

Unitarian Universalists of Charlottesville
BOARD OF TRUSTEES MEETING
May 26, 2021 Minutes
6:30 PM

Major focus for Board in 2020-21:

- #1. *Vision*
- #2. *Financial stability*
- #3. *Outreach + connection*
- #4. *Reconciliation*
- #5. *Defining the future*

In attendance – Kelsey Cowger, Beth Jaeger-Landis, Lorie Craddock, Stan Walker, Sean Skally, Jim Gorham, Pam McIntire, Liberty Powers, Rev Leia Durland-Jones, Rev Linda Olson Peebles

Absent – Breck Gastinger, Elizabeth Breeden

Guests – Bev Ryan, Jude Bias, Kay Frazier

I. Opening -

-Opening and Closing Words: Beth

- Reporter: Jim
- Time Keeper: Pam
- Process Observer: Kelsey Cowger

Reporter(Jim) When you are the Board Reporter you can post your notes directly to the website with this link: <http://uucharlottesville.org/post> and someone from the communications team will review it and put it online. You can also send the text to Caroline and/or let her know there's a post on the website.

Opening Words - Beth

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

- No comments were shared by our guests

1. **Acceptance of Agenda** (2 minutes)

MOTION: Lorie made the motion to accept the agenda as written.

Motion was seconded by Beth.

2. **Written Correspondence** (Emails to the Board from Marlene Jones and responses at the end of the Agenda behind the reports)

II. Reports (40 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

. ** Pay attention to the Personnel work on the updates in the employee benefits package.

** Bev Ryan reports: Personnel updated the benefits package after reviewing the UUA Benefits package. We will let finance look over the package and we will push this forward to next month's meeting

** Grant for green improvements: Jean U-S applied for a grant that we do not have the bandwidth to do anything with this grant. Sean met with a Dominion Energy representative to come up with needs that could work under this grant. It brings up a very important topic about leadership training and education.

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

4. **Lead Minister's Report** - (written)- Rev. Linda Olson Peebles

** The word did not get out to all committee chairs for them to write an annual report. Short reports from each chair: members, major accomplishments. Rev. Linda's annual report will be very comprehensive.

** As we begin to inch toward reopening, we need to pay attention to who is feeling safe and who is not feeling safe. We cannot go back to normal, we will be a hybrid church from here onward. Zoom makes church accessible to all. RE classes will be available virtually. We have the technology to do a hybrid at this time with a new camera system.

5. **Assistant Minister's Report** (N/A) – Alex McGee is on sabbatical returning on June 1st!

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

** Over 50 people signed up for the Chalice Circles, which is launching this summer.

** The Ground Committee is going to focus on the playground, which shows that this is truly an inclusive community

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

** The PPP Loan was denied again a third time and we are closing in on the deadline.

** The HVAC unit in Summit House is not functioning well when the AC is running and needs to be replaced.

** Dead trees on property need to be removed and other trees need pruning care. We have the money for this work in the grounds reserves.

8. **Membership Report** (written) - Marcia Brecker

Membership stands at 371

9. **Board Liaison Reports**

- **Nom Committee:** (no report this month) Breck Gastinger

- **Personnel Committee** (written) - Elizabeth

** Updated Benefits and Time-off policies (see report)

- **Glenn Short Sanctuary Capital Endowment Fund Committee** (written) - Sally Taylor.

- **Church Closure Task Force:** (within Sean's DAF report) Sean

** We went from Lock Down to Red: we now can have small groups inside (9 persons or less) and increased the outside gatherings from 30 persons to 50.

** Before transitioning to the next phase, we are looking to be below 1 case per 100,000 persons in Charlottesville/Albemarle and surrounding counties.

III. Electronic Motions (1 minute)

1. **GA Delegates:** Approval of Kelsey as a GA delegate (in addition to the others we approved in the April Board Meeting)
2. **Approval of April 28th minutes.**

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

IV. Old Business (10 minutes)

The Church Reopening Task Force: Updated in Sean's report.

The task force meets every two weeks and there is an update every Friday on the website.

V. New Business

1. **Board this Summer and beyond: (20 minutes)** June Board Meeting will be a combined meeting of the old and new board members and then our new board comes on in July for a smooth transition.

** Beth will send out a doodle poll looking at good dates for this June Board meeting

2. **Congregational meeting, June 6, 2021 (30 mins)**

Parliamentarian: Possibly Matthew Diasio, Amy W, or Kelsey??

Head tellers: (2): Breck, Jim

Monitor phones (1): Caroline

Monitor chat: Liberty

Organize microphones Pro vs Con: Elizabeth and Sandy Brooks (?)

Voter assistant: Jim

Timer (1): Kelsey or David Shutt

Finalize script : need information from Name Change Task Force

Rehearsal date (evening (6:30 pm) of either June 1 or June 3)

Packet (date,time, place,and business of the meeting) will go out 10 days before the meeting which is May 27th.

Election Buddy Ballot- Sean

3. 2021/2022 Budget presentation made to the Congregation: (10 minutes) Question and answer session about the budget happened on Sun, May 23rd, which was recorded (available on-line).

