLkvJvRcT-esb9nMaP78AIPyTCcsWvocCZlorFnX0tc/edit?usp=sharing>

Grounds - Nothing to report, other than a continued thank you to Jim S and Walter H. for their hard work on the grounds.

Safety - We will be instituting the sign in log this week on Friday
No safety incidents

COVID-19 Response

Trained 12 people on how to use Zoom

Wins: Looking for alternate sources of income to offset reduced revenue from pledges and income

Opportunities: Behind on repair projects

Director of Music's Report

TO: Executive Committee, TJMC Board

FROM: Scott DeVeaux, Music Director

RE: Report on Music A.C. (After COVID-19)

May 10, 2020

I'm glad to offer a summary of my activities as Music Director since March 12, the night I returned from New York to a shuttered church and the age of pandemic.

In the first week of COVID-19 quarantine, as I rapidly adapted my U.Va. courses for their new online format, I became intimately familiar with Zoom. On March 18, the TJMC Staff began its weekly online meetings. At this time, I advised Sean to reacquire the license with CCS (Christian Copyright Solutions), which we had held in previous years, that gives us legal rights to broadcast copyrighted material of all kinds over the Internet.

Momentum toward the online services built quickly. On March 21, Leia Durland-Jones asked me to prepare material for Children's Worship: two videos, "As We Leave this Friendly Place," and "From You I Receive." I recorded these in the technologically most straightforward manner—playing and singing at my home piano via iPhone—and delivered them within a day or two to Leia. On March 24, I wrote the first of several essays for the Wednesday church email newsletter, even though this one wasn't published. (In retrospect, that was OK: a harried description of my last day in New York was not exactly a message filled with comfort!)

I recorded the first of my videos for online services for March 29. Again, using an iPhone (with my wife Nancy running the camera), I played and sang "Break Not the Circle" (SLT #322). The Tech Committee for online services was formed around this time. I was involved with this committee from the outset, participating in their weekly

planning meetings as well as working with them in all the online Sunday services. For the joint service with the Blacksburg church on April 5, I recorded a sound file of a ragtime piece and videotaped “Lean on Me,” with my daughter and wife singing backup. By this time, we had come to realize the limitations of this format: the sound quality was poor, and there was no way to show the words to the hymns in the video, which made it difficult for the congregation to sing along.

At this point, my focus was exclusively on music for the Sunday services: my previous plans for the spring (which included singing Jason Shelton’s “Roll Away the Stone” for Easter) had long since been abandoned. Several people (Elizabeth Breeden, Amy Davis, Lorie Craddock) sent me articles about, and examples of, what have come to be known as “Virtual Choirs,” but such a project felt beyond my capabilities. I needed to solve the more basic problem of how to create basic videos for online presentation. I had seen excellent productions by other members of the AUUMM (Association for UU Music Ministries), combining music and video images. I have borrowed several of these, which were created for all UU congregations, for our own online services. These include videos by Eric Barnes, the music director at the Seattle UU church, who created “Enter, Log On, and Zoom In,” “Blue Boat Home,” and “Wake Now, My Senses”; and “We Rise,” an excerpt from Darrell Grant’s “Step by Step: The Ruby Bridges Suite.” I loved these videos, but still didn’t know how to create my own. For the next service on April 12, when I sang “Make Channels for the Stream of Love,” I tried using the PowerPoint program to combine the music with slides with lyrics. But during the Sunday broadcast, the first change of slides caused the music to cut off. Attempts to restart it simply returned again and again to the opening verse. Obviously, this particular method was not a solution to the problem.

At the Talent Show on April 10, I was impressed by the entry by Kelsey Cowger, where she produced a video featuring four different Kelseys (wearing four different dresses) singing a round on four split screens. I asked her afterward how she did it, and she introduced me to Acappella, a program that allows users to record music in layers. After having the program recommended by members of AUUMM, I bought Acappella and began learning how to use it. The end result, the video I produced along with Nancy (who directed and filmed it), was “Meditation on Breathing” (STJ #1009), where my piano playing was combined with the melody and two different descants. That video gave me hope, but other attempts at multi-track recording were far less successful. I tried recording myself singing rounds (e.g., “There is a Love,” “Dona Nobis Pacem”), and I also tried singing in harmony with myself on a newly revised version of “Come Thou Fount of Every Blessing” that Alex and I called the “Pandemic Hymn.” But the results weren’t satisfactory. Recordings with Acappella sound very “close,” as if the

voice were singing into your ear, with no reverb. Acappella was also limited in other ways—for example, it only allows you to work on one project at a time (switching to a new project means erasing the previous one).

