

**Unitarian Universalist Congregation of Charlottesville**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**October 26, 2022**

*Meeting hosted on Zoom at 6:30pm.*

**Major focus for Board in 2022-23**

*Action on our Developmental Goals:*

- 1. We want to define a broad shared vision of our purpose for being a congregation so that we can feel energized, dedicated, and aligned in the use of our resources.*
- 2. We want to be a more welcoming, inclusive, and anti-racist congregation, cultivating greater diversity in our membership and stronger engagement with the broader Charlottesville community.*
- 3. We want to strengthen our Stewardship Ministry to manifest passionate support of our mission with time, wisdom, and finances.*
- 4. We want to strengthen our internal processes and communication skills, build trust, and become more emotionally and operationally functional than we have been historically.*

**In attendance** – Pam McIntire, President; Bev Ryan, Vice-President; Kay Frazier, Treasurer; Hayley Owens, Secretary; Renee Brett, Chris Little, Jim Gorham, Breck Gastinger, Steve Brecker, At-Large Members; Tim Temerson, Lead Minister; Rev. Leia Durland-Jones, Minister of Faith Development, Sean Skally, Director of Admin and Finance

**Absent** –

**Guests** – Stephen Blair, David Shutt

**I. Opening - (20 mins)**

Roles

- Opening and Closing Words: Renee
- Reporter: Jimmy
- Time Keeper: Chris
- Process Observer: Bev (a new part of our process review is to ask “In our meeting today, how did we do with living our mission?”)

1. Opening Words
2. Check-In: one to two minute check-in:
3. Community Time / Public Comment -
  - a. Stephen Blair – During the planning meeting for the UU guys retreat the question came up: how can we support what the community is doing with our developmental goals? Very excited that the board is thinking about our congregations “Why?” and learning from Simon Sinek’s work. Would prefer we frame goal #2 in terms of being anti-oppression instead of singling out anti-racism as a focus. Would also like to see our congregation engage in efforts to secure our nation’s democratic process. Curious why the language of our goals does not

use our 7 principles since there is so much alignment. Wants to encourage supporting dialogue in our community where we can disagree with each other while remaining a part of our congregation.

4. Acceptance of Agenda

**MOTION:** Steve made the motion to Accept the agenda

Motion was seconded by Renee.

The Board unanimously accepts the agenda as written.

5. Written Correspondence (none)

**II. Developmental Goals Action Plans and Reports (20 min)**

- **The board endorses the plan as written noting that it will change as we begin to work on it.**

Check in with each team

- GOAL 1: Breck, Chris, and Rev. Tim met this past month as the beginnings of the Mission Statement Task Force. Would like to engage at least a third of the congregation in the process of creating a succinct mission statement. This process needs to focus on the mission so it is important that the congregation understands how we are defining mission, vision, strategy, and values. Still seeking additional members to join this task force before the board officially charges the group. Would like recommendations from the board.
- GOAL 2: Next step is to find out who is interested in gathering information and resources for inclusion training. Make contact with the Social Action Council/Social Justice Council to coordinate.
- GOAL 3: Finance Committee is reaching out to folks to form the steering committee. Want to have 3 board members and 3 non-board members.
- GOAL 4: Changed some of the timing of the action items. Realize that some of this work is contingent on the mission statement.

To begin communicating this work to the congregation, each team will write a short paragraph summary about their work and send it to Kay to share with the communications committee. Steve will discuss how to feature and share this work with the congregation with the Communications Committee.

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

1. **President's Report** (written) - Pam McIntire

4. **Vice President's Report** (written) - Beverly Ryan

- a. Received a concerned comment from a member of the congregation about the board's plans to remove nomination from the floor from the bylaws. Recommends

that we have a congregational conversation about this change in advance of the vote.

