

Thomas Jefferson Memorial Church  
Board of Trustees  
November 12, 2009  
Minutes

Goals for the Board of Trustees  
2009-2010

- Support the Ministerial Search Committee.
- Encourage participation of the broader congregation and make ourselves available and recognizable, especially at council meetings.
- Evaluate the council structure.
- Clarify the roles and responsibilities of the church staff, board, and councils.

Donna Baker, Liz Benzinger, Dan Grogan, Johan Madson, Rich Olin, Pam Philips, Ellen Pratt, Karen Shaffer, Jean Shepard, Doug Webbink, Morris Hudgins, Guests: Bob Gross, Alex McGee, Sharon Baiocco, Leia Durland-Jones

I. Welcoming Activities

A. Devotion/opening words (Doug)

B. Check-in (optional)

C. Search Committee Report (Bob)

- finalized packet; available on-line to interested ministers
- have received first set of names
- will report to the congregation at December meeting
- open through the end of November
- selection will be down to a limited number in early January

D. Public Comment

Discussion item: Action Plan for meeting the Board goals (Donna)

- Goals include:
  - support ministerial search committee
    - we assist them with the tasks of the search, particularly during candidating week (schedule meetings)
    - providing funding as needed and communicating this clearly - Pam
    - public gratitude - Pam
    - support the confidentiality of the process including assisting them in clarifying this with the congregation (committee attends, someone else plans)
    - reviewing materials as requested
    - supporting the families of those serving on the committee (ex: babysitting, meals from CareNet) – Donna
    - after the decision is made, continuing to support the committee
  - encourage participation of broader congregation and make ourselves recognizable and available, especially at council meetings
    - public comment, need to advertise, staff tables
    - colorful nametags
    - one Board member assigned to each council or task force
    - part of the Vice-president job
    - get photos up on bulletin board

- charge for a stewardship committee
- Membership is working on determining who is engaged, who is not, and how to assist folks in getting engaged – Jean is working with this
- Work towards everyone wearing a nametag
- evaluate the council structure
  - Jean has seen progress since July in understanding of the structure and empowering the councils
  - Make this a discussion topic at a Board meeting
  - Jean sent out information in October, Board will read and bring solution ideas to discussion; Jean will re-send before discussion
  - Tabling in Social Hall regarding Council structure; send out to Council chairs
  - Satisfaction survey
  - Timeframe for answering the question of what this looks like when it is completed
- clarify the roles and responsibilities of the church staff, board and councils
  - Karen, Carol, Pam and Morris meet to define the difference between Secretary and Church Administrator; add Communications Council to this
  - Clarify IT (includes PowerChurch)
  - Personnel committee - review all personnel job descriptions
  - Administrative review of policies (e.g. who has access to office supplies, how are they paid for, copier use, etc.)
  - Determine how we compare to similar churches staffing and budget
  - Long-range planning regarding staffing needs and priorities – will be impacted by new minister
  - Communicating to the congregation what reasonable expectations of the staff include

## II. Opening meeting

### A. Acceptance of Agenda

### B. Approval of Minutes

- approved as stand

### C. Treasurer's Report (Doug)

- Did well last month with income and expenses, electricity is still higher than would like
- Sent out letters regarding pledging status; very few responses from this letter

### D. Vice President's Report

- October Council meeting had good collaboration and cooperation
- Will meet again next Monday

### E. Minister's Report

### F. Board Liaisons to Councils' Reports

- Worship Council (Pam) have discussed incense policies, sound and video feeds
- Administrative Council (Ellen) possibly move finance and personnel directly under the board
- Community Life (Johan) discussed terminology, reactivate book table, denominational concerns committee
- Social action committee (Rich) discussed definition of "committee," way to prioritize social action collection
- Communications (Donna) committee chairs filled; Megan England is internal; Marlene stepping down as web, Lonnie Murray likely to fill the role; looking for

external communication; working on communication with Congregational Administrator

