

**Unitarian Universalist Congregation of Charlottesville**  
**BOARD OF TRUSTEES MINUTES**  
**December 13, 2023**

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

**In attendance** – Pam McIntire, President; Bev Ryan, Vice-President; Kay Frazier, Treasurer; Hayley Owens, Secretary; Achsah Carrier, Chris Little, Jimmy Gorham, John Griffith, At-Large Members; Tim Temerson, Lead Minister; Rev. Leia Durland-Jones, Minister of Faith Development; Sean Skally, Director of Admin and Finance

**Absent** – Renee Brett, At-Large Member

**Guests** –

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

- Opening and Closing Words: Kay
  - Reporter: Hayley
  - Time Keeper: Jimmy
  - Process Observer: Achsah
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1. Opening Words
  2. Check-In: one to two minute check-in:
  3. Community Time / Public Comment -
  4. Acceptance of Agenda

**MOTION:** Pam made the motion to Accept the agenda.

The Board accepted the agenda after removing the public witness statement review to allow for ongoing conversation with communications. The board also removed the minister's housing allowance vote from the agenda. This vote can be held on email if necessary before the end of the year.

5. Written Correspondence
  - a. Jude and Sandy invited the board to participate in the Words of Thanks. See attached correspondence.

**II. October Meeting Minutes**

1. The board voted to approve the October Minutes as written.

**IV. Reports (25 min)** - Written reports can be found at the end of the minutes. *Votes mentioned in reports will be taken in the business portion of the meeting.*

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

2. **Vice President's Report** (Written) - Beverly Ryan
  - a. Appreciate the summary of personnel review and how transparent it was. The committee is living up to their goal of being transparent.
3. **Treasurer's Report** (Written) - Kay Frazier
  - a. Budget kick-off meeting is on Dec 14th if board members are interested to join.
4. **Lead Minister's Report** - (Written) - Rev. Tim
  - a. Will share more information soon about the annual interfaith Martin Luther King service on January 21st.
  - b. Getting close to being able to share more updates about the Sin Barreras partnership.
5. **Minister of Faith Development's Report** (Written) - Rev. Leia Durland-Jones
  - a. The Giving Tree generosity has been wonderful to see. Rev. Leia is excited to share the final numbers with the congregation.
6. **Director of Administration and Finance Report** (Oral) - Sean Skally
  - a. Worked with Rev. Tim and Kay last week to get everything together for this week's budget conversation.
  - b. OFI (opportunities for improvement) log that captures issues and allows for recording resolutions has been helpful in Sean's process with finances.
  - c. Moving forward with litigation with Commonwealth Glass and will let Glen Short committee know so that they can plan out the remaining money.
7. **Building Use Task Force:** (Oral)
  - a. The Task Force is in contact with each other and is watching how Covid rates are playing out so that they can offer the board recommendations should they need to be made
  - b. Also working on the Covid Policy FAQs for the website so that people can easily understand our congregation's policy. Rev. Leia and Tim are working on creating a short introduction to accompany Greg's description.
8. **Membership Report** (written) - Beth Jaeger-Landis  
Membership stands at: 313
9. **Board Liaison Reports**
  - Nom Committee: (Oral) John Griffith
    - The Committee would like to open up the pool of people being considered to be on these committees. John will invite folks during the board greeting to put their name's forward/share their interest.
    - Rev. Tim and Leia met with Cathy Lawder to review the list of names of potential new leaders.
  - Personnel Committee (Written) - Beverly Ryan

- **Communications Committee (Oral) - Achsah Carrier**
  - Rev. Tim raised the question of whether the communications committee has the authority to deactivate the congregation's twitter account. Many on the committee are concerned with the toxicity of the platform.
  - It would be more transparent if the board approves what the committee advises with the rationale documented.
  - Communications committee has some differing opinions whether to stay or go.
  - The board would like communications to decide what they would like to do and the board will approve their decision.
- **Building Committee (Oral) - Hayley & Kay**
  - Met fundraising goal!
  - Kay has been supporting the committee by revising the contract to create a draft contract that is now in the contractor's hands. Working with him one-on-one to get him wrapped up this week.
  - Will need to work closely with anyone who is using Summit House once this gets going and communicate with the congregation about where to park for accessible parking.
  - Side door will need a new handle with an access code if this will be the primary entry while the porch is being worked on. Sean can easily put on a new door handle.
  - There will need to be a lay-down area for construction. Side of Summit house is a potential candidate - will coordinate with Sean.