5. **Treasurer's Report** (written) - Kay Frazier
  - a. There has been an uptick in interest for building rentals. Those inquiring about renting space credit our recently revamped rentals webpage.
6. **Lead Minister's Report** (written) - Rev. Tim
  - a. Several members of the board noted appreciation for Rev. Tim's board report which describes a possible process for developing a shared purpose at UU C'ville over the next few years.
7. **Minister of Faith Development's Report** (written) - Leia Durland-Jones
  - a. There will be a multi-generational service this Sunday. Send Rev. Tim a photo of a beloved ancestor to include in the slideshow by Friday at 5pm.
  - b. Shares thanks for last Sunday's wonderful celebration
  - c. There is an appropriate and accessible pop-up adult faith development class offered by the UUA on Nov. 1st. This class is an invitation to process ideas around death and dying. [Read more and register here](#)
8. **Director of Administration and Finance Report** (written) - Sean Skally
9. **Building Use Task Force:** (written) Greg
  - a. Recommends parameters for when our congregation would un-mask indoors. The Task Force's recommendations are rooted in Greg's research of when epidemiologists would be comfortable unmasking. They stated that they would be comfortable when cases got down to 5-10 per 100,000 people and 1% or less test positively. Task force supports these numbers. Charlottesville is currently 5% testing positive and 95 cases per 100,000. Expects that in the coming months that covid cases will increase.
  - b. The other updated recommendations are:
    - i. High quality N95/KN95 masks are required in all rooms both in the main church building and in Summit House, including the sanctuary, classrooms, the social hall, etc. The only exception is if an individual is alone behind a closed door, like in a staff office.
    - ii. Eating and drinking are permitted inside the Social hall but masks are required if one is in the social hall but not eating or drinking. Eating and drinking is not permitted anywhere else in the building unless one is alone behind a closed door, such as a staff office.
    - iii. Fresh air circulation remains essential, meaning windows and doors should be open and air purifiers and fans turned on.
    - iv. It is recommended that only one person or family use a restroom at a time. Masks are still required in all restrooms.

c. **The board affirms the Task Force's recommendations.**

10. **Building Signage Task Force Update** (oral): Breck

- a. There are no special rules related to our building signage because of the historic district, however, we are subject to city code. Currently our sign is non-conforming because it covers too large an area.
- b. We can keep our non-conforming sign if we are only changing the type/words.
- c. Next steps are to get some mock-ups, determine the letters, and get a cost estimate.

11. **Membership Report** (written) - Membership Committee

Membership stands at: 305

12. **Board Liaison Reports**

- Nom Committee: no update
- Personnel Committee (written in VP Report) - Beverly
- Communications Committee (written) - Steve
  - The Communications Committee is really engaged and cooking along. Excited about new member Simone Cote and greatly appreciates Rachel's competitive analysis of fellow UU congregations in the region that she developed this month.

**IV. Electronic Motions (1 minute)**

1. Approval of the September minutes happened electronically.

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

**V. Business (20 mins)**

- **Summit HVAC System Update (Sean):** 10 min
  - Solicited three estimates. Pleased with the Johnson HVAC estimate which was the lowest. This is also a minority owned business.
  - Finance committee now needs to take a look at this and determine how to fund the work.
- **Communications Committee Competitive Analysis (Steve):** 10 min
  - Committee discussed that the congregation's work determining our mission will help guide the development and direction of our website.
  - Rachel Buckland was recognized for her excellent work on this analysis and how it will help our congregation consider next steps for our website and other branding. It should be noted that many of the UU communities included in this analysis are significantly larger than UU C'ville.

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

1. Process Review – In our meeting today, how did we do with living our mission?
  - a. Timing of the meeting is off. Should distribute more time/content to the second half of the meeting.

## 2. Things to do / communicate

- a. Share the list of folks you are considering for the different task forces with Kay. Share names of folks that you think would be good on the Mission Statement Taskforce with the Goal #1 team.
- b. Each team will write a short paragraph summary about their work and send it to Kay to share with the communications committee. Steve to discuss how to feature and share this work with the congregation with the Communications Committee.
- c. Will discuss pledge drive at December meeting.