- Safe Congregations Task Force (Liz) has two subcommittees – one on sexual assault and related, one on emergency preparedness
- Personnel (Dan) – no report; shared that a congregational member felt very unsupported and left the church

III. Consent Agenda– Moved before Search Committee Report

A. Appoint Johan Madson to the Safe Congregation Task Force

- Moved and seconded; approved unanimously

IV. Old Business

A. Board Covenant (Raven & Ellen)– tabled to December meeting

B. Covenant of Right Relations & Mission Statement Feedback and Task Force Appointment (10 minutes)

- Pam passed out compiled comments
- Overwhelming majority of comments: generally like the mission statement
- More discussion on the covenant and covenant statement; we should revisit the covenant statement
- Next step: appoint a task force to review the covenant – discuss at next Board meeting

C. DRE Advisory Committee members

- Leia has invitations pending; will bring back to the Board

D. Decision on proposal for affiliate status for Alex McGee, M.Div.

- this idea has come out of an increase in community ministry
- Alex intends to assist all who are looking for spiritual counseling regardless of each individual's affiliation to the TJMC-UU; the agreement includes her use of church facilities for this work in conjunction with her providing services to the church as defined in the agreement; Fee scale of \$60-90, with sensitivity to need
- Alex took a course on community ministry
- Alex's proposed letter of agreement is based on an affiliate agreement in another congregation
- Alex not currently in fellowship, Alex is in aspirant status which is the first phase of fellowship; other affiliates may or may not be in fellowship; part of fellowship is agreement of the UU code of ethics; the Board would be approving that it is okay that Alex is not in fellowship because she did schooling at Star King; additionally she did a year of hospital chaplaincy
- Concern that there may be confusion regarding not paying a fee for counseling from Morris, while there will be a charge for counseling from Alex; Alex is not a paid minister of the church, which is why she receives a fee; this may need to be clarified to the membership
- Need to check on liability insurance requirement
- moved and seconded to create a task force (Board and non-Board) to develop an agreement for the Board to review in December; approved unanimously [Johan, Morris, Doug, possibly Tony, additional 1-2 non-Board members]; the agreement would expire at the end of Morris' contract with the option for renegotiation upon the contract of the new minister

E. Update from Safe Congregations Task Force

- Conversation regarding process on bringing a member back into the church after incarceration; need to clarify the process that is in place

- Board should have a role in deciding about the process and who should be part of the process
- Safe Congregations does not feel that they are far along in their work to do this without assistance from the Board to manage re-entry
- Task Force requested that Morris and a member of the Board meet with a person potentially seeking re-entering after incarceration regarding safety and plan for re-entry
- A member of the Board (Donna), Safe Congregations (Beth) and the minister (Morris) will meet with the person potentially seeking re-entry to determine intentions and next steps
- There needs to be a way to make room for and to manage the emotions that are raised by re-entry
- We need to have a Board response ready if questions are raised regarding how we are providing support and managing safety; Donna, (Beth – Donna and Morris will check with to confirm that she is willing to play this role) and Morris can act as contact people for issues in relation to the current concerns
- We should also utilize district resources

F. Update from Long Range Planning Task Force (Rich)

- Report for the Board in January, committee sees the overwhelming nature of the project
- Task Force chaired by Rich

G. Stewardship Committee charge and appointment

- Pam passed out potential charge for committee and is working on committee names
- Moved and seconded charge; approved unanimously
- Pam will send a list out to Board members to call potential members

V. New Business

A. Green Sanctuary Task Force appointment (Sharon)

- request to make this an official task force of the Board due to cross-organizational nature of the group
- working on organizing the congregation to fulfill 12 projects
- moved and second to approve Green Sanctuary Task Force
- approved unanimously
- will get final names to the Board by next month
- reports directly to the Board