## **BREAK AND GRATITUDE CARDS (5 min)**

### **IV. Business (50 min)**

- **Strategic Plan Taskforce Report (10 min)** Chris, John or Achsah
  - The team is a great group of passionate, smart people. Pam and Tammy Wilt are the Co-chairs.
  - Want to center the mission in the Strategic Plan. The plan seeks to get specific about how we achieve our mission.
  - The committee is making plans to engage the congregation without repeating what was covered with the cottage conversations.
- **Letter of Agreement with Susan Karlson (10 min)** Rev. Leia
  - Documents included after Rev. Leia's Report
  - Used the contract that we use with contract employees that work with this congregation. The fee information will be added, but it isn't different from what has been shown before.
  - The board will vote after Rev. Leia and Rev. Susan Karlson review and add in the final fee numbers.
- **Update from the Stewardship Steering Committee (10 min)** Kay

- On whether or not to form a fundraising committee:
  - After lengthy discussion, the SSC has decided not to do this at this time. The committee feels it is important to understand our fundraising needs before putting together a team. We will have a better understanding of our needs by doing a needs assessment that we can then organize a capital campaign around.
  - The Summit House porch repair was an acute need and in other emergencies we can come up with something, but don't want to create fundraising fatigue by proceeding without a plan.
  - Things like the yard sale, auctions, and other fundraising efforts will still continue. Not was a part of this request to consider a separate fundraising committee.
  
- Planned Giving
  - Planned Giving can help strengthen our endowment funds and trust. Larger endowments can lead to more financial stability and generate a significant amount of income each year.
  - Have put together a small team led by Ann Salamini and are currently benchmarking with other UU congregations and local congregations. Trying to learn from our own history with this. Will work together with the communications committee to put together some information for the congregation about planned giving.
  - Unity Church and Temple Beth Israel have a wall of names with people who have put the congregation in their will/participated in plan giving.
  - Looking for information on our congregation's history with planned giving.
  - Bob Gross was one of the people who was very involved with trying to create a planned giving process in our congregation. There was a pamphlet that was on gold paper and the team used to table to educate people.
  
- **Pledge Drive Co-Chairs (15 min) Kay**
  - Documents included after Kay's Report
  - So far the SSC has not been successful in recruiting for this year's Pledge Drive chair and so are asking for the board's support to get some chairs in place in early January. If one board member would be willing to step into one of the co-chair position, they would be able to get the second person to say "Yes"
  - Rev. Leia is willing to review the existing list of names and suggest some names.
  - Rev. Tim will help with making the asks.
  - If there are other ideas for names, please send to SSC and Kay
  - John will highlight this in his Sunday greeting. Hayley is able to help with a video.
  - There are opportunities for teens to volunteer to support with tasks like stuffing envelopes.

## **V. Review Agenda Items for Next Meeting (5 min)**

Review contract  
Housing allowance  
Planned giving  
Public witness

With extra time in the meeting, a question was brought by Chris Little -

- In conversation with his children they observed that it appears that we center christian traditions more than others. Why is this?
- This question was appreciated. One reason given is that many in our congregation culturally identify with Christian traditions. Rev. Tim and Rev. Leia also want to share faith traditions that are authentic to their experience. For instance, this coming Sunday we will be centering the solstice and taking an earth centered perspective.
- Christianity is also a part of our heritage as a faith tradition.
- Rev. Leia and Tim are mindful of appropriating faith traditions that are not ours - Rev. Leia is always watching for those in the congregation who identify with different traditions that are authentic to them and that might want to share with the congregation.
- Chris is interested in paying attention to what is centered by our culture and how that might make non-christians feel. How much alignment do we want to have with the wider culture?
- Wonder about others in our congregation who are closer to other religions and how they feel about centering christianity more than other religions.

