

Unitarian Universalist Congregation of Charlottesville
BOARD OF TRUSTEES MINUTES
December 7, 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, Jimmy Gorham, Breck Gastinger, Steve Brecker, At-Large Members; Tim Temerson, Lead Minister; Rev. Leia Durland-Jones, Minister of Faith Development

Absent – Sean Skally, Director of Admin and Finance

Guests – Christine Gresser and Stephen Blair

I. Opening - (20 mins)

- Opening and Closing Words: Bev Ryan
- Reporter: Renee Brett
- Time Keeper: Jim Gorham
- Process Observer: Chris Little

Reporter 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.

1. Opening Words
2. Check-In: one to two minute check-in
3. Community Time / Public Comment -
 - a. Steven Blair - wanted to share his delight in Rev. Tim's sermons. Loves the fact that Rev. Tim brings up so many issues that he sees UUs typically being uncomfortable with, like the language of Christian stories, and links it with other ideas in the services. Sees vulnerability as being very present in Rev. Tim's

leadership and appreciates that it creates space for others to be vulnerable too. Grateful that the board has been centering thinking about purpose – asking not only how do we speak about ourselves but more importantly how do others speak about us.

- b. Christine Gresser - Grateful to the signage committee for putting the word out about the opportunity to weigh in on the options they developed for the church signage. Wanted to see the option:

Unitarian Universalist

Congregation of Charlottesville

Not worried about visibility on this wall but the accuracy of our name feels important. If we want to have more visible signage, we should have a separate effort evaluating and designing that.

4. Acceptance of Agenda

MOTION: Bev Ryan made the motion to Accept the agenda

Motion was seconded by Breck Gastinger

The Board accepts the agenda without changes.

5. Written Correspondence (Letter from Marcia Brecker, UU C'ville Usher Coordinator)
 - a. Discussed during Building Use Taskforce report

II. Electronic Motions (1 minute)

1. Approval of the October minutes happened electronically.

III. Developmental Goals Action Plans and Reports (25 min)

- Goal 1: Ready to make appointments to committee
 - **MOTION:** *In support of Developmental Goal 1, the Board of Trustees appoints Breck Gastinger, Chris Little, Rev. Tim Temerson, Jeanine Braithwaite, Pam McIntire, and Achsah Carrier to the Shared Vision Ad-hoc Committee with a charge to lead a process and congregational discussion to evaluate and revitalize the covenant and shared mission.*
 - Chris seconds motion. Passes Unanimously.
 - Board is excited about the talent and diversity of those on this committee.
 - Goal 1 will send a few sentences to Kay about what work they have been doing to share with the congregation.
- Goal 2: Membership committee is helping to push this goal forward. No action from the board at this time.
- Goal 3: Appoint Stewardship Steering Committee
 - Don Landis and Sandy Brooks have agreed to serve on this committee. At the end of the year we will evaluate the effectiveness of the committee.

- **MOTION:** *In support of Developmental Goal 3, the Board of Trustees appoints Jimmy Gorham, Kay Frazier, Rev. Tim Temerson, Sandy Brooks, and Don Landis to the Stewardship Steering Committee with a charge to develop both short and long-term priorities in enabling and expanding the Stewardship Ministry. A one-year term is anticipated with the potential for a second-year term on the committee.*
- Bev seconds motion. Passes Unanimously.
- Goal 4: Working with the Communications Committee to get FAQs about how things work at our congregation.

BREAK AND GRATITUDE CARDS (5 min)

IV. Reports (20 min) - Written reports can be found at the end of the minutes. Votes mentioned in reports are taken in the business portion of the meeting.

1. **President's Report** (Written) - Pam McIntire
2. **Vice President's Report** (Written) - Beverly Ryan
 - a. Report contains a brief summary of UUA's Recommendations for Salary Ranges. The Personnel Committee will discuss this next week.
3. **Treasurer's Report** (Written) - Kay Frazier
 - a. Financial Reports – having issues getting accurate information from Quickbooks and Breeze so have not generated these reports yet. Sean is working to correct these reports so that Finance can conduct a mid-year review. Important that we get this correct data since we are moving into making a budget.
4. **Lead Minister's Report** - (Written) - Rev. Tim
 - a. Reiterated how important it was that we had a vigil to hold space for the trauma at UVA last month.
 - b. New worship weavers have been wonderful and excited to add new voices to the worship team.
5. **Minister of Faith Development's Report** (Oral) - Leia Durland-Jones
 - a. Wanted to make everyone aware of the multitude of activities that are happening this time of year. A lot going on and something for everyone.
 - b. Board can help advertise the need for volunteers for child faith development by talking up how valuable the experience is of working with children in RE AND that this isn't an every week commitment. We need volunteers and want to ask folks who do not have children. Chris voiced that it would be helpful if we had access to the recorded sermon within the week (Renee offered to help) to encourage people to volunteer.
 - c. This past Sunday our service was as full as it had been before the pandemic!