B. Congregational Meeting Planning

- Pam reviewed proposed agenda; add time limit of 12 minutes for Green Sanctuary
- Pam will ask Bob Keifer to be the Parliamentarian, Johan will do so if Bob is not available
- Jean and Donna will assist with sign in; Sally has the list
- Doug will call Rob Craighurst for sound
- Ellen will assist with the congregational microphone
- Morris will ask Tony to do the devotion
- Dan and Johan will be the vote “counters”
- Ellen will talk with Sharon about time frame

C. District Assessment

- Pam sent forms to Board
- Pam will send it to Nick to get feedback from the Ministerial Search Committee

- Pam will collate responses, please send her your comments prior to the end of second service on Sunday, November 15; it is due on November 20
- D. Change by-law regarding Leadership Development Committee and Community Life Council representation
  - Someone from the Community Life Council is currently required to sit on the Leadership Development Committee; there is a proposal to switch this to a member of Leadership Development Committee sitting on the Community Life Council; this requires a by-law change
  - Johan is currently filling this role until this by-law is changed

## VI. Closing Activities

### A. Process evaluation

- Everyone spoke at the meeting
- There was a lot on the agenda with short time frames; carefully review time limits and be careful ourselves within the meeting
- Protocol not being followed – comments made without hands raised; new members are not aware of this protocol
- Add to covenant that members will raise hands and wait to be recognized by chair before speaking
- The Church Parlor impacts the formality of the meeting
- Thanks to Donna for leading us through the goals
- Thanks to all for sharing the “growing edges” – places for improvement

### B. What do we need to communicate to others?

- Karen will finalize executive committee dates via doodle
- Ellen contacting Sharon regarding timeframe for congregational meeting
- Doug contacting Rob Craighurst for sound for congregational meeting
- Pam contacting Board to contact potential Stewardship Task Force
- Jean contacting Sally for membership list for congregational meeting
- Leia contacting someone about providing lunch for congregational meeting

### C. Closing words (Doug)

### D. Adjournment

## Upcoming dates:

November 12 – Board meeting, 7 pm in Social Hall

November 23 or 24 – Executive Committee of the Board Meeting, 7 pm in Social Hall

December 6 – Congregational Meeting, after Second Service in Sanctuary

December 10 – Board Meeting, 7 pm in Social Hall

January 4 or 5 – Executive Committee of the Board Meeting, 7 pm in Social Hall

January 14 – Board Meeting, 7 pm in Social Hall

January TBD – Congregational Meeting, after Second Service in Sanctuary

## Attachments:

Minutes

Minister’s report

Treasurer’s report

Vice President’s report

Affiliate Status Proposal

## Attachment: Minister's Report

### INTERIM MINISTER'S REPORT

The Rev. Morris W. Hudgins

November, 2009

1. **Staff Illnesses**—The flu has been affecting many in the church including the staff. My approach has been to encourage them to stay home if they are feeling sick. They have followed this advice and worked from home. Other steps we have taken to deal with this virus: the custodial staff are working hard to disinfect the church. Hand sanitizers are available throughout the church. I have not been shaking hands on Sundays, and have encouraged others to do the same. Most people have been cooperative. My wife is not one of them.
2. **Conflict Resolution Committee**—I have recruited a committee to help with conflicts within the church. The members of the committee are: Sue Hess, Shirley Gordon, Dwight Colley, Bill Speidel, Ned Michie, Carolyn Schuyler and myself. The committee has been very helpful this fall. We will work on a charter and also a policy on Disruptive Persons for the Safe Congregations Task Force.
3. **Search Committee**—I have worked with the Search Committee to prepare for a service they will lead on November 15<sup>th</sup>. I have given them some advice on the Search Packet, and have volunteered to do a “Mock Interview” to help them prepare for their actual interviews in the coming months. I will continue to refrain from giving any advice on the kind of minister they should select and you will call.
4. **Men's Retreat**—I have been supporting and will attend the Men's Retreat held in November.
5. **Mentor for Interims**—I have been asked to be a Mentor for new Interim Ministers and am presently mentoring a new Interim Minister in the District.
6. **Schedule:**
  - Nov. 13-15--I will participate in the 60<sup>th</sup> Anniversary of the UU Fellowship of Raleigh, NC and will preach on the 15<sup>th</sup>.
  - Nov. 16-17—Tellico Village, Tennessee
  - Nov. 20-21—Men's Retreat
  - Nov. 26—Thanksgiving Dinner at TJMC
  - Dec. 4-7—Family Christmas, Tellico Village, TN
  - Dec. 24—There will be three Christmas Eve Services--4:30, 7:30, and 9:00 p.m. I will work with Leia on the first service; Tony will lead the second, and I will work with Christian Fellowship on the third.
  - Dec. 26-Jan. 1—Vacation Days, Tellico Village, TN