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

1. Process Review
2. Things to do / communicate
  - a. Pledge drive chair
  - b. Write thank you notes
3. Closing Words

#### **Dates to remember**

Next UU Charlottesville Executive Board Meeting: Jan 11, 2023

Next UU Charlottesville Board Meeting: Jan 24, 2023

*Minutes respectfully submitted,  
Hayley Owens, Board Secretary*

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#### **Reports to the Board**

**President's Report to the Board:** December 2023

One of the many things I love about being a Unitarian Universalist is that I get so many opportunities to expand my understanding of the world and myself. When I listen to people talk about ideas that are new to me, I often find that I have been thinking in boxes that I did not even know I had. It is a great joy to see things from a new perspective and to break free of chains of thinking (even though it is sometimes uncomfortable to be in new territory).

In the last weeks I have had the pleasure of taking the Transforming Hearts Class, taught by Circe Strauss and Rev Tim, where I learned about Trans culture and Trans identity. It was painful to hear how much harm is caused by judgment and in-the-box thinking about gender identity, but I also felt joy and appreciation as I heard wisdom from Trans people about how gender boxes limit all of us.

One of the lessons from the class was that being a Welcoming Congregation does not just mean opening UUCville's doors to assimilate others into this congregation's culture, it means incorporating the wisdom and practices of an increasingly diverse group of people. It means expanding our understanding and growing. It might mean discomfort, but it also means increasing a sense of freedom that comes with understanding.

In practice being a Welcoming Congregation, could mean each of us seeking out people we don't know, opening our hearts and listening. It might mean changing some of the ways we do things to be more inclusive of many ideas. It could mean identifying and loosening barriers to full leadership participation for people who have been on the margins of the congregation. It might mean intentionally building relationships across groups within our congregation.

We need the care and wisdom from the whole congregation as we move forward with our Strategic/Long Range Planning. The Task Force is considering the information we gathered from the Congregational Conversations last year and is exploring creative ways to engage the congregation in discussing additional, targeted questions this year. The final plan will certainly include both nurturing our own congregation and action in the wider community. While we want to support all the valuable things UUCville currently does for the larger community, we are also thinking about how we can bring all of UUCville together in united action to address the upstream causes of so many problems. We believe that UUCville can be an even more powerful force in Charlottesville when we all come together and work with community partners in focused action.

We have such wise, kind and committed people here in our congregation. I dream of what we can do when we put all this together and live our mission of love in action. I am so grateful to be a part of our loving group. It lifts my heart in these troubled times.

Submitted by, **Pam McIntire**, President

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#### **Vice President's Report to the Board: December 2023**

**Personnel:** Personnel has reviewed the UUA '24-'25 salary and benefits materials. We have made sure that all staff are assigned to the correct job title. At the current time, personnel is

only making observations about current salaries/equity, not specific salaries or Professional Development amounts. We discussed and agreed upon a priority list when determining salary recommendations:

- Gender equity
- Living wage
- At or above UUA minimum
- Transparency of process to the staff

**Budget:** I will be sending out budget requests to committee chairs for FY 25 after our kick-off budget meeting on December 14<sup>th</sup>.

**Committee fall survey:** The website was updated with new information.

**Public Witness Policy:** Edits to the policy have been made with the help of the Policy Review Team. These edits have been sent to the communications committee for review and approval prior to bringing it to the board.

Respectfully submitted by, **Beverly Ryan**, Vice President

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## **Treasurer's Report to the Board:** December 2023

### **October and November Financial Reports**

Accurate Financial Reports for October and November are not available for review.

### **Budget FY 23-24**

A Budget Kickoff meeting is scheduled on Dec. 14<sup>th</sup>, 6:30 p.m. – 8:00 p.m. via Zoom. Reps from the Finance and Personnel Committees, Senior Staff, and Board representatives (Bev Ryan and myself) will attend the meeting. The meeting's purpose is to share information and discuss the upcoming FY 24-25 budget goals and assumptions. Using the information from this meeting the Finance Committee will prepare the 1<sup>st</sup> draft of the budget in January. If anyone on the Board would like to attend let me know and you will be added to the Zoom list.

### **Summit House Porch**

The Giving Tuesday fundraising campaign was successful with over \$8,000 raised. The Building Committee is in discussion with a contractor to finalize the contract. If we are not able to come to an agreement with this contractor, the Buildings Committee will pursue a contract with another firm, possibly delaying the starting date of the project. Work will begin in late December if a contract is signed soon, with completion no later than the end of February.