It was during the week of April 13 that I sent a message to the entire AUUMM list asking for help with recording, prompting return messages and phone calls. I was advised to buy a decent microphone, which I did (it arrived about a week later), and to drop Acappella in favor of programs already installed on my Mac computer: iMovie and GarageBand. Since my previous hymn had failed so spectacularly, I insisted on performing the hymn the next Sunday (“O We Give Thanks”) live. Although this was a bit nerve-wracking, things went smoothly; but once again, the audio quality was subpar. I also wrote another essay that week for the Wednesday newsletter (“Where Did the Music Go?”), and I wrote a report on the music program for the upcoming Board Meeting.

I apologize once again for missing the Board Meeting on April 22. I thought my report was sufficient, but in retrospect it’s obvious I should have been there for a full discussion of the music program. I’m glad to be able to give you a fuller, more updated report on the music program here.

Having struggled to figure out the iMovie program, I asked several of my colleagues at the University for technical advice. As it turned out, the version of iMovie on my computer was badly out of date. Once I had downloaded the latest version, the advice I had been given about how to use the program suddenly made sense. I made my first successful video, a performance of a piece by Schubert combined with images from nature (available on Creative Commons, a copyright-free source of photos). I wrote another essay for the Wednesday newsletter, “I have a new hobby,” to celebrate my joy in creating recordings that actually sounded good.

At that week’s tech rehearsal, though, we still found the audio quality to be lacking. I again sent out a message to members of the AUUMM, and I received highly useful tips on the best way to adjust Zoom for music. That Sunday, we broadcast my video of Schubert, which sounded infinitely better. I also discovered that the ideal place to record was the church Sanctuary, with its excellent acoustics. I spent several sessions there, building up material that I could use for later videos.

There still remained the problem of how to get these videos out to the relevant members of the online Tech team. Email didn’t work (the files are much too large), and leaving the videos on the church Dropbox could only work for staff members with access to that

account. Then Sean showed me how to upload videos to the church's YouTube channel. With that obstacle removed, I now could work quickly. By the middle of this past week, I had created and uploaded a raft of videos, including "Comfort Me" and "Julia" (heard this past Sunday), a version of "One More Step," a revision of "As We Leave this Friendly Place" (correcting the mistake I made in the text of the original version), and three different piano pieces (by Bach, Brahms, and Chick Corea). In other words, we finally have a backlog of material. This coming Sunday, I have instructed the tech staff to use two already-created videos, leaving me free to begin thinking about what to do with the choir.

I am currently exploring creating a Virtual Choir, working with James Smith (whose day job is in computing) to figure out whether we have the time and resources to handle editing necessary to convert individual video files into a combined, split-screen performance. I know it can be done, because Michael Slon did it with the University Singers this semester. But Michael told me that it took about forty hours' worth of work to create a 2-minute video—time that I couldn't have afforded during the semester, but which may be possible over the summer. It's also not clear whether this project will require additional purchases. Some people have told me that the editing can be done with software I'm already using (i.e., iMovie and GarageBand), but it would undoubtedly be easier with more professional programs like FinalCut Pro or Logic. Some choir members have expressed interest, but the project will require each of them to submit technically acceptable video recordings of their own singing. I will be discussing this with the choir when we meet this Thursday on Zoom.

I wish I could total up the number of hours I worked for all these activities, but my focus has been more task-based than time-based: i.e., working week by week solving each project as it comes along. Estimating my hours would also have to include time spent practicing piano, an essential part of my own preparation for performance, as well as the time I use at the computer searching for new ideas, or merely thinking things through. I feel certain, though, that the amount of time I work each week at least equals the 17.5 hours per week budgeted for my position.