## **Attachment: Treasurer's Report**

### October 2009 Treasurer's Report Thomas Jefferson Memorial Church Unitarian Universalist

Attached are the spreadsheets for the October 2009 Financial Report.

After 4 months or 33.3% of the fiscal year, we have received \$212,602 in revenues, which represents about 37% of our budgeted revenues. In October we received \$45,172 in current year pledges and, as a result, our current year pledges after the first four months now represent 36% of the amount budgeted. In fact, we have now received nearly 15% more in current year pledges for the first four months of this year than we did in the first four months last year. We have also received 46% of the amount budgeted for U-House rent, and 58% of the amount budgeted for fund raising income. Community Outreach Collections, i.e. the monthly Social Action collection, is 10% greater for the first four months of this year than it was in the same period last year. Even though some other revenue items are significantly below the amounts budgeted, overall the revenue picture currently looks quite good.

With respect to expenses, we have now spent a total of \$165,774 or 29% of the amount budgeted for expenses. As a result, after 4 months our net income is \$46,827. For the month of October alone, our net income was \$25,284. Thus, October was a month that added significantly to our overall positive net income. This is a significant change from the results for the month of September.

With respect to particular expense categories, there are few significant changes from last month. Note that our church electricity expense continues at a rate that appears likely to exceed the amount budgeted for electricity.

With respect to the balance sheet, only a few items are particularly noteworthy. Under current liabilities, the amount owed for Summit House Loans shows a decrease of \$15,000 to \$175,000, which reflects the one member bond that was redeemed. The Ministerial Discretionary Fund has increased significantly, which reflects a generous donation to that fund. We also received \$3,000 this month in payment for future pledges, i.e. for pledges for the Fiscal Year 2010-2011.

Toward the end of October statements were sent to TJMC members and friends listing the amount that they had pledged for the current and for the previous fiscal year, as well as the amount received to date in payment towards those pledges. The statement also listed payments by check for other purchases such as grocery scrip, the church auction, yard sale and the book sale.

In summary, after 1/3 of the Fiscal Year, we still appear to be in good financial shape.

Doug Webbink, Treasurer

November 6, 2009

Thomas Jefferson Memorial Church - UU Income and Budget Comparison For the Four Months Ending October 31, 2009 33.3% of the Fiscal Year