## **Stewardship Steering Committee Update**

### Fundraising Committee

With the ongoing need for significant building repairs that require fundraising, the SSC was asked to consider forming a permanent Fundraising Committee. At this point, the SSC recommends not forming a permanent committee. Before forming a committee, additional planning should be completed such as a facility assessment, a campus master plan, and the Strategic Plan. This additional planning will better inform the charge of a fundraising committee.

#### Planned Giving

The SSC identified Planned Giving and the Endowment Fund as potential growth areas to improve financial stability. The SSC has formed a small workgroup, led by Ann Salami to explore the potential of a Planned Giving program for our congregation.

The desired outcomes are to:

- Envision and enact a planned giving program for our congregation.
- Build awareness of the opportunities for planned giving, contributing to the UUCville Endowment, reserve funds, and trusts.

Currently, a small workgroup is researching past efforts and benchmarking with other congregations to glean best management practices. Once the research is complete the workgroup and SSC will develop recommendations for the Finance Committee and Board. We hope to complete this project by April with a Spring rollout, working in conjunction with the Communications Committee.

#### Pledge Drive Chairs

The SSC has not been successful in recruiting the co-chairs for the upcoming Pledge Drive. We have reached out to many people, and although some indicated interest in future years, all have said “no” to the ask. At this point, the SSC needs assistance from the Board in either filling the roles or reaching out to the congregation to find chairs.

The structure is mostly in place to support the pledge drive, including the communications team, data tracker, letter preparers, early askers, and kickoff event support. Work remains to identify askers and support for that team. The roles of the chairs are to coordinate the drive and to serve as a spokesperson. A charge for the Pledge Chairs is included.

Experience has shown that co-chairs work well, with one person serving to coordinate communications and spokespeople and a second to coordinate the askers, letter campaigns, and data management. There is also an opportunity for young “interns” to assist with the pledge drive as a learning experience in leadership and development.

The majority of the Pledge Drive coordination and planning is in January and February, with the actual drive in March, and wrap up in early April. There is a depth of experience in the support teams, with past plans and schedules available as resources for the chairs. This is not a start-from-scratch job but one that builds off the past few year’s successes.

Submitted by: **Kay Frazier**, Treasurer

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## UUCville Pledge Drive Charge for Chairs

The Chair(s) are responsible for organizing and leading the annual Pledge Drive for the congregation. The Pledge Drive traditionally is scheduled in March of each year. The chair(s) work closely with and rely upon the Ministers and the Stewardship Steering Committee for support.

The Chair(s) responsibilities include:

- Choose a pledge theme.
- Be inspirational! Be the face of the drive and recruit and inspire other congregants to do the same.
- Set the calendar for the pledge drive events and sequence of committee activities.
- Organize the committee structure and recruit members of the congregation to fill the committees.
- Define the roles of the committees and volunteers.
- Convene committee meetings and lead the committee chairs in fulfilling their roles and responsibilities. Committees may include the: Pre-Drive Asks, Kickoff Event, Communications, Data team, Askers Team, Celebrations (Thank yous, recognitions, and celebrations)
- Provide leadership and guidance to coordinate the work of the committees.
- Work with the Communications Committee directly to engage the congregation in providing testimonials, building awareness, and celebrating successes. Give input and frame the communications plan with the Communications Committee.
- Be a point of contact for the congregation for questions. Directing congregants to information and key committees/staff for information.
- Work with staff, ministers, committee chairs, Pledge Drive Tracker, and the Stewardship Steering Committee to conclude and wrap up the Pledge Drive.
- Convene a post-pledge drive recap.

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### **Lead Minister's Report to the Board: December 2023**

The last few weeks have been challenging as I've been dealing with some health issues. I'm feeling better and hoping to begin 2024 fully recovered. I want to thank all of you and the entire congregation for your understanding, patience, and compassion. A special shout out to my ministerial partner, Rev. Leia, who has been so kind and willing to shoulder most of the ministerial load. UUCville is most certainly a community of love in action, and it has been so wonderful to experience that love first-hand.

Although I've been somewhat missing in action over the past month, I can say that our congregation is moving forward on so many fronts and embodying our mission and values.

From hosting Pacem for almost an entire month to our food sharing Sundays and support for Ebenezer Baptist Church's outreach programs over Thanksgiving, I could not be prouder of all that we are doing. When our congregation engages in acts of service and justice, we are truly living into the fullness of Unitarian Universalism and our mission.

