

**Unitarian Universalist Congregation of Charlottesville**  
**BOARD OF TRUSTEES MINUTES**  
**January 24, 2023**

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

**In attendance** – Pam McIntire, President; Bev Ryan, Vice-President; Kay Frazier, Treasurer; Hayley Owens, Secretary; Renee Brett, 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** –

**Guests** –

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

1. Opening and Closing Words: Hayley
2. Reporter: Bev
3. Time Keeper: Achsah
4. Process Observer: John

**MOTION:** The Board approved the agenda as written.

1. Written Correspondence (none)

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

1. Approval of the December minutes happened electronically.
2. Electronic Vote to approve the Sabbatical Minister of Faith Development contract with Rev. Susan Karlson as written. Approved unanimously (Jan. 18, 2024)

**III. Reports (20 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
3. **Treasurer's Report** (Written) - Kay Frazier
4. **Lead Minister's Report** - (Written) - Rev. Tim
  - a. Working on building relationships with Sin Barreras - still looking to recruit for teaching the pre school english class and organizing rides.

- b. No success yet in recruiting a chair for the pledge drive. Continuing to work on this.
- 5. **Minister of Faith Development's Report** (Written) - Rev. Leia Durland-Jones
  - a. Thank you for the board's gifts to staff.
- 6. **Director of Administration and Finance Report** (Oral) - Sean Skally
  - a. Been working through the OFI log - finally complete with these tasks. This has been a helpful tool.
  - b. Typically our Endowment Fund receives donations in the \$200 - \$300 range, totaling several thousand for the year. This fiscal year we have received over \$40,000 in donations, including a \$30,000 bequest from the estate of Thomas Crowell.
  - c. The website crashed this month, and Sean was able to fix this on the back end.
- 7. **Building Use Task Force:** (Oral)
  - a. The Task Force met last night because a few weeks ago Greg had noted that covid positivity was rising to levels they haven't been at in a few years in Albemarle.
  - b. When the group met, however, they were relieved to find that the numbers had peaked and have lowered so we are not going to make any changes to masking policy.
  - c. The ministers are working on making covid tests available to people regardless of their financial situation. Going to suggest this as an item that people can bring for food sharing Sundays.
  - d. FAQs are now up on the website
- 8. **Membership Report** (Written) - Beth Jaeger-Landis  
Membership stands at: 331
- 9. **Board Liaison Reports**
  - Nom Committee: (Oral) John Griffith
    - The group has met and are still looking for people to fill roles. They are always happy to hear of new potential volunteers.
  - Personnel Committee (Written) - Beverly Ryan
  - Communications Committee (Oral) - Achsah Carrier
    - Terrible problem with the website being very slow this past week. Achsah and Jude have been working to improve it, and have helped some. Sean has been able to solve many of the issues, including fixing the website after it went down!
    - Communications has been looking at a more complete public witness policy. Jude has drafted a more complete communications policy to review this coming month to bring to the board in April.
  - Building Committee (Written) - Hayley Owens