## 3. Closing Words

### Dates to remember

Next UU Charlottesville Executive Board Meeting: Nov 10, 2022

Next UU Charlottesville Board Meeting: December 7th, 2022

*Minutes respectfully submitted,  
Hayley Owens, Board Secretary*

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### Reports to the Board

## Board Goals Church Year 2022-2023

### Developmental Goal 1:

**We want to define a broad shared vision of our purpose for being a congregation so that we can feel energized, dedicated, and aligned in the use of our resources.**

Goal 1 Team: Breck Gastinger, Chris Little, Rev. Tim

Supported ideas: Reevaluate and revitalize the covenant and the mission statement with members of the congregation. Have a mission/vision so powerful that it makes us get up and do something. Explore models for establishing our mission.

Action Statements:

- Board watches Simon Sinek TED talk that Jimmy shared in advance of the September 2022 board meeting. [Linked here](#)
- Board Member team defines what a mission and vision statement are and communicates this to the board.
- Engage and empower a Taskforce with a charge to evaluate, revise, and replace, if necessary, our mission statement by March 2023. Part of their charge will emphasize the importance and necessity of engaging the congregation broadly.
- Use these statements to guide and inform budget and strategic priorities for 2023.

Supporting ideas: Decide if we need a new strategic plan grounded in vision measured by the SMART goals.

Action Statements:

- Board needs to decide if a robust and specific mission and vision statement is enough or if we would also like to develop a multi-year strategic plan.

### **Developmental Goal 2:**

**We want to be a more welcoming, inclusive, and anti-racist congregation, cultivating greater diversity in our membership and stronger engagement with the broader Charlottesville community.**

Goal 2 Team: Pam McIntire, Renee Brett, Steve Brecker

### **Supported ideas:**

- Goal 2 action plans will be adjusted to align with and support our Mission as developed in Goal 1.
- Welcoming and inclusive outreach for all, but especially young adults, college students, multicultural, anti-racist, anti-oppressive, and LGBTQIA2S+ communities.
- Clear path to membership
- Coordinate our social justice initiatives to provide a united message of who we are as UUCville to the community.
- Support multicultural diversity throughout our congregational activities.
- Evaluate our congregational activities and structures through a multicultural lens.

### **Action statements:**

For this year:

- Organize a small group to begin accumulating information and resources to support eventual training for the congregation on being a welcoming community.
- Collaborate with the Social Action Council to strengthen the Council and to coordinate our community outreach and our congregation's multifaceted, but united, social action brand in the community. We have a shared purpose and we can highlight that.

Coordinate with the Communications Committee, Social Action Council, and Social Action Groups.

In service of increasing our community's awareness of our social action activities, the Council might consider:

- Monthly social action Sunday events or activities after Sunday services
- Ask the Communications Committee how to best increase Charlottesville Community awareness of our comprehensive social action activities
- Highlight successes on Sunday mornings and in the Friday newsletter
- Ask the Social Action Council to consider our RELEVANCE in the Charlottesville Community and whether there are initiatives or opportunities for coordination with other groups that would support our presence in the community.
- Ask committees and staff to include multicultural activities throughout all aspects of Congregation life. Coordinate with Leaders of all Congregation Committees and Task Forces, Rev. Tim, Director of Music Scott Deveaux, and the Music Committee
  - Encourage worship services that are dedicated to multicultural movements and dates.
  - Support live multicultural music offerings on Sunday mornings
  - Encourage members with musical talents to participate
  - Engage local multicultural music groups to rent the sanctuary for concerts

For the next year:

- These steps will be adjusted to support our congregation's mission as developed through the process of working on Goal 1.
- Organize a task force to design training on being a welcoming community. This task force could use the secret seeker checklist to identify the specific needs of our congregation. This training would be open to the wider congregational community but conducted with groups of committees. Coordinate with the Membership Committee. Coordinate with Rev. Leia. This might include:
  - Anti-racism, Anti-Oppressive, micro-aggression awareness and skills.
  - Adult sexuality education around diversity in sexuality identities
  - Awareness of young adult culture
  - What to say to welcome newcomers, and each other
  - Trained teams to support welcome tables on Sunday mornings
- Create a Task Force (and possibly a committee in the future) to evaluate our congregation life and structures through a multicultural, anti-racist, anti-oppressive lens.
  - Identify expertise and interest within our congregation in examining our life and structures
  - Ask Task Force to look for training in conducting a multicultural, anti-racist, anti-oppressive audit
  - In future years, consider conducting a multicultural, anti-racist, anti-oppressive audit

- In future years, consider creating a committee that has the ongoing responsibility for monitoring our activities and structures
- Consider that while this is important, proceeding too quickly on this without the presence and participation of people from marginalized groups, might be counterproductive.