I also want to say a word about the class I recently taught with UUCville member, Circe Strauss, called *Transforming Hearts*. In all of my years teaching courses in UU congregations, this has to be one of the richest and most meaningful experiences I've ever had. The topic of the course was transgender inclusion in UU congregations, and we certainly had many meaningful discussions about the trans experience and what it means for a congregation like UUCville to move beyond being inviting to becoming radically welcoming. Circe's presence was a true gift and her authenticity, courage, and willingness to share her experience and to answer questions that could, at times, be uncomfortable, was a blessing. I also want to say how touched I was by the spirit that pervaded our time together. Without exception, everyone taking the class came with open minds, loving hearts, and a hunger to learn and to grow. I remember thinking time and again how amazing it was that a class like this was taking place in a church and that we were treating one another with love and curiosity, not judgment and exclusion. I also believe the impact of this class will carry forward into our long-range planning and a renewed LGBTQ ministry. Thanks also to Rev. Leia for purchasing the curriculum some years back and for encouraging me to teach the class.

I'm also very pleased to share that we are making good progress building a partnership with Sin Barreras. They have asked us to provide rides and offer a reading and conversation class for Pre-K students and their parents. I'm happy to report that we are putting together a great team to help with both tasks, and I look forward to seeing us begin this work in the new year. At the invitation of Pastor Alvin Edwards of Mt. Zion African Baptist church, I am serving on the planning committee for the annual interfaith Martin Luther King service, which will be held at Mt. Zion on January 21, 2024. The featured speaker will be Jocelyn Nicole Johnson, author of the acclaimed novel *My Monticello*. I hope we can have a strong turnout from UUCville.

I'm also very happy our partnership with Ebenezer Baptist is thriving. Volunteers from Ebenezer prepared and served dinner to our guests from Pacem and we continue to support their Black Farmer Initiative. I'm also happy to say that Pastor Bates and I will exchange pulpits on Sunday, January 14.

The Long Range planning team has begun its work and it is a joy to be part of this group of talented and passionate leaders. I have no doubt that we will succeed at meeting the Board's charge and that we will have a bold, wide-ranging plan to present to the congregation at the annual meeting in June.

The New Members and Friends class scheduled for November 18 was postponed due to my illness and has been rescheduled for January 20. We had 11 RSVPs for that gathering and I hope we will have additional folks on 1/20.

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

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## **Minister of Faith Development's Report: December 2023**

### **Sunday Programming**

Our Sunday morning worship and faith development continues to go well.

- Kindergarten through 7<sup>th</sup> grade children alternate between our sessions of "Growing Anti-Racist UUs" and Children's Worship exploring our monthly ministry themes.
- Our Whole Lives, our comprehensive sexuality education curriculum, for 7<sup>th</sup>-9<sup>th</sup> grades
- Young Religious UUs for our senior high youth

**Children's choir** rehearses on Sundays from 12:30-1PM and sang at the multigenerational multi-bread communion service in November and will sing on December 17.

**Sunday "Second Hour"** continues to be an important component to Sunday mornings for families with childcare provided on the playground from 12:30-1:30/2PM (depending on need.) This allows for parents to attend newcomer sessions, committee meetings, the restarting UU Parents Group, and to just meet and talk with other parents.

### **UUPS (pronounced oops!)**

Our self-led UU parents' group meets regularly on the second Sunday each month from 12:30-1:30 in the Blue Room. I'm so glad this group is coalescing.

### **Holiday Events**

Our all-church holiday party on December 9 was wonderful and attended by over 60 people who enjoyed making holiday crafts, decorating the sanctuary, and spending time with church friends and family. Thank you so much to all the volunteers and especially to Caroline Heins, RE Assistant, for her work to make the party such a success!

Our Giving Tree service on Sunday December 10 was so fun! What a joy to have young musicians offer music and to have a surprise visit from Santa-- and of course, the generosity of all the gifts for the Giving Tree!

This coming Sunday is our holiday music service and solstice celebration. Our solstice lantern walk will be at 4:30 at Pen Park. Meet at shelter #2 and bring your lantern and snacks to share. We'll have a fire and welcome the return of the light. All ages are welcome! Invite your friends and neighbors.