<b>October Actual</b>	<b>Year to Date Actual</b>	<b>Year End Budget</b>	<b>Remaining Budget</b>	<b>% Total Budget</b>	<b>&gt;\$200</b>
<b>Revenues</b>					
Current Year Pledges	45,172.04	150,964.44	415,000.00	264,035.56	36%
Current Yr Unpledged Donations	1,220.00	2,609.45	20,500.00	17,890.55	13%
Prior Year Pledges	200.00	16,158.50	7,000.00 (9,158.50)	231%	Over
Plate Cash	508.75	1,897.09	11,500.00	9,602.91	16%
Building User Fees	150.00	1,456.00	6,500.00	5,044.00	22%
B&B Income	150.00	200.00	850.00	650.00	24%
Mollie Michie Rent	650.00	1,300.00	5,850.00	4,550.00	22%
U-House Rent	4,640.00	10,120.00	22,000.00	11,880.00	46%
Endowment Income	0.00	0.00	5,000.00	5,000.00	0%
Fund Raising Income	7,469.00	15,092.02	26,000.00	10,907.98	58%
Grocery Scrip Profit	1,285.75	5,047.38	25,000.00	19,952.62	20%
Scrip Rebates	0.00	0.00	0.00	0.00	0%
GL Script Income	186.20	583.99	5,000.00	4,416.01	12%
Book Table Sales	0.00	0.00	0.00	0.00	0%
Coffee Money	155.05	354.86	1,700.00	1,345.14	21%
Community Outreach Collections	1,536.00	6,090.00	18,000.00	11,910.00	34%
Bank Interest	52.83	228.50	1,450.00	1,221.50	16%
Special Gift Donations	0.00	500.00	0.00 (500.00)	0%	Over
Sabbatical Fund Transfer	0.00	0.00	0.00	0.00	0%
Ministerial Search Money	0.00	0.00	8,300.00	8,300.00	0%
<b>Total Revenues</b>	<b>63,375.62</b>	<b>212,602.23</b>	<b>579,650.00</b>	<b>367,047.77\$</b>	<b>37%</b>
Gross Profit	63,375.62	212,602.23	579,650.00	367,047.77	37%
<b>Expenses</b>					
Ministers Salary	0.00	0.00	0.00	0.00	0%
Co-Minister Salary	0.00	0.00	0.00	0.00	0%
Ministers Housing	0.00	0.00	0.00	0.00	0%
Interim Minister Salary	3,741.92	14,967.68	44,903.00	29,935.32	33%
Interim Minister Housing	3,500.00	14,000.00	42,000.00	28,000.00	33%
Ministers Benefits	133.34	533.36	1,600.00	1,066.64	33%
Ministers Pension	724.17	2,896.68	8,690.04	5,793.36	33%
Co-Minister Pension	0.00	0.00	0.00	0.00	0%
Ministers Health Insurance	747.89	2,991.56	9,804.00	6,812.44	31%
Ministers FICA	554.00	2,216.00	6,648.00	4,432.00	33%
Ministers Professional Expense	724.17	2,896.68	8,690.00	5,793.32	33%
Pastoral Care Minister	1,516.68	6,066.72	18,200.00	12,133.28	33%
Interim Moving Expenses	0.00	0.00	0.00	0.00	0%
Pastoral Minister's Prof Expen	0.00	335.92	900.00	564.08	37%
DRE Salary	4,410.34	17,641.36	52,924.00	35,282.64	33%
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DRE Life Insurance	0.00	0.00	350.00	350.00	0%
DRE Professional Expenses	0.00	52.40	3,000.00	2,947.60	2%
DRE Pension	529.25	2,117.00	6,351.00	4,234.00	33%
DRE Health Insurance	408.41	1,633.64	5,400.00	3,766.36	30%