The last two months have been a strange time for all of us, and much of what I've done has been far from perfect. At the same time, the love we share as a congregation comes through in our online services, and I'm grateful to have had the opportunity to contribute music to these efforts. I hope you finds this report helpful, and I look forward to joining you at your meeting this Wednesday on May 13.

Membership Report

To: Board members

Re: April 30, 2020 Membership report

TOTAL MEMBERSHIP as of March 31, 2020: 377

Add:

Gary Melton, rejoin April 16, 2020, email to staff, original date - Nov. 13, 2016

Robin Kimbrough-Melton, rejoin April 16, 2020, email to staff, original date - Nov. 13, 2016

Catron, Bayard, rejoin April 20, 2020, staff contact, original date 10/10/2015

Drop:

Finley, James, informed Pledge Tracker, changing membership to former UU church, April 17, 2020

Finley, Sandra, informed Pledge Tracker, changing membership to former UU church, April 17, 2020

Shafarzek, Susan, email to Membership Tracker, April 23, 2020, wishes to be a supporter

TOTAL MEMBERSHIP as of April 30, 2020, 2020: 377 members

Sally Taylor, Membership Tracker for TJMC Membership Committee

Personnel Committee**Interim Ministry Search Committee**

TJMC UU Interim Minister Search Committee

Report to the Board

May, 2020

The Interim Search Committee is thrilled that Rev. Linda Olson Peebles has agreed to be our interim minister beginning on August 1, 2020. Rev. Linda exceeded all our hopes and dreams for the qualities we could find in our interim minister.

We hoped to find an interim minister:

- who is experienced and highly trained in the complex, comprehensive, strategic analysis of UU congregational systems,
- who can listen to all our congregants and help us to understand our history, our strengths, and our growth edges
- who can bring us together in renewed goals and vision
- who is experienced and active in stewardship
- who has the dedication, compassion, wisdom and kindness to bring forth our best selves to build our church community

In Rev. Linda we have found such an interim minister.

We look forward to welcoming her into our community in August.

Interim Search Committee

Kelsey Cowger
Beth Jaeger-Landis
Matthew Diasio
Larry Moulis
Greg Townsend
Pam McIntire

Task Force to Explore Ordaining Leia

Task Force to Explore Ordaining Leia
Report to the TJMC UU Board
May, 2020

For seven months, beginning in August, 2019, the Task Force to Explore Ordaining Leia researched ordination, spoke with leaders in the greater UU community and had discussions with TJMC UU congregants. Support for ordaining Leia was overwhelming and we hoped to bring this to the congregation for a vote. The board scheduled the Congregational Meeting to vote on March 29. The meeting was cancelled when we closed the church.

The task force would like to request that the board schedule a virtual Congregational Meeting for the congregation to vote on ordaining Leia as soon as possible, recognizing that we may first need to have a Congregational Meeting to approve the 2020/2021 budget.

Thank you for considering this request.

Task Force Members:

Lorie Craddock

Elizabeth Breeden

Larry Moulis

Dawn Dirks,

Laura Horn

Elaine Chapman

Karen Prairie

Mary Rose Curtis (honorary member)

Pam McIntire (Chair)

Glenn Short Sanctuary Capital Endowment Fund Committee

To: TJMC Board of Trustees

From: Sally Taylor, Chair GST Committee

May, 2020 Report from the Glenn Short Trust Committee

Beck Cohen did the first servicing of the new (and old) HVAC systems and drained the pipes for the old HVAC system and disconnected the boiler. We also have had three quotes for dismantling and removing the boiler ranging from \$4,320 to \$11,700. We do not know yet whether or not we will have sufficient funds to do this.

Last month we paid for RotoRooter to clear out the underground drains that connect with the sanctuary downspouts.

Whitley Roofing and Sheet Metal Company installed gutter guards on the sanctuary/parlor gutters.

Dick has unscrewed the pews so that they could be moved to accommodate the painting and installation of the storm windows. United Painting Plus has sealed and painted the interior of the sanctuary windows and then cleaned the interior of the sanctuary windows. They have cleaned the exterior of the sanctuary and parlor windows.