### **Ongoing Projects**

I am grateful to Laura Horn for serving as project manager extraordinaire as she worked with Margaret Gorman to compile a guide to running our congregation's Meal Packet initiative. Margaret is looking to step away from this important program. Now that we have a guide for

how to do it, I'll be looking to create a team who want to pick up this program and continue its vital mission with the help of our congregation.

### **Children & Youth RE Committee**

Laura Horn also gets a big thank you for helping behind the scenes with the re-creation of the Children & Youth RE Committee. We will begin meeting again in January. I can't wait!

### **Adult Faith Development**

Plans are in progress for the winter/spring AFD semester.

The Women's Dream Quest Planning Circle is now meeting regularly and registration has launched for our 15<sup>th</sup> Annual Women's Dream Quest this February 23 and 24. We will host the event in person at church as an overnight – something we have not been able to do since Covid. All participants will take a Covid test at registration.

### **Pastoral Care**

I am grateful for our wonderful Pastoral Visitors team and the invaluable support they and the CareNet team offer our community. It is a gift to partner with Rev. Tim on pastoral care matters as there are weekly needs that we work together on. I continue to meet with individuals regularly for pastoral conversations. Rev. Tim and I are meeting with PV co-leads, Patty Wallens and Meg Dunham to ensure our pastoral needs are well in hand.

### **Sabbatical Preparation**

Much has been going on behind the scenes to prepare for my upcoming Sabbatical (February 25- August 26.) I will meet with Rev. Susan Karlson, Sabbatical Minister of Faith Development, this week to talk through some of the details and questions she has.

Included in this Board packet is the pending Letter of Agreement and the Draft of the Job Description.

My own plans during my sabbatical continue to take shape. For their support and devotion the last 30+ years of my ministry, I am taking Karen and Annalee to Costa Rica in March for a family trip. It is a way for me to say "thank you" to them and a trip of a lifetime for the three of us.

I will also be going on a pilgrimage to Iona in May, led by Judith Tripp (Dream Quest leader.) Some of you will remember that I went with Judith on a pilgrimage when I was on sabbatical in 2009 to Avalon (Glastonbury) and sacred sites in England.

I intend to do some reflecting, writing, and *resting*. More to come on all of that. I thank you all very much for the sabbatical time. My last Sunday at church before sabbatical is Sunday February 18.

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

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**Job Description for Sabbatical Minister of Faith Development, UUCville**  
February 15 – August 24, 2024

***Responsibilities include:***

**Management and Administration of the Lifespan Faith Development**

- Supervise the Religious Education Assistant (REA) with weekly meetings and regular in person interactions
- Complete personnel evaluation of REA in August per request of Personnel Committee
- Curate weekly Soulful Home e-newsletters for March through August
- Work with REA for weekly electronic publication
- Monitor RE budget and insure purchase of supplies and items as needed for RE program
- Attend weekly staff meetings

**Worship**

- Lead Children's Worship as scheduled
- Work with Rev. Tim to plan and lead multigenerational worship as needed
- Work with Rev. Tim to observe Rites of Passage including:  
Bridging for high school graduates  
Graduation for OWL participants

**Lifespan Religious Education Programming**

- Work with RE Committee to:  
support Sunday morning RE through May  
support RE special events (i.e. Easter Fun Fair)  
identify potential class groupings for 2024-2025 church year  
begin registration process for Children & Youth Religious Education for Fall 2024-2025  
Recruit 2024-2025 volunteer teachers and facilitators
- Work with REA to plan Summer Fun Programming June through August
- Support UUCville Youth Advisors Leadership for July Appalachian Service Project trip
- Manage Spring Semester Adult Faith Development programs
- Work with Rev. Tim to establish Fall Adult Faith Development classes

**Accountability**

The Sabbatical Minister of Faith Development (SMFD) is supervised by the Lead Developmental Minister, Reverend Tim Temerson.  
The SMFD supervises the Religious Education Assistant, Caroline Hines.

**Responsibilities that are NOT part of the SMFD's job include:**

stewardship, pastoral care, strategic planning, creation of congregational budget, attendance at Board and other meetings, preaching,

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**INDEPENDENT CONTRACTOR AGREEMENT**  
***Sabbatical Minister of Faith Development***

This Independent Contractor Agreement (this "Agreement") is made effective as of February 15, 2024, by and between the Unitarian Universalist Congregation of Charlottesville (the "Recipient"), of 717 Rugby Road, Charlottesville, Virginia 22903, and Rev. Susan Karlson (the "Contractor"), of Charlottesville Virginia. In this Agreement, the party who is contracting to receive the services shall be referred to as "Recipient", and the party who will be providing the services shall be referred to as "Contractor."