6. **Director of Administration and Finance Report** (Oral) - Sean Skally
 - a. Add a note to the attendance to indicate if it is a total for the month or an average.
7. **Building Use Task Force:** (Oral) - Rev. Tim
 - a. Task Force met on Monday night. Had received the feedback from Marsha and others.
 - b. Recommends that with continued mask wearing that we close the doors to Rugby Road so that people are not so chilly. Doors leading out to the foyer should stay open. Will continue to ventilate the social hall since this is an area where people are removing masks.
 - c. **The board affirms the Task Force's recommendations.**
 - d. Will mention this change in the announcement on Sunday/newsletter.
8. **Membership Report** (Written) - Beth Jaeger-Landis
Membership stands at: 314
9. **Board Liaison Reports**
 - Nom Committee: (Oral) Breck Gastinger - No update
 - Personnel Committee (Written) - Beverly - see VP report
 - Communications Committee (Written) - Steve
 - The Communications Committee needs to know what the next steps are from the Board since they have brainstormed ideas for sharing information about progress on Developmental Goals with the congregation.

IV. Business (45 min)

- **Building Signage Task Force Update (Breck):** 15 min
 - *The design options discussed are attached at the end of reports.*
 - There are no special rules related to our building signage because of the historic district, however, we are subject to city code. Currently it is larger than current sign guidelines allow, but we have the right to change the text on the sign without conforming to the new sign guidelines as long as the sign does not get larger.
 - The Task Force felt very strongly that using a brushed aluminum letter would be more visible and also connect with the sanctuary's spire.
 - Held a table in the social hall last Sunday for congregants to give feedback on options and folks were generally pleased. There is a high desire for visibility.
 - Tentative cost proposal from Gropen for ~\$4,000, an additional \$1,000 for the option that has "Congregation of Charlottesville" below.
 - Have not been involved with considering existing or new options for lighting the sign.

- The majority of the board is in favor (7 to 2) of spelling the congregation's whole name out.
- Board requests the finance committee to study how we can finance this decision.

- **HVAC Overview and Vote (Kay): 15 min**

- Background information written in the Treasurer's Report. Excerpted here:

The Finance Committee reviewed the estimates for the Summit House HVAC replacement and unanimously voted to support the following recommendations:

- *We should aim to keep the full cost of the replacement around \$35,000. The preferred bid was from Beck & Cohen for the Lennox Elite Series EL18XPV, with a net price of \$14,299 per system. We recommend declining the duct sealing. Beck & Cohen currently services the HVAC system in the main building and service has always been excellent. The systems installed in the sanctuary are also Lennox and work well.*
- *The bid from Jones Heating & Air for an American Standard System priced at \$16,846 per system is also recommended as an alternate choice. American Standard is well-rated, and Jones is a minority-owned business that the Board may want to consider supporting.*
- *The Finance Committee recommends financing the system replacement 50% from the FY22 year surplus and 50% from the Endowment. This will leave the rest of the FY22 surplus to be used for other Buildings and Grounds repairs and maintenance as needed.*

- Is it worth spending more money to hire Jones Heating & Air, a minority owned business? This is a \$4,000 difference.
- Beck and Cohen have the lowest bid and they currently maintain our other units.
- Board is in consensus that we would prefer Jones Heating and Air, but would like to negotiate on the price.
- Would like to hear Sean's experience with Beck and Cohen and our service contract with them.
- Will discuss this again in January.

- **Building Committee Update (Sean): 5 min**

- Board members will send recommendations to Rev Tim for people who might be willing to help out.

- **Nonprofit Status (Sean): 5 min**

- Sean has submitted another application to the federal government.

- **Schedule Annual Meeting (Pam): 5 min**

- No objections to the meeting occurring on June 11, 2023

V. Review Agenda Items for Next Meeting (Pam): 10 min

- The parking lot on Fendall Ave is in need of some repair work and refreshing. We should keep in mind that this parking lot may be the first impression that new first time visitors have of us.
- Look at and revisit disaster relief plan / active shooter plan.