**Developmental Goal 3:**  
**We want to strengthen our Stewardship Ministry**  
**to manifest passionate support of our mission**  
**with time, wisdom, and finances.**

Goal 3 Team: Jimmy Gorham, Kay Frazier, Rev Tim

**Definition of Stewardship Ministry:**

The Stewardship Ministry shall

1. nurture a culture of giving, through the responsible development, planning, and management of the congregation's resources, and
2. care for our human, physical, and financial resources.

**Key Concepts:**

- Emphasize clearly and repeatedly that stewardship is a year-round activity, inextricably intertwined with UUCville's mission and theology.
- Celebrate the recent success of annual pledge drives.
- Connect the acts of pledging, and of fulfilling that pledge, with our vision and mission.
- Celebrate gifts of time, and clearly identify the various pathways by which congregants can volunteer (e.g. hold a volunteer fair).
- Strengthen legacy giving, through planned donations and the Endowment Fund.
- Create a clear path for capital and long-range planning for maintaining and improving our buildings and grounds.
- Promote transparency in all financial matters.
- Strengthen communication throughout the Congregation regarding Stewardship.

**Action Statements:**

- Utilizing Rev Linda's vision of a Stewardship Ministry, we will form a Stewardship Steering Committee (SSC), to develop both short- and long-term priorities in enabling and expanding the Stewardship Ministry.



- The SSC shall comprise six individuals. The Developmental Minister, DAF, and Treasurer will serve as *ex officio* members. Three members of the congregation (not Board members) will serve as at-large members. Term limits and other restrictions TBD.
- The SSC's charge shall be to:
  - Take into consideration the Key Concepts in developing short-term and long-term priorities, i.e. planned giving, stewardship of time, pledge drive, long term planning.
  - Build networks and convene stakeholder groups, supporting collaboration and coordination within the congregation to advance the stewardship priorities.
  - Enhance communication and transparency around stewardship, celebrating our successes, while acknowledging opportunities for improvement.
  - Oversee, but not operate, the annual Pledge Drive (PD):
    - Pledges are the most significant contributor to operational financial stability. We recognize that the effort surrounding a successful PD needs to take place year-round.
    - We also recognize that the Operational aspects of each year's PD are daunting and that asking the SSC to also oversee PD operations is likely to result in burn-out.
    - With these in mind, a Pledge Drive Operations Team (PDOT) shall be formed early in the church year (i.e. September) to plan the year's March Pledge Drive, and to coordinate the pre- and post-drive tasks, assessments, and communications.
    - The SSC will make recommendations to the Board for the composition of each year's PDOT.
- The Board will assess the work of the SSC at year's end, evaluating whether it has become an effective mechanism to build and sustain the Stewardship Ministry going forward.

#### **Developmental Goal 4:**

**We want to strengthen our internal processes and communication skills, build trust, and become more emotionally and operationally functional than we have been historically.**

Goal 4 Team: Bev Ryan and Pam McIntire

#### **Supported ideas:**

An operationally functional governance model has a clear organizational chart, with clear and concise responsibilities of the Board, Staff, and Committees that are readily available for the Congregation.