**1. DESCRIPTION OF SERVICES.** Beginning on February 15, 2024, the Contractor will provide the following services (collectively, the "Services"):

**2. PAYMENT FOR SERVICES.** The Recipient will pay compensation to the Contractor for the Services. Payments will be made as follows:

No other fees and/or expenses will be paid to the Contractor, unless such fees and/or expenses have been approved in advance by the appropriate executive on behalf of the Recipient in writing. The Contractor shall be solely responsible for any and all taxes, Social Security contributions or payments, disability insurance, unemployment taxes, and other payroll type taxes applicable to such compensation.

**3. TERM/TERMINATION.** Termination of this agreement will occur as follows:

Either party decides to end the arrangement or August 31, 2024.

The Recipient has no right to assign services to the Contractor other than as specifically contemplated by this Agreement. However, the parties may mutually agree that the Contractor shall perform other services for the Recipient, pursuant to the terms of this Agreement.

**4. RELATIONSHIP OF PARTIES.** It is understood by the parties that the Contractor is an independent contractor with respect to the Recipient, and not an employee of the Recipient. The Recipient will not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefit, for the benefit of the Contractor.

It is contemplated that the relationship between the Contractor and the Recipient shall be a non-exclusive one. The Contractor also performs services for other organizations and/or individuals. The Recipient has no right to further inquire into the Contractor's other activities.

**5. RECIPIENT'S CONTROL.** The Recipient has no right or power to control or otherwise interfere with the Contractor's mode of effecting performance under this Agreement. The Recipient's only concern is the result of the Contractor's work, and not the means of

accomplishing it. Except in extraordinary circumstances and when necessary, the Contractor shall perform the Services without direct supervision by the Recipient.

**6. PROFESSIONAL CAPACITY.** The Contractor is a professional who uses his or her own professional and business methods to perform services.

**7. WORKSPACE.** The Contractor shall be provided with the use of the Minister of Faith Development's office during her sabbatical as well as access to the and desk and desktop computer.

**8. WORK HOURS.** The Contractor can set her own work hours inclusive of Sundays and weekly staff meetings. The expectation is there will be enough workload to make 20 hrs. per week. Sundays off or away need to be arranged as far in advance as possible with the supervisor.

**10. EXPENSES PAID BY CONTRACTOR.** The Contractor's business and travel expenses are to be paid by the Contractor and not by the Recipient.

**11. NO RIGHT TO ACT AS AGENT.** An "employer-employee" or "principal-agent" relationship is not created merely because (1) the Recipient has or retains the right to supervise or inspect the work as it progresses in order to ensure compliance with the terms of the contract or (2) the Recipient has or retains the right to stop work done improperly. The Contractor has no right to act as an agent for the Recipient and has an obligation to notify any involved parties that it is not an agent of the Recipient.

**12. ENTIRE AGREEMENT.** This Agreement constitutes the entire contract between the parties. All terms and conditions contained in any other writings previously executed by the parties regarding the matters contemplated herein shall be deemed to be merged herein and superseded hereby. No modification of this Agreement shall be deemed effective unless in writing and signed by the parties hereto.

**13. WAIVER OF BREACH.** The waiver by the Recipient of a breach of any provision of this Agreement by Contractor shall not operate or be construed as a waiver of any subsequent breach by Contractor.

**14. SEVERABILITY.** If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

**15. APPLICABLE LAW.** This Agreement shall be governed by the laws of the Commonwealth of Virginia.

**16. SIGNATORIES.** This Agreement shall be signed by Pam McIntire, President of the Board of Trustees behalf of the Unitarian Universalist Congregation of Charlottesville and by Rev. Susan Karlson. This Agreement is effective as of the date first above written.