** Stan reports that it went very smoothly. There were comments but everything went well.

** We are not sure if we hear back from the PPP loan in time for the June 6th meeting. We will vote on the budget as it is written with the potential PPP loan amount included.

VI. Closing Activities (5 min)

1. Process Review –Kelsey: “We did well, worked efficiently.”

2. Things to do / communicate

**Stan and Kay will bring the personnel committee’s updated employee benefits and paid time-off package to the finance committee for discussion and then we will readdress this at a future board meeting.

**Beth will send out a Doodle Poll about a good date for the June Board meeting, which will be a combined meeting with the two boards, the old and new.

** Lorie is going to send out an email to all persons with jobs during the June 6 Congregational Meeting.

3. Closing Words

Dates to remember:

June 6 Congregational Meeting at 1:00

June Board Meeting will not be on the typical fourth Wednesday evening due to GA’s Opening Ceremony.

Future topics -

Process of “scrubbing” the membership list

Process of church members applying for grants to make improvements in the church.

REPORTS:

President's Report

May 2021

This month, the Board of Trustees continues to prepare for our June 6 Congregational Meeting. At the meeting we will vote on candidates for elected church positions, select a new name for our church and approve the 2021-22 budget. Preparing for an in-person Congregational Meeting is an enormous amount of work but a virtual meeting takes the effort to a whole new level. It is with deep gratitude for everyone who plans and organizes this meeting that I encourage everyone to attend and participate in our democratic process.

We are in the final weeks of this church fiscal year and the Board has already identified issues for the summer and beyond. We will hire a Developmental Minister in the next fiscal year and the new Board will begin gathering information and looking for people to participate in the selection process. Our Church Reopening Task Force continues to update our guidelines as the pandemic wears down and more people get vaccinated. We are all hopeful to resume some form of in-person worship in the coming months.

In Faith

Lorie Craddock
President, Board of Trustees

Vice President's Report May 26, 2021

Social Action Collection process was led by Karen Prairie with great skill and 9 organizations were chosen to receive the Collections (We use our own Food Pantry, Hospital Meal Packets and Impact for the other three months).

They are: African American Teaching Fellows, BUCK Squad, Birth Sisters of Charlottesville, Blue Ridge Abortion Fund, Cville Immigrant Freedom Fund, PACEM, Public Housing Association of Residents, RISE Organization, Sin Barreras.

Foyer Letters: Liberty and I are working on figuring out how to remove them and mount them.

Grounds Committee met and refused the \$500 grant from Virginia Interfaith Power and Life because we did not know what the grant was for and advised the Board to return it to the grantor. I expect Finance will review a process and procedure for future grant applications.

The Yard Sale brought in over \$3000. Kay will give a more formal report next month.

Personnel updated the Benefits portion of the Personnel Policy Manual and have submitted it for your approval (attached in the Personnel Report).

Submitted by Elizabeth Breeden

Treasurer's Report - May 2021

Things continue running smoothly. There are still some issues with QuickBooks recording some expenses twice, but Sean is working with the people at QuickBooks to rectify this.

We do look to be on our way towards a surplus for the year. It has been quite a while since there was a significant surplus, so this is a huge step! Between a surplus and the upcoming 2022 budget we will begin replenishing our reserve funds. Knowing that we can handle an unexpected expense without needing to go into debt will ease the minds of many in the congregation.

Stan Walker
Treasurer

Monthly Interim Lead Minister Report to UUCville Board of Trustees
May, 2021

May & June Theme – Story – Throughout both May and June we will encourage story-telling as a way of sharing what matters for us – in our own lives, our congregations, and beyond.

Interim Tasks

- **History** *Lifting up the facts and mythology of a congregation's life.*
 - A story-sharing Zoom session on May 15 engaged 20 folks, and inspired the desire to tell and listen to more stories of the congregation's history.
 - Community Worship May 16 addressed insights into understanding the stories of UUCville – as remembered and possibly looked at anew.
- **Identity** *Identifying features, vision, self-image, and ideals of a congregation*
 - Closely tied to how we understand the congregation's history is the question of how we identify.
 - The New Name conversations which continue give many people a chance to reflect on what is core to them about the congregation's identity.
- **Leadership** *Supporting leaders and discovering new leaders.*
 - Besides conversations I have had with men, with the Pledge team, and with Pastoral Visitors, I hope to touch base with other leaders to assess the past year and begin plans for next.
 - A session held May 20 helped in planning for small group facilitator recruitment and support for the coming church year.
- **Connections** *Strengthening or creating links to other communities – UUA, UU congregations, interfaith neighbors, community partners*
 - Transylvanian partner Istvan joined in the history Zoom in May.
 - Encouraging participation in June UUA GA.
 - I am initiating contact with the UUA Transitions Office to begin the process of entering into the search this winter for a Developmental Minister.
- **Health** *Strengthening finances, processes, practices.*
 - The COM is beginning work to learn about and nurture the Congregation's knowledge of and connection to Covenant.
 - Conversations are beginning with staff, the Interim Team, the Board, and other leaders to triage the areas of the organizational needs to address in the 2021-2022 year.