VI. Closing Activities (5 min)

1. Process Review
2. Things to do / communicate
 - a. Make sure we all have our goal updates to Kay so that we can share these with the congregation. Going forward would be good to have statements about updates in our progress in advance of the meeting. Please send to Kay.
 - b. Share to the congregation about the updated building use policy to include sanctuary doors being closed.
3. Closing Words

Dates to remember

Next UU Charlottesville Executive Board Meeting: January 12, 2023

Next UU Charlottesville Board Meeting: January 25, 2023

Board Correspondence

Dear Bev,

As the Cville UU usher coordinator, I'm writing to ask if you would consider bringing the following concern to the Board.

Now that winter is approaching and it's getting colder in the sanctuary with open doors in the rear, the ushers feel it's time to consider closing the exterior doors during services. There are number of factors:

It's particularly hard on the elderly, not always dressed to sit in the cold. I met a congregant a few weeks ago sitting the back pews who hadn't been to our church in 15 years and who kept looking back at the doors. I wondered why but has my suspicions. It was quite cold that day with street noise. How welcoming? Would she come back?

The street noise from Rugby Road is distracting what with vehicles running by on wet pavement, occasional pedestrians talking and even sirens. Having stood in the back many Sundays, at times you can't even hear what's being said from the front. Its not a welcoming environment if you are seated toward the rear.

Although leaving doors open may provide an invitation to everyone, it may also be an invitation for unpleasantness (aka violent behavior) as well - given all that our community has experienced in recent times. We need to care for everyone's health, soul - and SAFETY as much as possible.

While I am bringing up the back doors, there is also noise coming from folks who are chatting in the interior lobby EVEN if the service has begun. You can ring a chime to start the service, but that doesn't mean talking in the lobby stops. Talkers don't realize their voices carry inside to the degree that they do.

I understand UUs other than us may feel differently about these issues, but as ushers we see the larger picture in the sanctuary. So we feel the doors should be shut on both ends and if folks are concerned about air circulation, possibly running the large fan in the ceiling more frequently. The irony is that in recent weeks, in the social hall, exterior doors were closed and everyone was unmasked eating and talking.

I believe it was Covid that started this directive about leaving the doors open, but now that we are past that and keeping the masking requirement, it's time to balance welcoming, health and safety. Thank you for listening and I'm happy to discuss it further by phone.

Sincerely,

Marcia Brecker

Reports to the Board

President's Report to the Board: December 2022

It is good to see so many positive things happening in the Congregation! Sundays are great with wonderful sermons and music, thriving children and youth RE, beautiful artwork, fantastic crafts, and continued excellent zooming! I especially enjoy the Wednesday and Friday emails when I am reminded of all our faith brings to my life. So many people are doing so much good in our community. I love the feeling of connection and mutual support and commitment!

We are continuing to deepen our understanding of what it is to be UUCville with work on our Developmental Goals.

In our December Board Meeting, we hope to appointment a Task Force to begin the work on our First Goal (**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**). This Task Force will begin a broad conversation with the congregation about our mission as UUCville.

Work on our Second Goal (**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**) is evolving with our Membership Committee's work and will develop further as we examine our mission (for Goal 1).

For our Third Goal (**We want to strengthen our Stewardship Ministry to manifest passionate support of our mission with time, wisdom, and finances**) we will vote on establishing a Stewardship Steering Committee at our December Board Meeting. We will begin organizing our Pledge Drive in January.

For our Fourth Goal (**We want to strengthen our internal processes and communication skills, build trust, and become more emotionally and operationally functional than we have been historically**), we have begun a list of Frequently Asked Questions (to be posted on the website and in Friday emails) to make the structure and processes of UUCville life more transparent to the congregation.

In other news, we hope to examine possibilities for a new UUCville sign in front of the church and we will consider options for purchasing a new HVAC system for Summit House (the old HVAC system can no longer cool in the summer). We also hope to set a date for the Annual Congregation Meeting for sometime in June when we will approve the budget for 2023/2024 and vote on nominations for new board and committee members.

I hope that in the coming months everyone at UUCville will get involved in conversations about our vision for our purpose. As each of us adds our passions, ideas and experiences to the conversations, I believe that we will develop a powerful mission that will deepen our commitment to each other and the larger community.