RECIPIENT:

Unitarian Universalist Congregation of Charlottesville

By: \_\_\_\_\_

Pam McIntire, President

UUCville Board of Trustees

CONTRACTOR:

Rev. Susan Karlson

By: \_\_\_\_\_

Rev. Susan Karlson

\_\_\_\_\_



November, 2023

Unitarian Universalist Congregation of Charlottesville  
Board of Trustees  
717 Rugby Road  
Charlottesville, VA. 22903

Dear UUCville Board Members:

We take this opportunity to thank you for your willingness to give so generously of your time, energy and knowledge for the benefit of our congregation.

The purpose of this letter is to apprise you of a project that we are excited to undertake. We are calling it a congregation creation—a book entitled *Words of Thanks*.

The purpose of the book is multifold. We wish to provide the means for sharing a mealtime practice that is near and dear to the hearts of many UUs—a grace of thanksgiving. We propose this project in part, to provide a prayerful resource for our families, but also to develop a community-pride effort by publishing a home-grown book filled with personal and well-loved graces, as well as serving as a modest fund raiser. The book will be offered for sale with the proceeds going to our general fund raising account.

While we encourage the creation of original graces, we will also accept submissions that appropriately cite the author and adhere to copyright laws. We understand the importance of respecting copyright rules and retain the prerogative to decline a submission. We will self-publish and plan to have copies available in the spring.

*Words of Thanks* will be a book of original and favorite mealtime graces submitted by UUCville congregants and friends. We are gathering these blessings from our UUCville community via a website presence (<https://uucharlottesville.org/words-of-thanks/>) with a submission form, a How to Write a Grace guide, and an email alias ([words@uucharlottesville.org](mailto:words@uucharlottesville.org)) to enable direct contact with us for answering questions. Additionally, for non-computer users, we will be sending a hard copy letter with the submission form, a grace writing guide, and a pre addressed envelope. We will issue intermittent email requests and reminders as well as newsletters posts.

We are respectfully requesting that you, as UUCville leaders, will join us in this effort and submit a grace that is meaningful to you and your family.

In gratitude,

Sandy Brooks and Jude Bias  
[words@uucharlottesville.org](mailto:words@uucharlottesville.org)

## **WORDS OF THANKS** SUBMISSION FORM

You are invited to help write a book!

Yes, that's right, UUCville is going to publish a book—**Words of Thanks**.

We aim to produce an original book containing heartfelt and cherished mealtime blessings that are unique to our community.

We need assistance — we need your contributions — without you there can be no book!

*Please: One Words of Thanks per Submission Form*

Submission deadline: January 19, 2024

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Submitter Name(s)

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Date

---

Contact Info: Email address

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Phone #

WORDS OF THANKS (Limit 300 characters. If you need more room, please use back of form.).

(Example: Let us savor this food as we would savor all of life. -Author Unknown)

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AUTHOR (Please Cite)

- If your submission is your original, please use: Your Name.
- If you do not know or are unsure who the author is, please use: Author Unknown.
- If your submission is an old family favorite that over time has been altered somewhat and you know the original author's name, please use: Author Name, Adapted.

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HOW THE SUBMITTER WISHES THEIR NAME TO APPEAR

(Example: Jane & John Smith, The Jones Family)

If you use this form, please return it in the purple boxes in the Social Hall or  
in the hallway at the Edgewood entrance.

You may also email your grace to [words@uucharlottesville.org](mailto:words@uucharlottesville.org).

*It is the Publishers' prerogative to decline a submission*

If you have questions, please contact us at [words@uucharlottesville.org](mailto:words@uucharlottesville.org)

Unitarian Universalist Congregation of Charlottesville

## Grace Writing Helpful Hints

**Writing a grace, Words of Thanks, is much like telling your meal companions a story of:**

- How you feel about their company (friends, family, etc.),
- Concerning the meal (breakfast, lunch, dinner) you are about to eat,
- The origin (the environment—sun, rain, soil) of the food,
- The magic (that resulted in seeds growing to form plants, animals) of the food,
- Who prepared the meal.



### **Make a List of Words**

That evoke feelings of gratitude

or

That describe feelings of appreciation

or

That describe feelings of awe

or

That list the purpose of the meal you're about to enjoy. Is it a holiday, an everyday meal, special occasion, happy time, sad time...



Your Words of Thanks:

Word List:

**Use words from your list to tell your companions about the meal.**

### **Your Words**

Can be in rhyme.

Can be repeated.

Can tell a story.

Can be funny.

Can say anything you want to say.