#### **Action Statements:**

For this year:

- Review and update all committees to include a current description of the committee, chair, and active status.
- Develop a brief description of the Board and our Governance to help the congregation be aware of the Board's purpose and functioning.
- Work with the Communications Committee to develop a brief, clear, and concise statement of the structure of UUCville, and how things get done.
- Develop a list of frequently asked questions to be posted on the website as well as distributed regularly to the congregation in the Friday email. (Examples below)
  - I have an idea/concern: whom should I talk to?
  - I want to become more involved in the church: how do I do this?
  - What does it mean to become a leader?
  - What can I do if I'm unhappy about something?
  - What can I do if I feel that someone is inappropriate or disrespectful?

For next year:

- Explore our governance model and how we might change our current model to better reflect our mission.

**Supported ideas:**

Finding and nurturing new leadership will help sustain our initiatives, and enhance the growth and self-exploration of members and the Congregation as a whole.

**Action Statements:**

For this year:

- Provide messages about leadership from the pulpit.
- Include frequently asked questions that help promote a culture that sees leadership as a mission and helping us grow spiritually.

For next year:

- Plan a yearly leadership workshop.

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**President's Report to the Board: October 2022**

It is exciting to be working on our four Developmental Goals and to see the steps we are already taking. Here are some of my thoughts on where we are with our plans.

**Goal 1: We want to define a broad shared vision of our purpose for being a congregation so that we can feel energized, dedicated, and aligned in the use of our resources.**

After watching the Simon Sinek TED talk and reading more about defining our vision, I am convinced this is the next right step for uniting and further energizing our congregation. I hope we can engage and empower a Taskforce to begin discussions with the whole congregation on this important initiative.

In the last months, I have become increasingly aware of how our congregation is acting with loving kindness in so many aspects of congregation life. It seems to me that we already have a commitment to living our UU values in our actions with each other and the larger community. And yet, as seems common for UUs, we each have our own vision of what we are up to. It would be so powerful if we could bring together all these visions so we can all feel part of the whole.

**Goal 2: We want to be a more welcoming, inclusive, and anti-racist congregation, cultivating greater diversity in our membership and stronger engagement with the broader Charlottesville community.**

I greatly appreciate Rev. Tim's wisdom and action on helping us become a more welcoming congregation. His Newcomer's Circles once a month after the service on Sunday are a terrific idea and it is wonderful that he is present in these groups. I love that newcomers are able to meet directly with our minister at the start of their contact with our congregation!

As we examine all the aspects of how to be welcoming, it will be good to hear the congregation's thoughts on our shared vision and mission and to develop our welcoming initiatives in coordination with the work on Goal 1.

An important part of the work for Goal 2 will be collaborating with the Social Action Council in their community outreach. I look forward to learning how the board can support the council.

**Goal 3: We want to strengthen our Stewardship Ministry to manifest passionate support of our mission with time, wisdom, and finances.**

Forming a Stewardship Steering Committee is a terrific idea! I think that this will go a long way to providing the guidance we need to manage our human, physical, and financial resources.

**Goal 4: We want to strengthen our internal processes and communication skills, build trust, and become more emotionally and operationally functional than we have been historically.**

Providing clear messages to the congregation about the structure and function of UUCville is a critical part of strengthening our whole system. We will work on reviewing and updating information on our committees, providing a concise description of the Board and Governance, and writing a frequently asked questions reference to help everyone know how things get done at UUCville.

I am impressed with how these goals and the action plans span the realm from our overall vision for who we are and what we are up to how exactly we will manage our resources and get things done.

It is a great pleasure to be a part of a group that is able to put love and kindness forward while being clear about how to take action. Love in action is inspiring!

Submitted by, **Pam McIntire**, President

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#### **Vice President's Report to the Board:** October 2022

**Personnel:** Personnel committee is waiting to get the updated UUA salary/benefits recommendations to develop UUCville staff salary recommendations for the finance committee and the Board.

**Covenant Groups:** There are 7 active Covenant groups (2 new ones). The one Soul Matters Group is on hold until January.

**Policy Review Team:** The Policy Review Team has edited the bylaws to reflect the following changes that were voted on in 2 Congregational Meetings.

On June 27, 2021, we voted to approve a change to Article 1 in the Bylaws to replace our name:

**ARTICLE I** - Name, Mission, Participation, and Denominational Affiliation

**I.1** - Name

The name of this religious organization is the **Unitarian Universalist Congregation of Charlottesville (hereinafter referred to as the "Congregation")**.