FYI – front burner work in progress: *No Board action needed. I welcome members of the Board to ask questions about things not clear or not included.*

Worship – Worship Weavers are working smoothly. Plans are well underway for worships this summer. And early thoughts about how to prepare for hybrid/two-platform worships.

Music – Scott will be offering a music service in June. He and James are planning for summer music, and looking to in-person music in the fall!

Pastoral Care- The volunteer and ministerial involvement in this area has continued offering a network of support to many members. Pastoral Visitors is training and bringing in two new members, highly qualified – new member Meg Dunham and longtime member Bob Brett.

Membership – I have requested the team to work with staff and the Pledge Team to determine how many members need to be removed, or moved to “inactive”. The Membership Committee is having a retreat June 12.

Social Justice

- IMPACT CVille has recruited new team leaders to help coordinate our Networkers.
- About 30 members and I attended a meeting May 16 with a record 17 applicants hoping to be recipients of the 2021-2022 monthly Social Action Collection. The winners
 - African American Teaching Fellows
 - B.U.C.K. Squad
 - Birth Sisters of Charlottesville
 - Blue Ridge Abortion Fund
 - C'ville Immigrant Freedom Fund
 - PACEM – Live with Jayson Whitehead, Executive Director
 - Public Housing Association of Residents (PHAR)
 - RISE Organization
 - Sin Barreras

Annual Report – I am working on the Annual Report I am writing – one (long and detailed) for the Web, and one briefer and more narrative for the Annual Meeting. I will try to have drafts of those ready for you to see by the Board meeting. Your feedback and comments would be most welcome!

Looking ahead

- I will be in person at the church
 - Sunday May 23 for the Bridging luncheon
 - Sunday, June 20, for the Solstice Healing Service and bonfire
 - Saturday, June 26, for the Elders Brunch
 - Sunday, July 18 to preach from the sanctuary

- During Ministry Days and GA (June 21-25) the staff will be attending UUA workshops or on leave. We will have emergency coverage if needed that week.

It has been a wonderful/eventful year, and I continue to be grateful that our paths came together this time a year ago.

Rev. Linda Olson Peebles

5/21/2021

Report to the Board May 2021

Rev. Leia Durland-Jones, Minister of Faith Development

Multigenerational Ministry

Primary connection points continue to be:

- 1) Sunday Chapel/Faith Development for all ages prior to Community Worship.
Sunday May 16 final day of chapel this spring.
- 2) Content creator and curator for weekly Soulful Home email sent Wednesdays with discussion prompts, chalice lighting words, suggested activities and artist of the month.
- 3) Monthly Chalice Home packet with at home worship for all ages supporting the monthly theme.
- 4) Monthly mailed packets to families with a pastoral letter and chalice lighting materials and readings, suggested activities connected to monthly ministry themes
- 5) In-person Summer Feefie (Faith Exploration Education Fun Including Everyone) program begins May 30 from 9:30-10:30 on the playground. All participants must be masked while on grounds. Lots of fun activities planned including learning the rainbow chalice and using the UUA's Love and Help program for those interested.

I am contemplating, researching, imagining what our faith development programming might look like for the coming school year as we continue to recreate ourselves during these pandemic times.

Ministry to Youth

Our Senior High YRUU group meets weekly via Zoom. I meet regularly with our awesome advising team to support their work and to help them plan. We intend to have several YRUU events over the summer including service work on the church's buildings and grounds in lieu of participating in the Appalachian Service Project this year (due to COVID.) We hope to go camping and maybe have a lock-in at a local pool.

The Bridging Ceremony as part of our worship service May 23 was very special. The luncheon with youth, young adults and their families on church grounds afterwards was lovely.

Our middle and high school youth are invited to a church sponsored pool party on Saturday June 19 from 8-10PM. Parents/youth will receive details about this event soon.

Adult Faith Development

Our congregation marked World Labyrinth Day with a walk open to all on Saturday May 1.

New AFD classes being offered this spring/summer are a weekly drop-in 5 Rhythms dance class (outdoors) with Debby Norton and a group studying the life and work of Jesus led by Rev. Karen Foley. More information about these offerings is on the church website.

Christine Gresser and Hayley Owens are working on an offering for UU young adults.

I continue working with individual adults in our congregation who have reached out for support of their own faith development and particular areas of interest.

Community Worship

Linda and I are looking ahead to the rest of the spring and summer and are setting the worship calendar together. I meet weekly with the Worship Team to help coordinate our Community Worship services and am involved in various ways with Community Worship each week.

It was a joy to preach on May 2 and celebrate Beltane with Dawn Dirks and to share service leadership with Bridger Caroline Landis on May 23.

Pastoral Care

Pastoral care continues to be an important part of my work. I meet via phone, Zoom and in person with congregants for pastoral care and also help coordinate different “behind the scenes” pastoral needs. The working group Honoring our Congregation’s Elders is planning a Saturday morning coffee/tea and finger foods in the garden on June 26 from 9:30-11:30 particularly for congregants age 75+. This event is in lieu of the annual Elder’s Dinner. Some members of the working group are planning to form a committee that will focus on honoring and supporting our congregation’s elders throughout the year.