Commonwealth Glass and Mirror has replaced all but three of the damaged panes in the sanctuary and are installing the storm windows in the sanctuary on all the windows except those awaiting the replacement panes. We are still waiting for the four doors that are on order.

The Aesthetics Committee has shared four choices of colors for the sanctuary walls with the congregation via the Weekly Updates. Comments are going to Elizabeth Breeden, Aesthetics Chair. Trudy Rohm is getting fabric samples for the parlor curtains which will be made by

Robyn Fogler. The donated rug is installed in the parlor as is the newly repainted mirror. Rehangng the artwork in the parlor will not happen until the curtains are in place. The door to the playground in the parlor has been painted to match the room's trim.

The committee is considering flooring choices in the sanctuary, comfort room, Edgewood Lane entrance, the stair landings and the upstairs classrooms. We are concerned that the original asbestos tile in the landing is breaking up and some has been removed. The tiles in the mural room (not asbestos) are also detaching and are a slipping hazard. Dick has taken flooring measurements but we have not decided what is in our budget. We have not yet consulted the Aesthetics Committee about flooring possibilities.

Attached below is a summary of the Financial status of the Glenn Short Fund.

Respectfully submitted, Sally Taylor

April 2020 Report from the GST fund

| | |
|---|-------------------------|
| <u>Starting fund:</u> | <u>\$287,970</u> |
| Beck/Cohen (new HVAC units) | |
| \$85,202 | |
| United Painting Plus (exterior painting) | \$15,100 |
| Painting metal roof | |
| \$ 1,200 | |
| Audio Visual Services (new equipment and labor costs) | \$5,702 |
| Commonwealth Glass (CNW Company LLC) | \$43,699 |
| <ul style="list-style-type: none"> - Includes playground door - 3 interior hexagonal storm windows - Sanctuary storm windows - Storm windows for comfort room & balcony stairway window - Edgewood Lane door replacement - Rugby Road/Remembrance Garden doors | |
| Whitley Services (gutters and downspouts) | \$14,957 |
| Whitely Services (gutter guards) | \$3864 |
| United Painting Plus (interior painting) | \$14,500 |
| <ul style="list-style-type: none"> - Includes sealing and painting windows (3500) - Church parlor (2500) - Sanctuary including ceiling (8500) - Washing interior of windows | \$ 500 |

| | |
|--|----------------------|
| - Washing exterior of windows | \$ 800 |
| Roto-Rooter | \$ 592.48 |
| United Painting Plus (church parlor new flooring installation) | \$1300 |
| Purchase of parlor flooring | \$2565.48 |
| Total spent to date | \$ 189,981.96 |
| Remaining Funds | \$ 97,988.04 |

Pending projects:

Robyn Fogler (labor for curtains for church parlor) \$300

Curtain materials (pending)

Insulation in attic space above classrooms (\$200)

Proposed but unapproved projects:

Edgewood Lane entrance flooring repair

Painting pew ends

Removal of the Boiler (\$4320)

? Flooring (carpet) for classrooms, music office, comfort room, landings

? Flooring for sanctuary—painting concrete area

Replacing altar area carpeting

Replacing tile

? AV equipment?

Stewardship / Pledge Drive

2019-2020 Stewardship Committee Annual Report

Stewardship Committee

Chairperson(s): N/A

Group/Committee members: N/A

Overview:

Definition: Stewardship means taking care of something we value and enabling it to grow. When we become stewards, we take responsibility and contribute our time, talent, and treasure. Meaningful stewardship implies a vision that includes the congregation, the community, the larger UU faith tradition, and the earth.

Purpose: The Stewardship Committee plans and implements a Stewardship Program at TJMC-UU to encourage members and friends to actively participate in and financially support the church. The committee will help the congregation explore how our time, talent, and treasure is spent in light of our values, principles, and our mission statement. And finally, the committee will work to help members understand how the budget is the “mission statement” of the church.