On June 5, 2022, we voted to approve the following addition (I.6) to Article I in the Bylaws: which states:

"I.6 - Intention of Operating as a 501(c)(3) Qualifying Organization. The UU Congregation of Charlottesville is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code."

We also approved the change of the title of Article I to accurately represent the contents of the change.

Respectfully, **Bev Ryan**, Vice President

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## **Treasurer's Report to the Board: October 2022**

### **Finance Committee**

The Finance Committee (FC) discussed the following:

- The Committee reviewed the draft Action Plan for Developmental Goal 3, Stewardship Ministry, unanimously endorsed the plan, and were complimentary on the details and scope of the actions.
- The Committee reviewed the September financial reports, leading to many questions regarding the budget entered into QuickBooks, data migration of Breeze, and specific line items. Kay is compiling a list of all the concerns and Sean is working to make corrections and verify the line items. A Fiscal Year 1<sup>st</sup> quarter analysis will be completed once this work is finished.
- Sean is also verifying information on two line items before the End of Year Report for FY 21-22 is finalized and published on the website.
- No action was taken on recommendations for funding the HVAC system for Summit House. Sean received the 3<sup>rd</sup> estimate after the FC meeting. See the DAF report for details on the estimates. The FC will take up the funding question at the next meeting.
- The FC chair, Marian Wendelin, is reaching out to people recommended for the FC to gauge interest.

### **Facility Rental Task Force**

- The website has been updated (Thanks to David Shutt and Jude Bias). Improvements will continue as the policy is completed.

Visit the site at:

<https://uucharlotteville.org/about-us/facility-rentals/renting-our-facilities-and-grounds/>

The floor plans are updated and complete. A code and occupancy rate analysis is underway.

- Work is in progress to complete the draft policy by the end of the calendar year.

Submitted by: **Kay Frazier**, Treasurer

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## **Lead Minister's Report: October 2022**

In most of my reports I focus on what has taken place over the last month and events/programs coming up in the near future. For this month's report, I'd like to look longer-term to what I see as a path forward for our congregation. This path is rooted in my own experience and I recognize it may not be a perfect fit for our congregation. But I believe strongly that something similar can work for us.

What I'd like to do now is talk about the process/stages for developing a shared purpose, turning that purpose into plans and goals, and then using those plans to create robust ministries that are characterized by focus, relevance, action, and congregation-wide involvement and connection. It's important to note that the timeline included below is just one possibility and that the specific outcomes of this process will be determined by the congregation. In other words, I'm going to outline how we might get to our destination, now what exactly that destination looks like. I would also add that following this path over the next 3-5 years will, in my view, enable the congregation to accomplish the four developmental goals.

### **Stage One (2022-23 Church Year): Mission & Shared Sense of Purpose**

This stage has two purposes. First, to develop a new mission and vision for the congregation in the form of a statement(s) that would be adopted at the congregational meeting in May/June. The Board has appointed three members to work on the process for developing a new mission/vision and additional members will be added. Second and equally important as the new mission is the process for developing it, which will begin to build a shared sense of purpose. We will ask the congregation to answer questions like who we are, what is our calling, and what does the local community and wider world need from us. Simply thinking in those terms and answering those questions will go a long way in helping us meet our first developmental goal, which is to build a shared sense of purpose. So, by the end of Stage One, we will have a tangible mission and vision and a broader sense of shared purpose.

### **Stage Two (Fall of 2023): Mission-Based Strategic Plan**

This stage includes the development of a goal-oriented plan, rooted in the new mission/vision that sets goals across key areas/ministries of congregational life. Those areas/ministries might include (in no particular order) worship & music, faith development, social & environmental justice, welcoming & membership, stewardship, fellowship & community, etc.