DRE FICA	337.38	1,012.14	4,049.04	3,036.90	25%
RE Assistant Salary	1,030.00	4,120.00	12,360.00	8,240.00	33%
RE Assistant FICA	78.80	236.40	946.08	709.68	25%
DOM Salary	2,999.18	8,997.54	32,990.00	23,992.46	27%
DOM Professional Expenses	0.00	0.00	1,501.00	1,501.00	0%
DOM Pension	329.92	1,319.68	3,959.04	2,639.36	33%
DOM Health Insurance	555.68	2,222.72	7,300.00	5,077.28	30%
DOM Health Contribution	(138.92)	(555.68)	(1,850.00)	(1,294.32)	30% Over
DOM FICA	229.42	458.84	2,524.08	2,065.24	18%
Cong Administrator Salary	3,182.76	12,731.04	38,193.00	25,461.96	33%
Cong Administrator Development	70.06	70.06	1,000.00	929.94	7%
Cong Administrator Pension	381.92	1,527.68	4,583.04	3,055.36	33%
Cong Administrator Health Ins	555.68	2,222.72	7,300.00	5,077.28	30%
Cong Administrator FICA	243.50	730.50	2,922.00	2,191.50	25%
Cleaning Service	1,300.00	5,475.00	16,000.00	10,525.00	34%
Security Service	300.00	910.00	2,900.00	1,990.00	31%
Employer's Cont. to FICA	0.00	0.00	0.00	0.00	0%
DRE Sabbatical Staff Salary	0.00	0.00	0.00	0.00	0%
DRE Sabbatical Staff FICA	0.00	0.00	0.00	0.00	0%
Ministerial Search Committee	41.25	41.25	12,055.00	12,013.75	0%
Workers' Compensation	0.00	0.00	1,250.00	1,250.00	0%
Health Insurance	0.00	0.00	0.00	0.00	0%
Emp Contrib Family Health Ins	69.11	275.86	0.00	(275.86)	0% Over
Worship Council	518.99	1,018.99	3,450.00	2,431.01	30%
Covenant Groups	0.00	0.00	200.00	200.00	0%
Hospitality/Coffee	182.88	228.31	1,200.00	971.69	19%
RE-Youth	838.66	1,355.07	8,000.00	6,644.93	17%
Music	50.00	1,052.47	3,540.00	2,487.53	30%
Pianist	540.00	1,795.00	6,840.00	5,045.00	26%
Instrument service	0.00	0.00	1,000.00	1,000.00	0%
Community Life Council	141.73	141.73	1,250.00	1,108.27	11%
Volunteer Awards	0.00	0.00	100.00	100.00	0%
Uppities	0.00	0.00	75.00	75.00	0%
Social Action Council	155.98	155.98	1,000.00	844.02	16%
Pastoral Visitors	0.00	0.00	110.00	110.00	0%
History	0.00	0.00	100.00	100.00	0%
Childcare	232.50	839.00	3,200.00	2,361.00	26%
Communications	0.00	0.00	1,500.00	1,500.00	0%

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Book table Purchases	0.00	0.00	0.00	0.00	0%
Lay Leadership Training	0.00	53.68	1,500.00	1,446.32	4%
VUUS	0.00	0.00	350.00	350.00	0%
Board Discretionary Fund	0.00	0.00	600.00	600.00	0%
Office Expense and Supplies	889.32	1,585.94	5,000.00	3,414.06	32%
Computer Maintenance	239.99	426.92	3,000.00	2,573.08	14%
Photocopies and Printing	141.24	863.57	7,500.00	6,636.43	12%
Bank Charges	0.00	0.00	0.00	0.00	0%
Telephone	171.56	688.22	2,200.00	1,511.78	31%

Postage	0.00	0.00	3,000.00	3,000.00	0%
Canvass	0.00	0.00	1,500.00	1,500.00	0%
Stock Transaction Fees	129.84	129.84	1,200.00	1,070.16	11%
Fund Raising Expense	0.00	125.82	600.00	474.18	21%
B&B Expense	0.00	0.00	50.00	50.00	0%
Energy Saving Maintenance	20.00	3,674.06	6,124.00	2,449.94	60%
Church Gas, Water & Sewer	0.00	564.07	11,000.00	10,435.93	5%
Church Electricity	517.84	2,439.88	5,400.00	2,960.12	45%
Church Trash/Supplies	864.12	1,877.93	3,675.00	1,797.07	51%
Church Ongoing Maintenance	56.08	5,752.25	7,325.00	1,572.75	79%
Church Grounds Maintenance	0.00	155.00	2,000.00	1,845.00	8%
Church Capital Maint/Improvement	0.00	809.96	5,008.00	4,198.04	16%
Summit Gas, Water & Sewer	0.00	70.83	750.00	679.17	9%
Summit House Electricity	85.09	410.24	4,500.00	4,089.76	9%
Summit House Maintenance	0.00	1,454.44	2,000.00	545.56	73%
Summit Capital Improvements	0.00	0.00	0.00	0.00	0%
Summit House Property Tax	0.00	0.00	0.00	0.00	0%
U-House Tenant Utilities	(226.00)	(63.20)	0.00	63.20	0%
U-House Church Utility Use	0.00	0.00	300.00	300.00	0%
U-House Electricity	0.00	0.00	0.00	0.00	0%
U-House Maintenance	111.12	111.12	3,000.00	2,888.88	4%
U-House Capital Improvements	0.00	0.00	1,500.00	1,500.00	0%
U-House Property Tax	0.00	0.00	5,400.00	5,400.00	0%
Multi-Peril Insurance	0.00	2,700.50	6,500.00	3,799.50	42%
Building Reserve Fund	0.00	0.00	0.00	0.00	0%
MM Pre-School Scholarship	125.00	125.00	1,000.00	875.00	13%
IMPACT	0.00	0.00	2,800.00	2,800.00	0%
Interfaith Ministries	0.00	0.00	750.00	750.00	0%
MLK Sunday	0.00	0.00	100.00	100.00	0%
UUA Annual Program Fund	0.00	8,484.00	26,880.00	18,396.00	32%
TJ District Dues	997.50	4,179.00	10,080.00	5,901.00	41%
Community Outreach Disburse	1,536.00	6,090.00	18,000.00	11,910.00	34%
UUA Partner Church	0.00	0.00	150.00	150.00	0%