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

#### **IV. Business (60 minutes)**

- **Budget Goals and Priorities (10 min)** - Kay
  - *Written Report provided after Treasurer's Report*
  - Thanks to everyone who has been involved with this process early on. Bumped up the budget calendar by a month which helped us identify early on some of the line item changes. We are right on schedule for our budget calendar.
  - Because this work is being done earlier, we will be able to talk more specifically during the pledge drive about the line items we are funding.
  - This is a year where we are working on our long range planning. Anticipating that next year's cycle will be more informed by the long range plan.
  - Cognizant that inflation may impact our fundraising ability.
  - Priorities:
    - Still focusing on developmental goals and strategies.
    - Needs for buildings and grounds maintenance and repairs are catching up with us. The past few years we have needed to add money to this. We also lost people that used to do grounds maintenance as a service to the church.
    - Focusing on staff salary, especially around gender equity and funding benefits (which have become more expensive)
    - Changing the name of Racial Justice ministry to Justice Ministry - Ultimately this might be broken out again, but for now we are consolidating.
    - Sunday second hour has been important for families, want to increase support.
    - More money requested to support diversity in our pulpit.
    - Biggest increase annually is usually around pay and benefits for staff.
    - Want to increase our UUA dues and pay down our debt as we have in past years.
    - As always, we are working towards a balanced budget.
- **Update on Public Witness (10 min)** - Bev
  - Nothing to add to this tonight. There was a first draft that went to Communications and Rev. Tim. Communications was reviewing and has some new ideas about the communications policy in general. Communications needs to continue to think about this but will shift focus to the pledge drive for the next few months.
- **Communications Update on Twitter (10 min)** - Achsah / Communications Committee
  - Statement from the Communications Committee: "The Unitarian Universalist Congregation of Charlottesville has a zero tolerance for antisemitism, hate speech and discrimination. X (previously known as Twitter) has removed safeguards against these kinds of posts and sometimes seems to actively promote them. This is not consistent with UU values. As a result, the Communications Committee recommends closing our X account."

- Because there is not an official communications policy, there is no clear path for leaving and whether or not this requires a board vote.
- Previously we wanted the board to vote on this so that the congregation would know about the process behind the decision.
- **Motion:** Pam made the motion to support the Communications Committee's recommendation to close UUCville's X account. The motion passed unanimously.
- **Strategic Plan Taskforce Update** (10 min) - Pam, Chris, John, or Rev. Tim
  - The Long Range Plan is about prioritizing and guiding our actions of our community to great effect.
  - Ready to go into the community for the 4 key themes/commitments of our mission statement.
  - Asking: What should our community be doing? and what are you (as a community member) wanting to contribute to?
  - This Sunday (Jan 28th) is the first of these conversations. Both during the service and afterwards during a conversation, we will be pondering these questions.
  - The long range plan will be developed as a draft reflective of that input that will then be presented to the congregation for feedback.
  - The plan will be edited again and then be shared with the board for their vote.
- **Ministers Housing Allowance** (5 min) - Rev. Tim
  - *See attached excel file*
  - The tax code has laws that allow clergy to declare some of their income as being dedicated to paying their housing. This portion of income will not be taxed.
  - The board votes on this every January so that there is a record of our decision.
  - Sean has received this information and it will use it to properly apportion the salary.
  - This is available to ministers and the board encourages Rev. Leia to look into taking advantage of this if this is desirable. If at some point Rev. Leia has some numbers for the board to review during her sabbatical, the board does not expect her to come to the board meeting to request this change.
  - **Motion:** The board made the motion to approve Rev. Tim's housing allowance at \$47,086.72. The motion passes unanimously.
- **Sin Barreras Partnership** (10 min) - Rev. Tim
  - Discussed in Rev. Tim's report.
  - Social justice partnerships can engage people in lots of tasks that are not in the activists tool kit. Hope is that next year we will be deeply engaged with these partnerships and making more.
- **Summit House Porch Update** (5 min) - Hayley
  - *Written Update on Summit House provided in reports.*
  - Sean has met Buck while he was working. Plans are in place to maintain access to Summit House and communicate the work being done.

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

- Renew Rev. Tim's contract in March

- Lights in the Edgewood Ln parking lot are not working well. One is off entirely, and the other is flickering on and off.
- Hayley to collaborate with Sean about storing board documents.