The ministries included in the plan will depend heavily on the content of the mission. Each ministry area would contain several goals, again depending on the mission and on the conversations that come out of the strategic planning process. Preference will be given to goals that are specific, actionable, and participatory, meaning goals that will require broad participation

from the congregation. The Board would identify who would have primary responsibility for achieving the goals, and those goals may necessitate the creation of new committees/task forces/teams. In fact, it may be determined that a new organizational/governance structure is required in order to live the mission and achieve the goals. The plan may also require a restructuring of the church budget. The duration of the plan would need to be determined and would most likely be 3-5 years. The strategic plan should be adopted by the congregation, either at the spring meeting or at a special meeting held earlier in the church year.

### **Stage Three (Spring 2024/Fall 2024 – Duration of plan)**

Having adopted both the mission and the strategic plan, this phase would focus on developing the various ministries needed to achieve the goals. Again, new structures may very well be needed to begin this work and achieve these goals. In terms of the role of the Board, the Board is ultimately responsible for the successful implementation of the strategic plan. So, the Board's job is to make the structural/organizational changes (if needed), to make sure the ministries have the resources needed to achieve the goals, and to hold those groups tasked with achieving the goals accountable by monitoring progress and, if needed, making adjustments to the plan. The status of the plan should be on the agenda of every board meeting and board members should serve as liaisons to the different ministries, much like they currently are to various committees.

In conclusion, I have seen this approach work and feel our congregation is poised to follow it. Having a mission and strategic plan will give us focus, inspiration, and direction. We will have a clear sense of what we are trying to do and what success looks like. And that success will feedback to our first development goal, which is a sense of shared purpose. Seeing real results will build confidence and commitment. It will enable us to, as I like to say, "Make Church Great!"

Respectfully Submitted, **Rev. Tim Temerson**, Lead Minister

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### **Minister of Faith Development's Report: October 2022**

#### ***Sunday Programming***

**Children & Youth Religious Education** programming is continuing to coalesce as we rebuild during life with COVID. We have learning groups for 4 year-olds through 1<sup>st</sup> grade, 2<sup>nd</sup> & 3<sup>rd</sup> grade and 4<sup>th</sup> & 5<sup>th</sup> grade concurrent with worship. I am still working to orient and train our wonderful volunteers and looking for additional people to join these teaching teams. Youth programming (6<sup>th</sup>-12<sup>th</sup> grades) meets *following* community worship. Our weekly UU parents' conversation and support circle meets in the parlor concurrent with youth programming with rotating facilitation support from Amy Nash, John Griffith and Liberty Powers.

Our youth programming is robust with awesome advising teams! Our 6<sup>th</sup>-8<sup>th</sup> grades are participating in Neighboring Faiths, the program that introduces them to other faith traditions and

how we as UUs can be good neighbors to those whose beliefs differ from our own. 9<sup>th</sup> & 10<sup>th</sup> grade is in their Coming of Age year. 11<sup>th</sup> & 12<sup>th</sup> grades are in senior high youth group, YRUU.

It continues to be wonderful to collaborate with Rev. Tim on many things, including our multigenerational worship services as well as the first 20 minutes each week. I look forward to continuing our good work together.

### ***Adult Faith Development***

Rev. Tim's World Religious course meets weekly via Zoom and has over thirty participants! Our new women's book group is meeting monthly as is our new Women's Friendship Group. Tai Chi continues to be offered by Vicki and John Shackford. We invite members of our congregation interested in insight meditation to join the Charlottesville IM group that rents our sanctuary on Tuesday evenings—a lovely partnership. I am in conversation with several others about pending Adult Faith Development classes this fall as well as next winter and spring.

### ***Pastoral Care***

I am grateful for our wonderful Pastoral Visitors team and the support they as well as the CareNet team offer our community. I continue to meet with individuals and couples regularly for pastoral conversations and work with Rev. Tim and the Pastoral Visitors team to make sure and offer support as needed.

### ***Building Use & Re-opening Task Force***

The task force next meets October 24.

### ***Professional Development***

I am just back from my first in person (in two years) Fall Conference of the Liberal Religious Educators Association. The conference was held in Birmingham, Alabama this year and I look forward to sharing more with you about my experience and learnings when I preach on November 6.