Submitted by, **Pam McIntire**, President

Vice President's Report to the Board: December 2022

The Personnel Committee has received the UUA Salary Process documents that include Values-based Policies and Practices, Recommended Salary Ranges, and guidance for transitioning to this new program. We will be working on salary recommendations for all staff over the next month, and then collaborate with the Finance Committee in January to work with them to come to a final agreement of salaries that will fit into the annual budget. **Values based policies and practices** include:

- Having a clear and unified process for determining annual salary changes for all employees
- Transparency with staff about who is involved and what criteria are used for determining annual salary changes
- Payment of at least the living wage for our locality (MIT Living Wage Calculator for 1 adult, 0 children)
- Tracking the ratio of highest to lowest wage paid on a per hour basis to make sure that lower wage employees get appropriate increases relative to those in higher wage categories.
- Using recommended salary ranges from the UUA and doing our best to move well-performing staff through the ranges over time.
- Recognizing annual cost of living increases and striving to provide raises that help staff maintain their purchasing power.
- Having a process in place to check for salary alignment across the staff team.
- Reviewing salaries for potential bias and awareness of state laws relating to pay equity.
- Every employee knows about the benefits offered by the congregation, which ones they are eligible for, and their own cost for those benefits, if any.

Recommended Salary Ranges are now based on congregational size profile, job rubric, and geo index.

- Now only 4 size profiles. We seem to fit well in **size profile C** (200-450 members). Membership numbers have some overlap between sizes, so other factors such as operating expenses and staffing may help determine the best size fit.
- **Geo Index**: reflects local wages in towns/cities with UU Congregations. We are **Geo Index 3**, which is defined as average wages between 97 and 102.9 percent of the US average. The UUA does not factor cost of living but does provide it as additional information for congregations (from the Economic Research Institute. Charlottesville is listed as +0 as compared to the US average.
- The UUA **Job Level Rubric** bases the job level of each employee on job characteristics (Qualifications needed or expected for the job, Authority and Accountability, Visibility and Impact, Responsibilities, Hours, and Conditions). The Job levels include
 1. **Minister/Executive 1**: highest level of authority, accountability, and influence. Common job titles are Minister, Lead Minister, Interim Minister, Executive Director. The rubric also includes characteristics of this position.

2. **Minister/Executive II:** Secondary position providing broad, high-level leadership with high accountability. Common job titles are Associate or Assistant Minister, Minister of Congregational Life, Executive Director, Director of Finance and Operations.
3. **Director Level:** High level of authority and leadership within an area of congregational life; essential input into overall church direction. Common job titles: Assistant Minister, DRE, Director of Music, Director of Membership, Business Administrator, Congregational Administrator.
4. **Manager Level:** Moderate level of authority, with high visibility within their area and input into church direction. Generally includes supervisory responsibilities and/or significant volunteer oversight. Common job titles: Office or Cong Administrator, Director of RE, Choir Director.
5. **Specialist Level:** Skills and authority within a particular area. Common job titles: Youth Group Leader, Children's Music Coordinator.
6. **Support Level:** Support position within a programmatic, operational, or administrative area. <https://www.uua.org/leaderlab/congregational-salary>

Respectfully, **Bev Ryan**, Vice President

Treasurer's Report to the Board: November/December 2022

Summit House HVAC System Funding Recommendations

The Finance Committee reviewed the estimates for the Summit House HVAC replacement and unanimously voted to support the following recommendations:

- We should aim to keep the full cost of the replacement around \$35,000. The preferred bid was from Beck & Cohen for the Lennox Elite Series EL18XPV, with a net price of \$14,299 per system. We recommend declining the duct sealing. Beck & Cohen currently services the HVAC system in the main building and service has always been excellent. The systems installed in the sanctuary are also Lennox and work well.
- The bid from Jones Heating & Air for an American Standard System priced at \$16,846 per system is also recommended as an alternate choice. American Standard is well-rated, and Jones is a minority-owned business that the Board may want to consider supporting.
- The Finance Committee recommends financing the system replacement 50% from the FY22 year surplus and 50% from the Endowment. This will leave the rest of the FY22 surplus to be used for other Buildings and Grounds repairs and maintenance as needed.