2019-2020 Accomplishments: According to members of the church who have been active in the board, stewardship, and pledge drive activities in the past, the Stewardship Committee was active until a couple of years ago. Then it became a stewardship team, lead by the prior DFAS. The team became defunct during the transition to new leadership and the DFAS leaving the church. Many of the events and responsibilities that fall under the historical committee have been maintained or restarted.

2020-2021 Goals: 1) Evaluate the definition, purpose, organization, roles, goals and responsibilities of the committee, considering the various annual activities and other committees that have maintained their efforts toward historical responsibilities. 2) Discuss with the Administrative Council and the Board of Directors what their desires are for the future of the Stewardship Committee. 3) Write and updated organizational charter. 4) Recruit a Chairperson and members, re-establish organizational structure, and begin regular communications among leaders of sub-committees and teams. 5) Conduct 2020-2021 strategy brainstorming sessions(s) and plan/schedule events.

Submitted by: Danny R. Gray - in lieu of a Chairperson

See page 2 - 2003 Stewardship Committee Annual Report

Stewardship Committee

Definition: Stewardship means taking care of something we value and enabling it to grow. When we become stewards, we take responsibility and contribute our time, talent, and treasure. Meaningful stewardship implies a vision that includes the congregation, the community, the larger UU faith tradition and the earth.

Purpose: The Stewardship Committee plans and implements a Stewardship Program at TJMC-UU to encourage members and friends to actively participate in and financially support the church. The committee will help the congregation explore how our time, talent and treasure is spent in light of our values, principles and our mission statement. And finally the committee will work to help members understand how the budget is the “mission statement” of the church.

Structure: A standing committee of the church that reports to the Board via the Administrative Council

Size: At least 8 members who are committed to being an active part of the church.

Term: 2 years, renewable

(the first committee will be set up with 3 members with 1 year terms)

Membership: Those with backgrounds in marketing, sales, fund raising, and writing or creative arts are especially needed. Members will be selected with the intention of including representation from the religious education, membership, and finance constituencies.

Meetings: Meets at least monthly

Responsibilities:

- The committee plans a year-round stewardship program in support of the church mission statement.
- It works with other committees, task forces and organizations in the church to help keep Stewardship as part of their focus.
- Organize educational workshops and retreats and use a variety of other media to foster an understanding of Stewardship.
- The committee helps personalize giving so people can see what their gifts are doing.
- Fosters the creation of congregational methods for developing the Time, Talents, and Treasures of every member.

- Organizes a “Time and Talents Fair”.
- Oversees fundraising including making policy recommendations to the Board.
- Committee ensures there is a Canvass team that will implement the annual canvass to foster the financial support of the church.
- It analyzes present and past trends in giving so it can advise the board and church members on stewardship matters.
- Offers support and leadership for a Capital Campaign Drive.

Responsible to: Administrative Council

Approved by TJMC Board: April 2003

Music Committee

CORRESPONDENCE

Email to Board 4/30/2020 in reply to Lorie’s whole church email concerning the status of interim ministry search:

Thanks for sharing this information with the congregation. I was just thinking about the arrival of an interim and what that would be like "in the time of coronavirus." I hope congregants will step up to the plate and pledge if they aren't already doing so, or up their pledges if they're low. You're quite right that to meet the challenges of moving forward into a new called ministry, we need a very qualified, full-time interim minister, especially now with limited personal contact among us.

Blessings to you in the hard work you're doing in behalf of us all,

Karen

Message from UUA on reopening:

As states around the country begin to loosen guidelines and take actions to reopen, even as COVID-19 cases and deaths continue to climb, we have received many questions from congregations about returning to in-person gatherings.

Over the past several weeks, the UUA has consulted with multiple public health officials in order to update the guidance we provided on March 12 recommending congregations stop gathering in person.

Based on advice from experts, we continue to recommend that congregations not gather in person. We also recommend that congregations begin planning for virtual operations for the next year (through May 2021).

Take a moment to breathe. I know this is significant.

While there is much public conversation about “reopening,” the reality is public health officials consistently predict a long trajectory for this pandemic. A majority of our congregational members, leaders, and staff members are in high-risk categories. Our care for the well-being and safety of our members and staff must be a priority in this pandemic.