My learning with the *Centre for Holding Space* resumes this week as I begin my time in their Advanced Practitioner program.

Our congregation will host the Blue Ridge cluster of UU religious professionals Tuesday November 15.

In faith and with love, **Rev. Leia**, Minister of Faith Development

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**Director of Administration and Finance Report:** October 2022



## **COVID-Safety**

- To be updated by Greg

## **Finance**

### **Finance Recap**

	<b>As of September 2022</b>	<b>As of September 2021</b>
Total Revenue	\$27,657.57	\$35,934.82
Total Expenditures	\$28,820.52	\$54,237.06
NET OPERATING REVENUE	\$ -1,162.95	\$ -18,302.24

- Financial Committee has given a review and action items to complete before the next finance meeting
- Waiting on \$1800 refund for projector ordered in Sept and never received

### **Financial Reports**

- [Budget Vs Actual](#)
- [Statement of Activity](#)
- [Statement of Financial Position](#)
- [September UUCEF Statement](#)

## **Administration**

### **Safety & Security**

- No news to report

### **Regulatory**

- Still in the works: Submitting new "Not for Profit Status" application to IRS

### **Attendance**

YEAR	2022	2021	2020	2019	2018	2017	
Jan	91	194	288	208	265	230	
Feb	94	183	154	229	208	271	
Mar	120	179	100	205	238	289	
April	131	158	175	199	258	243	
May	135	123	182	191	207	237	
June	132	118	112	170	139	139	
July	110	98	105	137	135	140	
Aug	134	107	137	165	136	336*	*the month with the Jesse Jackson visit
Sept	128	83	107	215	250	265	
Oct		60	92	116	161	NA	
Nov		99	134	214	202	225	
Dec		84	146	161	169	238	

## **Information Technology and Computers**

- Carole McIvor computer transferred

- Email issue resolved
- installed new wireless microphones in Sanctuary
- installed new laser projector

### **Communication**

- Tim has taken over staff liaison

### **Personnel**

- Carole McIvor has started training
- forms have been scanned in

### **Buildings and Facilities**

- Rentals:
  - Vietnamese Food Club looking into rental
- In progress:
  - Summit House HVAC
    - last estimate came in at 16k
- Repairs
  - replaced bulbs in Sanctuary ceiling, two fixtures are potentially bad
  - replaced toilet in women's bathroom

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## **UU Congregation of Charlottesville Updated Covid Safety Protocols Recommendation from the Building Use Task Force**

October 26,2022

1. High quality N95/KN95 masks are required in all rooms both in the main church building and in Summit House, including the sanctuary, classrooms, the social hall, etc. The only exception is if an individual is alone behind a closed door, like in a staff office.
2. Eating and drinking are permitted inside the Social hall but masks are required if one is in the social hall but not eating or drinking. Eating and drinking is not permitted anywhere else in the building unless one is alone behind a closed door, such as a staff office.
3. Fresh air circulation remains essential, meaning windows and doors should be open and air purifiers and fans turned on.
4. It is recommended that only one person or family use a restroom at a time. Masks are still required in all restrooms.

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## **Membership Report for October 23, 2022**

Membership as of September 20 2022: 306

Additions:

Drops: Thomas Crowell

Membership as of October 23 2022: 305

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### **Report from Communications Committee Meeting October 19, 2022**

- Recent new UUCville member Simone Cote has joined the committee
- Planning to do more texting to the congregation. Content to include reminders for church events, and periodic inspirational messages from Rev. Tim.
- Joanna Hickman plans to do more posting on our Facebook
- There was an internal breakdown in this process of posting Sunday Services to our Youtube channel. No videos have been posted since Aug 14. This will be fixed so the services are available on Youtube in a more timely manner.
- Building signage update in process with the new task force working on developing proposals.
- Discussion on UUCville Competitive Analysis powerpoint created by Rachel. Steve will send it to the Board for their review and consideration.

Submitted by **Steve Brecker**, Board Member At-Large