Building Use Task Force

The Building Use Task Force meets every other week. The most up to date information from this work can be found on the church website.

I am also meeting with the group working on protocols for our building security system.

Professional Development

This month, I attended a conversation (virtually) through the Virginia Festival of the Book with Dr. Bettye Kearsse about her book *The Other Madisons: The Lost History of a President’s Black Family*. Another virtual workshop I participated in was Duke Divinity School’s *Faith Leaders Running on Empty: How to Prioritize your own Physical and Emotional Health*

I continue to participate in our monthly cluster meetings of UU religious professionals.

I am currently co-teaching via Zoom a second cohort of students in the Family Ministry Training that Erik and I were commissioned to write by the UUA.

May 2021 DAF Report to the Board

Reopening Task Force

(Formerly Building Use Covid-19 Task Force)

- Current Status: **RED** Building is **CLOSED** except for small groups
- Highlights of changes: <https://uucharlotteville.org/building-use-update-may-17-2021/>
- Updated Outdoor Use Protocols created

- [UUC Building Use Pandemic Protocols Document](#)
- [Outdoor Use Safety Protocols](#)
- [05-09-2021 Public Health Markers \(Compiled by Greg T\)](#)

DAF Position

- DAF Hours for April: 160 of 163 hours worked
- Approximately 23 hours of meetings attended in total

Finance

Finance Recap

| | April 2021 YTD | April 2020 YTD |
|----------------------|----------------------|----------------------|
| Total Revenue | \$ 451,326.77 | \$ 439,449.33 |
| Total Other Revenue* | \$ 89,593.14 | \$ 0.00 |
| Total Expenditures | \$ 429,211.14 | \$ 456,138.68 |
| NET REVENUE | \$ 111,708.77 | \$ -16,689.35 |

*includes unrealized gains from endowment

- 2nd Draw PPP - Application rejected, working with Finance and Kay F. to review application and resubmit before the May 31st deadline
- UU Common Endowment Fund as of April 30th, 2021: \$522,553.82

Financial Reports

- [April 2021 YTD DAF Budget Recap](#)
- [April 2021 YTD Statement of Activity](#)
- [April 2021 YTD Statement of Financial Position](#)
- [April 2021 YTD UUCEF Report](#)
- [April 31st, 2021 UUCEF Monthly Report](#)

Administration

Attendance

- Sunday Attendance: Average 138, down from March average of 157.
- Jan average 154
- Feb average 154

Information Technology and Computers

- Looking to replace Leia's slow computer

Communication

- Worked with Leia to streamline the main congregation calendar. Now just two calendars, one for in person meetings, and one for online meetings.

Personnel - Human Resources

- Worked on Letters of Agreement for senior staff: Linda, Leia, and myself

Facilities

- **HVAC** - Summit House Lower HVAC unit is in dire need of repair, potentially 7k to 10k. Was leaking coolant.
- **Tree trimming removal**
 - Dead Locust tree on the north east end of Edgewood Lane Lot needs to come down.
 - Multiple trees on property need dead trimming
 - Working with Kay F to get quotes on removal

Buildings

- Fixed gate latch on playground gate
- Installed outside faucet in summit house
- Replaced the door handle and latch for Summit House
- [Repair Document](#)

Grounds

- Nothing of note

Safety

- New outdoor safety protocols made with Building Use Task Force

Security

- Working with a small group to determine the best course of action instead of calling the police if an alarm goes off.

Wins:

- Communication with committees

Opportunities:

- Facilities HVAC maintenance

Membership Report for May 2021 :Submitted by Marcia Brecker

- TOTAL MEMBERSHIP as of May 23, 2021: **371 members**

Note: Contains 23 under consideration for archiving post pledge scrub

Add:

- Kathy Bauer - added April 28, 2021

Drops:

- Charles Richards & Kimberly Knotts
- Joan Stalz and Wes Farris (Lexie and Natalie)

Updated Benefits and time-off Policies from Personnel

(Items in red type are either new, change or reworded from our current policy manual)

Black type is from our current manual and will be noted if it is to remain or deleted.

BENEFITS

TIME OFF POLICIES

HOLIDAYS (add 3 holidays, red type)

The following are holidays for which an employee is paid:

New Year's Day
Martin Luther King Jr. Day
Presidents' Day
Memorial Day
Fourth of July
Labor Day
Indigenous Peoples' Day
Veterans' Day
Thanksgiving Day and the day after
Christmas Day and the day before or after
New Year's Eve

If a paid holiday falls on a Saturday or Sunday, the employee may take off the following Monday, or another day of their choosing within six weeks of the specified holiday by prior arrangement with their supervisor.

Employees regularly scheduled to work at least 20 hours or more per week are eligible for holiday pay if they would normally be scheduled to work that day. Eligible part-time employees only receive holiday pay if they are scheduled to work on a holiday and are paid for the number of hours they are normally scheduled to work that day. If eligible employees are required to work on a holiday, they may take compensatory time off within six weeks, negotiated with their supervisor.