This pandemic teaches us that our actions directly impact the health and well-being of our neighbors.

Additionally, religious gatherings are considered highly contagious events. The acts of singing, the familiarity of people across households, the multigenerational community of children, youth, adults, and seniors—the things that make our congregations so special—also create more risk for spreading the virus.

Given that so much uncertainty and risk remain, anticipating a year of virtual operations allows for more creative long-term planning, while still being flexible if conditions change significantly. We recognize that with time, and depending on the specific conditions and recommendations of local public health officials, small in-person groups of people and limited staff activities onsite may become possible while wearing masks, observing social distancing guidelines, and following diligent cleaning practices.

In making our recommendations, we are guided by science and our deepest held values. This pandemic teaches us that our actions directly impact the health and well-being of our neighbors and so it is imperative that we make choices that keep our congregations and larger community safer. As COVID-19 disproportionately impacts people with disabilities, Black people, Indigenous communities, Latinx people, the elderly, and essential workers, a majority of whom are women and women of color, religious communities have a moral responsibility to do all we can to reduce risks for those already at such high risk.

Public health officials are clear. There will need to be multiple weeks of reduction in infections, adequate testing, sufficient personal protective equipment available, contact tracing programs, and perhaps a vaccine before it will be safe for many of our congregations to fully gather in person again.

All this said, **our ministries are essential services**. I am moved by congregations who are increasing their services and generosity to the larger community during this pandemic. I am inspired by those who are keeping their “virtual” doors open. Many congregations have committed to keeping their services widely accessible and available to new people and visitors, while also creating more opportunities for virtual small groups to tend to the social, spiritual, emotional, and material needs of their members.

We hope that a vaccine or an effective treatment will be found soon to change this timeline. In the meantime, being able to plan the longer horizon of virtual services offers an opportunity to be creative in planning for life-giving, essential ministry across physical distance.

Our detailed [UUA Guidelines on Gathering In Person as COVID-19 Subsides](#) include specific questions for congregations to ask to determine risk assessment and readiness plans before beginning any moves to gather in person. We will continue to update them as more information becomes available. As always, we encourage you to reach out to [UUA regional staff](#) if you need support in your planning.

I continue to hold you, your community, and all of our people in my heart and in my prayers. I know adjusting to this new reality is heartbreaking. I also believe congregations who continue to lean into their mission and life-saving ministry will find ways to thrive in this time. Ministry is so deeply needed. As is moral leadership rooted in community care and in science. May we keep offering this to our communities.

Yours in love and gratitude,

Susan

Care for our Congregations

Recognizing the increasing need for pastoral care (including for leaders!) and trained pastoral care leaders, here is a new course from the UUA Leadership Institute: [Spiritual Care Training for Congregational Leaders](#).

Care for our Communities

Register to [join UUs in rallying with the Poor People's Campaign](#) at the online June 20 Mass Poor People's Assembly and Moral March on Washington! Gather with thousands of people of

faith in demanding officials enact a platform for ALL the people, and learn how to organize for systemic changes in your community.

MJ Lightbody email response to Lorie's all-church email on status of interim minister search
4/3/2020

Lorie, thank you so much for all the info and that you and the board and the office are up front and honest about everything going on!

MJ

Marlene Jones email to board 5/27/2020

The first online congregational meeting is going to be a challenge.

I recommend keeping the first to simple questions, by-law changes and budget proposals. It would be really nice to have a couple of budget scenarios to poll on during the online congregational conversations.

Trying to conduct the first congregational meeting to address questions related to the proposal to ordinate Leia is in my opinion a bridge too far; it would be best to save that for a separate stand alone congregational conversations and congregation meeting at a later date. I know some congregational conversations were held earlier, however, it has been a while and offering some closer to this proposal would be best. Do it the right way and the congregation will own the results, if you try and push this thru I believe you will not have the buy in needed to not have this keep circulating as a issue.

I also suggest have congregational conversations online and test the election software the way you would use a polling, this way the product is full tested prior to use.

Marlene Jones