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

1. Process Review –
  - a. Impressed with how this group supports each other and when folks have other ideas they bring them up kindly.
  - b. Suggestion to add a note to start recording the meeting after check-in.
2. **Things to do / communicate**
  - a. Thank you cards - who is writing them? - Achsah - Hayley to send a reminder.
  - b. Come to the service this Sunday! Encourage others to come to the service and participate in the process after the service.
  - c. Come to Feb 18th service to celebrate Rev. Leia's Sabbatical.
  - d. Continue to think about leaders to recommend to the nominating committee and talk up volunteering for the pledge drive!
3. Closing Words

### **Dates to remember**

Next UU Charlottesville Executive Board Meeting: February 15, 2024

Next UU Charlottesville Board Meeting: February 28, 2024

*Minutes respectfully submitted,  
Hayley Owens, Board Secretary*

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## **Reports to the Board**

### **President's Report to the Board: January 2024**

These days, I am even more glad to be a Unitarian Universalist at UUCville than usual (which is saying a lot!). Our services lift my heart and give me hope and it is wonderful to be in the presence of people who are putting love and kindness first. The world desperately needs us and we are here.

We voted on a terrific Mission Statement last June:

#### **The UU Congregation of Charlottesville**

**builds community through love in action.**

**Together we cultivate a safe and welcoming place for all.**

**Together we nurture mind, heart, body, and spirit.**

**Together we work for equity, justice, and peace for all people and the planet.**

Now we are putting together a Long Range Strategic Plan to take a comprehensive look at all we are doing and need to begin doing to bring UUCville and our mission even more powerfully to the world.

The Strategic Plan Task Force has begun the work with looking at how we currently approach each part of the Mission Statement and with designing ways to engage the whole congregation in conversation. The Task Force is asking, "With our unique UU values and our commitment to prioritizing love in relationships, what piece can UUCville bring to healing?" The Task Force wants to hear what actions each of us are so passionate about that we will put the force of our lives into them. What actions are so meaningful to us that we are willing to grow and work to make them come into being?

We will start with a Congregational Conversation Sunday, January 28 after the service in the sanctuary (in person and on Zoom). Then, in future weeks, the Task Force will host small conversations focused on actions for each of the four parts of the Mission Statement.

- **Cultivating a safe and welcoming place for all**
- **Nurturing mind, heart, body, and spirit**
- **Working for equity, justice, and peace for all people**
- **Working for equity, justice, and peace for the planet**

We hope to engage everyone in these conversations: new visitors, long time members, experienced elders and those newly on the planet. Please come and offer your understanding. We need all perspectives and wisdom to make the most powerful plan.

In other news, in addition to everything else we do every week (RE, social action, governance, spiritual practices, sustainability actions and so much more), we are now preparing for the 2024 Pledge Drive. We are finalizing the 2023 budget numbers, contacting all the UUCville groups to find out their needs, and thinking about the coming year. This is a time where we can evaluate how we have financially supported our mission and how we want to support it next year. We have a strong Pledge Drive Committee and we are looking forward to an exciting, fun, and productive effort.

It is good to be a part of UUCville and to be with all of you.

Submitted by, **Pam McIntire**, President

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#### **Vice President's Report to the Board: January 2024**

**Personnel:** Personnel Committee is in the process of making sure that staff/supervisors have the forms for a short review this year. Rev. Tim's contract will need to be renewed and approved by the board.

**Budget:** Budget requests from committee chairs for FY 25 are almost complete, with a few stragglers and non-responders. Those requests have been sent to Finance. I have met with the Finance Committee several times to provide input from both personnel and committee budget requests.

**Public Witness Policy:** Communications committee is currently working on a policy. We will defer the discussion for now.

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

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**Treasurer's Report to the Board:** January 2024

**December Financial Reports**

Accurate Financial Reports for December are not available for review and analysis at the time of writing this report.

**Finance Committee**

The Finance Committee reviewed the FY 24-25 Budget Assumptions, Values, and Priorities. The Committee discussed the specific budget requests and outcomes of the kickoff meeting. The Committee is working on the first draft of the FY 24-25 budget.

Financial Reports were not available for review by the Finance Committee.

**Stewardship Steering Committee**

Research continues on Planned Giving and several members will attend a UUA offered "Legacy Workshop" webinar in February. The goal is to establish a structure and plan to support a Planned Giving Program in April/May.