VACATION.

The Congregation grants paid vacation to regular employees scheduled to work at least 10 hours per week at their regular rate of pay based on their length of service with the Congregation according to the schedule below: (Changed from Current manual: Twelve month, non-exempt and exempt employees shall accrue annual leave as follows:)(no change in vacation times)

| Length of Service | Annual Amount of Vacation |
|-------------------|---------------------------|
| 1-2 years | 2 weeks per year |
| 3-5 years | 3 weeks per year |
| 6 or more years | 4 weeks per year |

For part time employees a week of annual leave shall be equivalent to the number of hours in the employee's normal workweek.

Employees who work fewer than 12 months shall accrue pro-rated annual leave.

Vacation accrues each pay period and employees may not use more than the amount accrued without approval of the Supervisor, DAF, or Minister. Increases in vacation accrual rate will be made on the first day of the month following the anniversary date of the year in which an employee completes their 2nd, or 5th year of employment. Although paid vacation hours will be accrued from the first day of employment, vacation time may not be used until the employee has completed at least six months of employment.

Vacation time must be requested in advance and can only be taken with the approval of the Supervisor, DAF, or Minister. In the event of conflicting vacation requests, vacation generally will be granted in the order the requests are received, in accordance with length of service and consistent with workload requirements.

Employees may accrue no more than 4 weeks of vacation time and may carry over from one year to the next no more than 2 weeks of the employee's annual accrual amount. Upon termination, employees will be paid for accrued, but unused, vacation time. (Change from previous manual: Up to one week of annual leave may be carried over into the next church year with the written permission of the supervisor but must be used within the next church year with a copy placed in the employee's personnel file could only carry over 1 week. Upon dismissal, employees have no right to compensation for any accrued but unused leave.)

SICK LEAVE

Currently is under Medical/Personal. The following have changed:

1. Medical/Personal Emergency leave may be used for personal illness, illnesses in the immediate family or domestic partner, medical appointments or bereavement.
(Bereavement now separate leave)
2. Employees shall accrue 8 hours of paid medical/personal emergency leave for each 160-hour worked. (*See below for changes*). Employees shall notify their supervisor and the TJMC-UU office in case of absence. When possible, employees shall notify their supervisor and the TJMC-UU office prior to taking the leave or as soon as possible thereafter.
3. Paid medical/personal emergency leave begins to accrue on the first day of employment. No more than six weeks of medical/personal leave may be accrued:

All employees are eligible for Sick Leave. Full time employees (>35 hours per week) are credited with 80 hours of Sick Leave for the year. Part time employees will have their sick leave hours prorated based upon the number of hours scheduled to work. Sick leave may not be carried over from year to year. Upon dismissal, employees have no right to compensation for any accrued but unused leave.

Sick leave may be used in the event the employee is unable to work due to the employee's own or an immediate family member's illness, injury or other medical condition. While employees are encouraged to schedule appointments outside of work time as much as possible, sick leave may be used for routine dental or medical appointments for the employee or for the employee's child, spouse, parent or parent of spouse.

Employees must notify their Supervisor, DAF, or Minister before their starting time if they are ill and unable to come to work. Employees may be required to provide a physician's statement regarding their medical condition.

PERSONAL DAYS (new). Note from UUA: Personal Days: In addition to holidays, vacations and sick leave, employers may provide additional Personal Days. Frequently, 3 to 5 days of personal leave are provided per year as outlined in the following policy.

Employees are credited with Personal Leave at the beginning of each fiscal year. One hour of Personal Leave annually is granted for each hour scheduled to work weekly up to 40 hours. Personal Leave is not an entitlement; it is available to employees only when the reason justifies its use. Employees are expected to take care of their personal business on their own time whenever possible. Employees may request Personal Leave for critical personal, house/apartment, and family matters. Personal Leave must be approved in

advance by the employee's Supervisor, DAF, or Minister. Unused Personal Leave does not carryover at the end of the year and is not paid out at termination of employment.

FUNERAL OR BEREAVEMENT LEAVE

(Currently lumped in with medical/personal days)

A regular employee will be granted up to 10 days of consecutive work days for bereavement leave to attend to arrangements and to take care of matters attendant to the death in the event of a death of an immediate family member, or up to 5 work days for the death of a member of the extended family. Additional time may be requested from the employee's Supervisor, DAF, or Minister.

JURY DUTY

Current policy: (Is re-worded in new version) Employees shall be given leave to serve on a jury. Jury pay will be supplemented by the Church to equal the employee's normal pay rate. During the month a juror is on call, it is expected that the employee will continue to work as scheduled on days when not required to report to the court for jury duty. The employee is responsible for providing all necessary paperwork to receive supplemental pay.

The Congregation recognizes jury duty as a civic and community obligation and duty of a citizen. While you are serving on a jury, you will receive your regular paycheck with no loss of regular pay for up to 30 days as long as you provide your Supervisor, DAF, or Minister with copies of court documents affirming the facts concerning your service on a jury. If you receive pay from the court, you will be required to advise your Supervisor, DAF, or Minister and arrange to turn the amount you receive over to the Congregation.