Currently, there is a balance of \$448,921.44 in the Endowment Fund. Utilizing the Endowment Fund requires the Board of Trustees' approval. The Bylaws regarding the Endowment Fund are as follows:

ARTICLE XIV – Endowment

XIV.1 - Purpose. The Thomas Jefferson Memorial Church Unitarian Universalist shall have a separate Endowment Fund(s). The purpose of the Endowment Fund(s) is to safeguard principal and generate earnings and growth of funds to be available for very special projects that cannot be supported from the annual church budget. Each year up to five percent (5%) of the general Endowment Funds' market value may be used for: (1) capital expenditures for the maintenance of the physical facilities for all property owned or controlled by the Church above and beyond normal budget allocations; (2) major capital equipment purchases; and (3) extraordinary expenses beyond those in the normal operating budget, including debt reduction.

13 XIV.2 - Management. The Board is empowered, acting on its own or through its appointed representative, to hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest, and in all other respects manage and control the assets of the Endowment Fund pursuant to the Endowment Investment and Distribution Policy and the bylaws. The Board shall act in its sole judgment and discretion as it deems wise and prudent, without further approvals.

Proposed motion: The Board of Trustees authorizes utilizing up to \$17,500 from cash reserves and up to \$17,500 from The Endowment Fund to fund the Summit House HVAC replacement project. The final cost of the project shall be split 50% from each of the sources of funding at no more than \$35,000 in total expenditures.

Financial Report Review

The Financial Reports were not available for review as the reports are being reviewed and corrected by Sean. The Finance Committee hopes to review the corrected and updated reports at the December meeting.

Submitted by: **Kay Frazier**, Treasurer

Lead Minister's Report to the Board: November/December 2022

It is with very mixed feelings that I submit this report. I am filled with hope and optimism for our congregation while, at the same time, my heart is heavy because of the terrible loss of life and trauma at UVA. I think all of us feel the weight of such a tragedy and this is especially true for the many people in our congregation who are connected to the UVA. I'm glad that we provide a community of love and support for our members and for those who are hurting and grieving. I am also very grateful to all who helped with the vigil we held on November 16 and for those who attended and helped make the hour we spent together loving and comforting. Religious community cannot fully heal a broken heart, but it can hold a space in which the broken-hearted can rest, pray, reflect, and be heard. I feel the UU Congregation of Charlottesville is such a community and it is when we come together as we did in recent weeks that we are, in my view, living into the fullness of Unitarian Universalism and doing the ministry the world needs from us.

Here is an overview of some important areas of congregational life

Membership – we welcomed 8 new members at the New Friends and Members Class on November 13. A big thank you to the membership committee and especially to those from the committee who helped during the class. I also want to make sure the board is aware of those new members we welcomed, including Mike Baldwin, Carolyn Cartwright, Katie Hogan, Susan Karlson, Alan Kindler, Phillip Lawton, Diana Scott, and Carol Temerson. We are so delighted to welcome these new members and I feel the size of this group is a good indication that the path to membership that we are now implementing is working. Thanks again to Christine Gresser for her leadership, to Kate Soderman for sending out innumerable emails and invitations, to Kelly Dryden and Gayle Floyd, who helped out with lunch and other details, and all on the committee who are enabling us to live our values of welcome and hospitality.

Worship – I continue to receive very positive feedback about Sunday morning worship and feel that Rev. Leia, Scott, and I have developed a very solid worship and music planning partnership. I am very pleased with the Scott's leadership and his creativity in introducing us to simple musical pieces that are participatory and that can get people moving and clapping. I'm also very grateful for our accompanist, John Mayhood and guest vocalist Rev. Adam Dyer. And what can I say about the amazing Rev. Leia. She is a worship superstar, and I am learning so much from her many gifts. I especially enjoy the services where we lead together, and I feel our styles really complement one another. Finally, I can't say enough good things about Sean and Rachel and the work they do.

Two other worship notes. Greg Townsend and Debby Norton have completed their terms as worship weavers. I cannot thank them enough for their skill and dedication. Please give them a much deserved pat on the back when you get a chance. I would also like to share that Mary Beth Wiley, Tori Goodloe, and Caroline Landis are new worship weavers. Each has already helped with a Sunday service and they are all wonderful additions to the team.

Rev. Susan Karlson, who is member of our congregation and a very talented and experienced UU minister, will lead **zoom only** services on Sunday 12/25 and Sunday 1/1/23. That means we will not be offering dual platform services on either Sunday so Sean and Rachel can take a well-deserved break. I'm very grateful to Susan for leading both Sundays so Scott, Rev. Leia, and I can also have a break.