**Budget FY 23-24**

Please see the attached FY 24-25 Budget Assumptions, Values, and Priorities for Board discussion during our meeting.

Submitted by: **Kay Frazier**, Treasurer

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**Budget Fiscal Year 24-25  
Assumptions, Values, and Priorities**

This year's budget development began in December with a kickoff meeting of key leaders from the Board of Trustees, Finance Committee, and Personnel Committee. The takeaways from the meeting were pertinent information on specific line items and awareness of our collective mission and values. We also currently are engaged in a strategic planning process that will certainly influence future budgets.

While we engage in this important strategic planning dialogue and as we congruently develop our operating budget, let's be mindful of our commitments to financial stability, fair pay for staff, and creating a balanced budget. It is helpful in the budget development process to discuss and recognize the financial assumptions, values, and priorities of our congregation. The purpose of this document is to spearhead that conversation with the Finance Committee and Board of Trustees.

Budget Assumptions

- The national economic dynamics continue to influence potential revenue and expected expenditures. Costs are increasing, and inflation may impact pledges and donations.
- The Board of Trustees and Ministry will continue to emphasize the Developmental Goals, building off of the new mission statement, and developing a Strategic Plan. The proposed budget should support this work.
- The need for building and grounds maintenance and repairs is increasing. A significant amount of work has been deferred over the past years and there is an increased need to make immediate repairs and improvements.
- The cost of staff salaries and benefits is increasing.
- We will propose a balanced budget.

#### Aligning Mission, Values, and the Budget

The budget kickoff meeting in December allowed us to collectively hear and discuss the anticipated budget requests for the coming year. The meeting resulted in more clearly linking our ministries, congregational work, and operational needs to our mission and values. This reflects a summary of the meeting.

- The Racial Justice account will be broadened to Justice Ministries to reflect and be inclusive of the congregation's work in justice work. i.e. racial, LGBTQ+, immigration, economic, etc.
- Continue to support Sunday Second Hour to provide childcare for families after Sunday services. This ministry is proving to be of high value in supporting parents and families, enabling a fuller engagement with congregational programs and activities.
- Expand and diversify the voices in Sunday services by increasing resources for guest ministers, faith leaders, and speakers.
- Continue to align staff pay and benefits to our values of fair and equitable pay by emphasizing gender equity, providing a living wage, and moving towards fulfilling the recommendations from the UUA.
- As part of stewardship, increase funding for the care, repair, and maintenance of our buildings and grounds.

#### Funding Priorities

- Continuing to move towards fair pay and benefits for staff (considering the UUA recommendations).
- Support our ministries as they align with our mission.
- Increase funding for the maintenance of the buildings and grounds.
- Increase funding for the UUA Annual Program Fund.
- Reduce debt by making a payment on the no-interest loan.
- Increase reserve funds.
- Consider increasing funding for technical support.

Prepared by: Kay Frazier, Treasurer

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#### **Lead Minister's Report to the Board: January 2024**

It is wonderful to be back with all of you after I enjoyed an extended vacation that included lots of grandpa time! I want to thank so many people for making it possible for me to be away for



almost three weeks, including staff and lay leaders. Special thanks to Rev. Leia, the worship weavers, and the Exec Team for their wonderful leadership. It is such a relief to be able to take time off knowing that the church will run smoothly.

Since I've been away I have somewhat less to report than usual but here are some things that I've been working on and hope to see happen in the coming weeks.

**Worship** - I'm so pleased that Pastor Bates and I were able to have another pulpit exchange and I know how much our congregation enjoys his sermons. I always receive such a warm welcome at Ebenezer and having the opportunity to preach at a predominantly African American congregation is a privilege and wonderful learning experience.... I also offered the closing words and prayer at the Martin Luther King Community Celebration held at Mt. Zion African Baptist Church on January 21. The service was wonderful and I saw at least two UUCville choir members singing in the community choir. It was also a joy to serve on the committee that organized the service.