You are expected to keep your Supervisor, DAF, or Minister informed of your service as a juror so plans can be made to provide continued coverage of your position during your absence. On any day or half-day that you are not required to serve, you are expected to return to work.

LEAVES OF ABSENCE

From time to time, employees may need to have time away from work in order to address certain urgent issues. During such leaves, an employee may use their accrued sick/vacation and personal time and any applicable insurance coverage. When possible, such leaves must be requested in advance in writing and require the approval of the employee's Supervisor, DAF, or Minister. The exact nature of the leave and its anticipated length must be included in the written request. Employees are expected to return to work upon the expiration of

the leave as granted. If prevented from returning as expected, the employee must immediately notify their Supervisor, DAF, or/Minister.

Any replacement employee assigned or rehired to perform duties of the employee on leave shall be regarded as temporary during the period within which the employee is on leave. *(keep from current manual)*

FAMILY AND MEDICAL LEAVE (FMLA)

(currently under family leave). Underlined reflect changes

a. After the first 6 months of employment, employees may receive up to 12 weeks of unpaid family leave through direct application to and approval by the Board. Unused paid leave (sick leave, annual leave, and/or maternity/paternity leave may be used for a portion of this 12-week period instead of unpaid family leave. Leave beyond 12 weeks, which shall always be unpaid, shall be negotiated with the Board.

Consistent with UU Values, the Congregation voluntarily provides certain aspects of the Family Medical Leave Act (“FMLA”), which allows an employee after 12 months of employment to take up to 12 weeks of unpaid leave due to the employee’s own serious health condition, for the birth, adoption or placement for foster care of a child or to care for a family member (child, spouse, or parent) with a serious health condition. Up to the conclusion of this leave period, an employee generally has the right to return to the same position. This leave may be taken all at once or intermittently, depending on the circumstances. Medical certification is required.

All employees who take family leave must give thirty days’ notice, or in case of unforeseen circumstances, as much notice as possible to their Supervisor, DAF, or Minister. All benefits continue as usual during paid periods of family leave covered under sick leave, parental leave, and long-term sick leave policies discussed elsewhere in the Manual. During unpaid periods of leave, no time off with pay benefits will accrue and no contributions will be made to any retirement or insurance plans. The employee is responsible for paying the entire monthly premiums for health, dental, life, and long-term disability insurance coverages.

PARENTAL LEAVE

Current policy is under Family leave, section b, c, and d. *(These sections are reworded for the new policy. Underlined sections are changed)*

b: After 2 years of employment, employees may request and be granted up to 6 weeks of paid maternity/paternity leave for birth or adoption, with full salary or wages and benefits. This paid time off shall be counted as part of the 12 week family leave benefit if family leave is granted. If two parents of the same child/children are employed at TJMC, only one of them may take paid leave at a time and their total leave time shall not exceed 12 weeks.

c: The employee shall give the supervisor and the Board written notice of any request for leave and the expected delivery or placement date with as much advance notice as possible.

d. The paid leave must begin within 3 months after the birth or adoption

e. The employee shares with the Sr. Staff, the appropriate committee(s) and the personnel committee the responsibility for reaching a satisfactory arrangement for coverage of job responsibilities during any leave period.

f. Additional expenses to TJMC stemming from a leave shall be approved by the Board before the leave is granted.

PAID PARENTAL LEAVE: After 12 months, employees who work 20 or more hours per week, and who become natural or adoptive parents are eligible for up to 12 weeks of paid parental leave. Parental leave must begin within 3 months of the birth or adoption. The rate of pay for weeks of paid parental leave is based on wages for the employee's regularly-scheduled workweek. Rather than taking twelve consecutive weeks of leave, the equivalent number of days may be spread out over up to a year, at the discretion of the Supervisor, DAF, or Minister. Such intermittent parental leave must be used within one year of birth, placement, or whenever the leave begins, whichever is first. Parental Leave benefits apply only to adoptions in which the child is new to the parent(s). If two parents of the same child/children are employed at UUCC, only one of them may take paid leave at a time.

Employees who know they will be taking Parental Leave are asked to give their Supervisor, DAF, or Minister as much notice as possible, but at least 30 days' notice of the anticipated departure date and notice of intent to return to work.

MILITARY LEAVE¹

Current policy

Employees shall receive unpaid leave and benefits for military duty in compliance with federal laws. (*expanded to below*)

Employees who are members of the uniformed services of the United States (including the National Guard or other reserve unit) will be granted paid and unpaid leaves of absence in accordance with state or federal law to perform military duties on a voluntary or involuntary basis. Requests for military leave of absence must be made in writing and should include verification of the duty call from military authority, the date the leave is to commence, and the expected date of return.

¹ **National Guard/Reserve Service:** For more information, see the "Guidelines for Reserve and Guard Chaplain Support" at: <https://www.uua.org/sites/live-new.uua.org/files/uua-approved-reserve-guidelines-20160616.pdf>

Employees may choose to use any accumulated vacation time or professional development time for all or part of the period of military service. Leaves of absence in excess of any available vacation or professional development time will be without pay. In accordance with applicable law, eligible employees will be reinstated to the same job upon returning from an authorized military leave of absence.