Rites of Passage – I officiated at the memorial service for Tom Crowell on November 5. A big thank you to Scott and Sean for their great work that day and to Elizabeth Breeden for coordinating a lovely reception. I'm not sure if many in the church know what a gift it is to offer a simple reception for families that are grieving. As I told Elizabeth, Bev Ryan, and others who volunteered, this kind of "simple" gift is another example of religious community at its best. I hope board members will continually thank all who are involved in the pastoral ministry of our congregation, from the Pastoral Visitors, to CareNet, to offering simple receptions after memorial services. This is what love looks like!

Mission Planning Task Force – I've spent a decent amount of time recruiting members of the task force that will develop and implement the process for creating a new congregational

mission. The proposed task is working in scheduling an initial meeting and consists of Chris Little, Breck Gastinger, Achsah Carrier, Jeanine Braithwaite, Pam McIntire, and Rev. Tim. I think this is an extremely strong team and look forward to working with them.

Looking Ahead to 2023 – I am really looking forward to both the mission planning and stewardship campaigns this coming winter/spring. I will start to preach more about things like calling, shared purpose, and mission as well as the connection between generosity, budgets, and ministry. We will also start having more conversations about important areas of congregational life that are likely to be reflected in the mission and in a future strategic plan. For example, I've been having some very exciting and productive meetings with Linda Dukes and Diane Ober about anti-racism ministry and I look forward to additional discussions (formal and informal) about other important areas like LGBTQ+, worship and music, food justice, environmental ministry, pastoral care, etc. The bottom line is that if we stay on track, we will be planning and goal setting in the Fall of 2023 and I would like to see us begin thinking big and asking big questions. This is an exciting time to reimagine what the congregation is, what it can be, and what we can do together to live Unitarian Universalism within and beyond our walls.

With Gratitude,

Rev. Tim, Lead Minister

Minister of Faith Development's Report: November/December 2022

SUNDAY PROGRAMMING

CHILDREN & YOUTH FAITH DEVELOPMENT

Learning groups for 4-year-olds through 1st grade, 2nd & 3rd grade and 4th & 5th grade are offered concurrent with worship. We have a handful of strong volunteers, but it continues to be a weekly challenge to create reliable teams to work with these age groups. Many of our participants are brand new to our congregation thus not able to volunteer. This aspect of church life continues to require more time and energy from Caroline Heins (RE Assistant) and myself than pre-covid days.

Youth programming (6th-12th grades) meets in the afternoons following community worship. Neighboring Faiths had a fantastic field trip to the Hindu Temple in Richmond in November and are now shifting their focus to monotheistic faiths. 9th & 10th grades, the Coming-of-Age class, met with their mentors for the first time on Sunday December 4. 11th & 12th grades, YRUU connects each week for meaningful conversation and sharing. The youth are preparing for their service trip with ASP this summer.

Our weekly UU parents' conversation and support circle meets in the parlor from 12:15-1:15 with rotating facilitation support from Amy Nash, John Griffith, Liberty Powers and Yvonne Chadwick-Mehta.

MOST children and youth programming is on Winter Break until January 8 (Coming of Age continues to meet.) We will worship in multigenerational community for the coming weeks.

WORSHIP

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.

We co-lead several multigenerational services this fall including:

Ancestor's Sunday on October 30, Bread Communion November 20, and will co-lead the Giving Tree service on December 11. I will lead our 4:30 Christmas Eve Service and Rev. Tim will lead the 7PM Christmas service. Rev. Tim and I are in conversation about the preaching schedule for the winter/spring.

In addition to Sunday morning worship, Rev. Tim and I led a vigil on Wednesday November 16 to create a space for those grieving the tragic shootings at UVA and acts of violence everywhere.

ADULT FAITH DEVELOPMENT

Rev. Tim's World Religious course via Zoom was well attended and appreciated. Our women's book group continues to meet monthly as does our new Women's Friendship Group. Tai Chi is ongoing and offered by church members 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 now in the planning stages with others for AFD offerings for the winter and spring.

SPECIAL EVENTS

Our congregation has no shortage of special events and opportunities for celebration and giving this season. While I have not been directly involved in the “heavy lifting” of all of them, I have worked behind the scenes to help coordinate and to publicize these important events.