**Adult Faith Development** - I'm very pleased to share that I will be teaching a class this spring utilizing a Beacon Press book called *On Repentance and Repair* by Rabbi Danya Ruttenberg. This book is the UUA's Common Read for this year and I have been an admirer of Rabbi Ruttenberg's work for some time. Date and time for the class TBD.

**Membership** - What a great New Member and Friends class we held on January 20. 18 people attended and I'm pleased to share that we have 11 new members!!! Many thanks to the Membership Committee for their hard work and to some of our leaders, including Rev. Leia, President Pam, Ellie Syverud, Carissa Temerson, Scott Deveau, and David Shutt who shared so much wonderful information about our programs and ministries. We held a newcomer circle on January 21 and eight people attended. I think these numbers show that new people are coming through our doors in very solid numbers and that our path to membership is working.

**Ministry For Earth** - What a wonderful sustainable eating potluck we shared on 1/21. I could really feel the energy and community in the Social Hall. I cannot offer enough praise for Ellie Syverud, Kim Grover, and the whole Ministry For Earth team. They are doing amazing ministry and I encourage all of you to give the co-chairs a well-deserved pat on the back.

**Sin Barreras Partnership** - Since returning I have been putting a good deal of time getting our new partnership with Sin Barreras launched. Many thanks to the staff at Sin Barreras who have been meeting with me and to Mary Beth Wiley, Maggie Record, Meg Dunham, and Alison Bushey, our UUCville volunteers. We will be offering a two day per week enrichment program for Pre-K kids to offer support with English language skills. The sessions will be on Mon & Wed from 10am-1130am at Sin Barreras and will begin on Feb 12. We are in need of more volunteers to pitch in on one or both days.

**Looking Ahead** - I am very excited to lead a service with Rev. Leia on February 4 about Mr. Rogers. I can guarantee it will be a beautiful day in the neighborhood!....I also want to remind the board that we will be celebrating Rev. Leia's sabbatical with a farewell service on February 18. I hope all of you will be able to attend.

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

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## **Minister of Faith Development's Report: January 2024**

*Thank you all so much for your very generous holiday gift. It was greatly appreciated!*

### **Sunday Programming**

The new year is off to a great start with good participation from registered families as well as weekly visitors in our nursery, elementary, and youth programming. We continue with the "Growing Anti-Racist UUs" for our elementary ages interspersed with Children's Worship. OWL continues with the group enjoying a lock-in (overnight at church) earlier this month. YRUU is organizing fundraising events for the ASP trip as well as meeting weekly with a dedicated team of advisors who are doing a wonderful job of nurturing and nourishing the souls of our high schoolers.

**Children's Choir is on hiatus** for the time being as Director of Music, Scott DeVeaux, puts his attention to other priorities.

**Sunday "Second Hour"** is an important component to Sunday mornings for families with childcare provided on the playground from 12:30-1:30. This allows parents to attend newcomer sessions, committee meetings, our UU Parents Group, and to just meet and talk with other parents.

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

Our UU parents' group the second Sunday each month from 12:30-1:30 in the Blue Room.

**Sunday February 11 is PJs and Pancakes.** Wear your favorite jammies to church if you like and fruit salad to share as we brunch together after church.

**February 11 is also Food Sharing Sunday** with those who are able bringing food and cleaning supplies for those in our congregation whose budgets are tight. Rev. Tim and I are suggesting that COVID tests would also be a lovely addition to our Sharing Sundays since these tests can be expensive and add strain to a household budget.

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

The newly re-energized Children and Youth RE Committee met earlier this month and will continue meeting monthly. This enthusiastic bunch is working on several initiatives including how to put in place a subcommittee to manage the Hospital Meal Packet program and our "Soul Work" Sanctuary activity materials for all ages. They will be meeting with and supporting Rev. Susan while I am on sabbatical and have a list of things they will be working on including curriculum selection for 2024-2025 religious education programs, RE volunteer appreciation and RE volunteer recruitment.