SABBATICAL LEAVE² (new)

The Congregation believes that employees in certain positions benefit from time spent in study, reflection, spiritual renewal, continuing education, or community service. This program is a privilege applicable to only certain positions, is completely discretionary, and may be suspended, terminated, or altered at any time. Sabbaticals are negotiated with the Minister and Chair/President of the Board.

INSURANCE AND RETIREMENT EMPLOYEE BENEFITS

The benefits outlined in this Manual represent significant additional compensation to eligible employees. Outlined below is a brief summary of the types of employee benefits currently available through the Congregation. These benefits are subject to change at any time at the discretion of Congregation. In the event of any discrepancy between the benefits outlined below and the Summary Plan Description (“SPD”) or Plan documents, those documents will govern. Any questions about employee benefits should be directed to the DAF or Minister.

HEALTH INSURANCE BENEFITS

Current policy: *(reworded and rate of compensation expanded based on hours worked)*

Employees who qualify under UUA health or dental insurance plans may elect to participate in these plans. Whenever possible, TJMC-UU will follow the UUA Fair Compensation Guidelines and apply those guidelines equitably among staff. Those guidelines currently call for 80% of the employee premium and 50% of dependent premium to be covered by the congregation. The employer share shall be paid either to the provider or to the employee on proof of coverage. Changes in health insurance participation can only be made in accordance with the terms of the health insurance provider.

Employees who are expected to work at least 750 hours per year may enroll in the group health insurance plan sponsored by the congregation. The Congregation currently pays 80% of the premium for full-time employees for the standard PPO plan offered by the

² **Sabbatical Leave:** Although not required by law, most congregations provide sabbatical leave for the minister with some providing it to other religious and/or administrative staff.

UUA. Part-time staff working 750 hours or more receive a pro-rated payment of the premium toward coverage of health insurance benefits. Eligible employee dependents may also be enrolled, and the Employer pays 50% of the additional premium for dependents, again pro-rated for part-time staff according to the following schedule:

| | |
|---|--|
| 1820 hours per year (35 per week) or more | 80% of employee/50% of dependent premium |
| 1560 - 1819 hours per year (30 - 34 per week) | 65% of employee/40% of dependent premium |
| 1040 - 1559 hours per year (20 - 29 per week) | 50% of employee/30% of dependent premium |
| 750 - 1039 hours per year (14 - 19 per week) | 40% of employee/25% of dependent premium |

Employees will be required to make their required contributions by payroll deduction or timely payment as appropriate. Consistent with federal law, if an employee has health insurance through another qualified group plan (i.e., spouse's employer plan or other part time position), the congregation will reimburse the incremental cost of the employee's coverage up to the value of the health benefit the employee qualifies for in the above chart. The reimbursed amount is calculated as the difference between the cost of individual coverage and the cost of employee + spouse coverage in the other plan. The employee is responsible for providing documentation of insurance costs to the DAF.

GROUP DENTAL

Employees who expected to work at least 750 hours per year may also enroll in group dental insurance. The congregation pays the premium cost for dental coverage according to the same schedule as health insurance (see above schedule). Employees will be required to make their required contributions by payroll deduction or timely payment as appropriate.

TERM LIFE, AND LONG-TERM DISABILITY INSURANCE³ Currently no mention of life or disability

Employees who are expected to work 750 hours per year are enrolled in term life insurance and long-term disability insurance through the group plan sponsored by the UUA. The congregation pays 100% of the cost of Long-term Disability insurance and term life insurance. There is no Open Enrollment Period for either Life or LTD, so it is important that you continue to enroll staff in these very important benefits within 60 days of their first eligibility. Late enrollment can be complicated, and will require medical evidence of insurability, which can be difficult to meet.

Further information concerning these policies is available from the Supervisor, DAF, or Minister or by going to <https://www.uua.org/finance/compensation/uua-insurance-plans>

Per website: The contract with our insurer, the Guardian Life Insurance Company, requires employers who offer coverage to offer both Life and LTD insurance to all eligible employees. There is no requirement for employers to pay for the coverage for their employees. Employees may choose to elect only life or LTD, but both plans must be offered. If coverage is waived at time of enrollment, medical evidence of eligibility must be submitted for underwriting approval before coverage can be added at a later time. Employees who did not apply for LTD and/or Life/AD&D coverage during their first 60 (sixty) calendar days from date of hire/eligibility may contact insuranceplans@uua.org to inquire about submitting evidence of insurability for underwriting approval.

WORKERS' COMPENSATION INSURANCE

Current policy (*Change to new policy from UUA*)

1. Employees injured on the job shall receive medical benefits and lost wages in accordance with the terms of the Workers' Compensation insurance policy.
2. All job-related injuries must be reported to a member of the Sr. Staff within 24 hours of occurrence.

The Congregation carries workers' compensation insurance that pays for certain medical expenses and provides partial income protection in the event of illness or injury arising out of or in the course of employment.