Completed Events:

- Food & Cleaning Supply Drive with Ebenezer Baptist Church
- Hosting PACEM at UUCville
- Warm Clothes Drive for the Haven
- Thanksgiving Fresh food drive for UUCville families
- Soup Sunday & Church Grounds Leaf Raking Bonanza!
- Season of Light all church art show
- Holiday Craft Bazaar with church artisans
- Decorating the sanctuary for the Holiday Season

Upcoming Events:

- UUCville Giving Tree Worship Service and receiving of gifts

- All Church Holiday Party Sunday December 11 after church
- Christmas fresh food drive for UUCville families December 18
- All Church Solstice Lantern Walk & Celebration of the Season December 18 4:30-6PM
- Christmas Eve Services
 - 4:30PM Interactive Nativity and 7PM Traditional Candlelight
- New Year's Eve Labyrinth Walk, outdoor labyrinth 2-4PM

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 RE-OPENING TASK FORCE

The task force next meets Monday December 5.

PROFESSIONAL DEVELOPMENT

My work towards certification with the *Centre for Holding Space* continues. In the winter/spring, my Adult Faith Development class will also serve as my practicum as part of my process. My work with the Centre continues to be very meaningful both personally and professionally. I am glad to be able to share more of the Centre's work with the congregation through AFD.

We hosted a wonderful gathering of the Blue Ridge cluster of UU religious professionals Tuesday November 15. Our congregation continues to be a source of leadership for the congregations in our area.

In faith and with love,

Rev. Leia, Minister of Faith Development

Director of Administration and Finance's Report: November/December 2022

Finance

Finance Recap

	As of October 2022	As of October 2021
Total Revenue	\$179,870.92	\$235,814.24
Total Expenditures	\$163,143.09	\$174,294.80
NET OPERATING REVENUE	\$16,727.83	\$61,519.44

- Decided with Finance committee on which HVAC unit to suggest to board
- Working on list of questions/concerns for committee

Financial Reports

- [Budget Vs Actual](#)
- [Statement of Activity](#)
- [Statement of Financial Position](#)
- [October 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	160	60	92	116	161	NA	
Nov	159	99	134	214	202	225	
Dec		84	146	161	169	238	

Information Technology and Computers

- Summit house internet restored
- Issues with AV power tower fixed

Personnel

- 90 day Carol McIvor review written

Buildings and Facilities

- Rentals:
 - Vietnamese Student Association - Postponed
 - Recital Dec 10

- Repairs
 - Playground door is finally completed
 - FloodLights replaced in Sanctuary

Submitted by **Sean Skally**, Director of Administration and Finance

Membership Report for December 7, 2022

Membership as of Dec 1, 2022: 306

Additions:

New members:

Mike Baldwin

Carolyn Cartwright

Phillip Lawton

Katie Hogan

Diana Scott

Carol Temerson

Reinstated members:

Susan Karlson and Alan Kindler

Drops: None

Membership as of **December 2, 2022**: 314

Respectfully submitted, **Beth Jaeger-Landis**

Report from Communications Committee Meeting

New Mission Statement & Developmental Goals Project

Communications Committee Review of Resources and Actions Recommended

CURRENT RESOURCES

- Website
- Two Existing Email Newsletters
- New Targeted Email Communications
- Texting
- Social Media – Facebook, Instagram, Twitter

- Breeze Form – For collecting input from the congregation. Note that this requires someone assigned to monitor and reply promptly to input.

OTHER RESOURCES TO CONSIDER

- Survey Tool – Survey Monkey? The congregation has used a survey tool in the past for the Pulse Survey, so we may have congregants with expertise to call on.
- Interactive Chat Tool – Slack or similar? We can set up a tool on our website for group discussions via password and login, but we do not currently have one. Note that an interactive chat tool requires someone assigned to monitor chat and reply promptly to comments.

RECOMMENDED ACTIONS

- Create new website “box” section on Home Page and a tab (under Community Tab?) for this topic. Look at current Social Action Collection page <https://uucharlotteville.org/social-action-collection/> or the current Board page <https://uucharlotteville.org/board-of-trustees> to see how this could be structured (or see the old Minister search page: <https://uucharlotteville.org/developmental-minister-search/>)

Content to include:

- Rev Tim announcement video
 - Text of Goals
 - Blog posts from Rev Tim, The Board, and subcommittees
 - Opportunities for feedback – a form for easy submission of comments or, more ambitiously, a two way interactive blog or chat section
- Develop a plan for short, targeted communications to Congregation.
 - Ideally these should be short, frequent, and contain opportunities for feedback.

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