### **Adult Faith Development**

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

The Women's Dream Quest Planning Circle is meeting regularly and registration has launched for our 15th Annual Women's Dream Quest 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.) Rev. Susan and I are in conversation about many of the responsibilities she is tasked with. I am putting together as many of the materials and resources as I can think of to help her do her work with ease.

I am excited about the shape my sabbatical is taking and look forward to reading, writing and resting. I have a stack of books taller than me that I hope to read.

The focus of my sabbatical is coalescing around an exploration of making friends with death. There is a lot to unpack in this idea and my intention is to create some Adult Faith Development opportunities to share with the congregation next year.

As I shared last month, I will be taking Karen and Annalee to Costa Rica at the end of February for a family trip. It is a way for me to say "thank you" to them for their support of my ministry the last 30+ years and a trip of a lifetime for the three of us.

I've applied to attend a retreat at Bon Secours center in Maryland, sponsored by the UUA's Office of Church Staff Finances, for religious professionals who are thinking of retiring in the next ten years.

I will virtually attend a UU preaching conference in April and also in April hope to visit Washington, DC to participate in the burial of an Earth Treasure Vessel with Judith Tripp (friend and Dream Quest leader.)

In May, I'll be on a pilgrimage to Iona in May, led by Judith Tripp. 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 thank you all very much for the sabbatical time. My last Sunday at church before sabbatical is Sunday February 18. I'll return on Monday August 26th.

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

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#### **Director of Administration and Finance's Report: Reports for December 2023**

[Statement of Financial Position Dec 2023](#)

[Statement of Activity Dec 2023](#)

[Budget vs Actual as of Dec 31<sup>st</sup> 2023](#)

[Budget vs Actual for entire year](#)

[UUCEF December 2023 statement](#)

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

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#### **Membership Report for January 24, 2024**

Membership as of Dec 1, 2023: **320**

Additions:

12/10/23

Nancy Simpson-Banker

1/20/2024

Ron Bracy

Melissa Croghan

Timothy Murray

Vonda Trainor

Alicia Lee

Kate Secor

Gerogina Todd

Stephen Cooper

Harold Todd

Janet Todd

Drops: None

Membership as of January 20, 2024: **331**

Respectfully submitted, **Beth Jaeger-Landis**

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#### **Summit House Porch Construction Update**

The porch was started yesterday, Monday (Jan 22nd) amidst the Home School kids. Buck will keep an access to the door open at the front two steps. He said he has found some termite

damage, but not more than expected. He estimates that the job should take three weeks to complete.

So Far:

Contract signed with Buck Clark 12/19/23 and by our President 12/20/23. Check issued for \$15,000 given to Mr. Clark.

Materials ordered from Home Depot by Mr. Clark on 12/28/23 =\$10,403

Building Permit BR-23-0390 issued 1/2/24

Submitted by Elizabeth Breeden, January 22, 2024

# ***INDEPENDENT CONTRACTOR AGREEMENT***

## ***Sabbatical Minister of Faith Development***

This Independent Contractor Agreement (this "Agreement") is made effective as of February 25, 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 25, 2024 through August 24, 2024 for a total of 20 weeks (excluding the month of June 23 through August 3, 2024) the Contractor will provide the following services (collectively, the "Services"):

See attached job description for services.

**2. PAYMENT FOR SERVICES.** The Recipient will pay compensation to the Contractor for the Services. Payments will be made as follows: We will pay \$25.00 per hour, with an expectation of 20 hours per week for 20 weeks totaling \$10,000. This will be paid by check every two weeks starting with a check for \$1,000 on March 14<sup>th</sup>.

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.

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 their 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 as well as access to the 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: \_\_\_\_\_ Date: \_\_\_\_\_

Pam McIntire, President  
UUCville Board of Trustees

CONTRACTOR:

Rev. Susan Karlson

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

Rev. Susan Karlson