All on-the-job injuries or illnesses, regardless of severity, should be reported immediately to the employee's Supervisor, DAF, or Minister. Employees may be required to provide a written report on the illness or accident and a physician's statement in order to receive worker's compensation benefits, or to return to work.

RETIREMENT BENEFITS

Current policy: (*Change to new policy from UUA*)

Employees who have completed one year of service and work 1000 or more hours per year are qualified to participate in the UUA Pension Plan. Employees will begin participation as instructed by the UUA Pension Plan. Employees whose previous employment qualified them for the UUA Pension Plan will be immediately eligible upon employment at TJMC-UU per the UUA Pension Plan guidelines.

1. For employees who qualify, contributions to the UUA Pension Plan are paid entirely by the Church.

Our Congregation has adopted the Unitarian Universalist Organizations Retirement Plan (UUORP). The plan is an IRS qualified, defined contribution, 401(a)/(k) multiple employer, Church retirement plan designed to help ensure employees of UUA-related organizations have an opportunity to accumulate savings for their retirement years. Every employee has the option to enroll and authorize elective contributions (pre-tax salary reduction contributions) immediately upon employment, irrespective of hours worked or scheduled.

In addition, in keeping with the Employer's Participation Agreement on file with the UUA Office of Church Staff Finances our Congregation contributes 10 percent of the employee's gross wages for each of our employees who have met the Plan's qualifications.

To be eligible for Employer contributions, the employee must satisfy the Plan's Year of Eligibility Service provision: an individual must have a) worked a minimum of 1,000 hours during a twelve (12) consecutive month period defined in the Plan, or b) have successfully completed a UU Ministerial Internship.

If an employee is employed at more than one participating UU congregation, concurrently or consecutively, their hours of service must be combined to make the initial determination of eligibility to receive Employer's contributions.

Per the governing Plan's provisions, employees who previously received Employer contributions at another UU participating congregation or employer are immediately eligible for Employer contributions at our congregation.

The Congregation provides an enrollment form, a description of the plan, including investment options, to the employee at the start of employment. Each employee should review this material carefully and discuss any questions they may have with their Supervisor, DAF, or Minister, with the Retirement Plan staff at the UUA, and/or with a trusted personal financial advisor.

When an employee incurs severance from employment, they are ineligible to make or receive contributions.

More information can be found at: <https://www.uua.org/finance/compensation/retirement>

To: TJMC Board of Trustees

From: Sally Taylor, Chair GST Committee

May, 2021 Report from the Glenn Short Trust Committee

We are still waiting for the playground door to be fixed and the other three doors to be installed by Commonwealth. Sean has contacted a lighting company who will give us a quote for the

installation of the lighting equipment in the sanctuary which will enable better broadcast when we open again and stream our worship services. There is no change in our financial situation this month.

Respectfully submitted, Sally Taylor

Correspondence during the month of May 2021**Written email from Marlene Jones to the Board:**

On Sun, 23 May 2021 15:18:20 -0400 Marlene Jones <marz4mail@gmail.com> wrote:

> At the end of every stewardship / pledge drive there is a sense of frustration amongst those working on these events by the number of members not responding to inquiries. I know that some members would like to revisit the congregational decision to not require a financial contribution from members, others would like to require a contribution of record from all members, the difference being a contribution of record could be zero. Although this might be something the congregation can address during the development minister's tenure, it is a long term discussion. Meanwhile, leadership and staff could start forming the habit of referencing the number of active pledge units alongside the number of members. This is a way of informing the congregation and giving them a greater understanding of our financial capabilities and capacity without the negative messaging that not everyone is stepping up. A congregation that has 360 members but only 220 active pledge units is going to have a different financial capacity then a congregation that has 360 members and 300 active pledge units. My 2c

> Marlene Jones, Member since 2005

On Sun 5/23/2021 4:57 PM from Pam McIntire to Marlene Jones and cc'd to the Board

Hello:

Thank you for bringing up this important point. I think you make an excellent suggestion!

Pam

On Mon, May 24, 2021, 10:23 AM from Stan Walker <stan.tjmc.finance@gmail.com> wrote:

I understand what you're saying, but the number of pledge units is necessarily going to be smaller than the number of members. If we have 202 pledge units but 100 of these are married couples, that's very different than if they were each an individual. Add in youth members that may be included in a unit and suddenly you're very close to the number that the Membership Committee reports. Part of the problem is that Breeze isn't set up to group members by pledge unit. That makes it labor intensive to determine exactly how many members are represented by

the 202 pledge units that are currently active. Including the fact that some pledgers are actually not members (some people want to contribute but, for various reasons, decide not to join) then the numbers are even fuzzier. This was the first pledge drive since the full switch to Breeze. As such, we were expecting there to be some lessons learned. I agree that we need a better handle on how many people/members there are in each pledge unit. I hope that happens before the next pledge drive, but it will not be a quick process.

Stan

Tue 5/25/2021 4:04 AM From Marlene Jones to Stan Walker and cc the board

“Still presents a visual that says to the congregation we need a higher number of pledges, don't let "perfect be the enemy of good".

Maybe: Members 360

Expected pledge units ###

Actual pledge units ### “