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UUA UN Dues	0.00	0.00	100.00	100.00	0%
UUA Loan Principal	1,041.67	4,166.68	12,500.00	8,333.32	33%
UUA Loan Interest	74.34	373.57	1,577.00	1,203.43	24%
Member Bonds Principal	0.00	0.00	15,000.00	15,000.00	0%
Member Bonds Interest	0.00	1,594.24	9,775.00	8,180.76	16%
Bond Trustee Fee	0.00	0.00	100.00	100.00	0%
Contingency	200.00	200.00	0.00	(200.00)	0%
<b>Total Expenses</b>	<b>38,191.36</b>	<b>165,774.86</b>	<b>580,801.32</b>	<b>415,026.46\$</b>	<b>29%</b>
<b>Net Income</b>	<b>25,184.26\$</b>	<b>46,827.37\$</b>	<b>1,151.32(\$</b>	<b>(47,978.69)\$</b>	<b>-4067% Over</b>

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October This Year	October Last Year	Year to Date This Year	Year to Date Last Year	YTD % Difference	
<b>Revenues</b>					
Current Year Pledges	45,172.04	31,970.35	150,964.44	131,414.14	14.88%
Current Yr Unpledged Donations	1,220.00	2,950.00	2,609.45	5,740.00	-54.54%

Prior Year Pledges	200.00	3,075.00	16,158.50	5,650.00	185.99%
Plate Cash	508.75	957.82	1,897.09	3,684.86	-48.52%
Building User Fees	150.00	1,124.50	1,456.00	2,176.00	-33.09%
B&B Income	150.00	0.00	200.00	460.00	-56.52%
Mollie Michie Rent	650.00	530.00	1,300.00	1,060.00	22.64%
U-House Rent	4,640.00	1,358.95	10,120.00	6,058.15	67.05%
Endowment Income	0.00	0.00	0.00	0.00	N/A
Fund Raising Income	7,469.00	5,108.00	15,092.02	15,747.58	-4.16%
Grocery Scrip Profit	1,285.75	1,388.75	5,047.38	6,370.48	-20.77%
Scrip Rebates	0.00	0.00	0.00	0.00	N/A
GL Scrip Income	186.20	0.00	583.99	0.00	N/A
Book Table Sales	0.00	0.00	0.00	0.00	N/A
Coffee Money	155.05	241.00	354.86	241.00	47.24%
Community Outreach Collections	1,536.00	2,881.35	6,090.00	5,524.35	10.24%
Bank Interest	52.83	125.27	228.50	496.32	-53.96%
Special Gift Donations	0.00	0.00	500.00	0.00	N/A
Sabbatical Fund Transfer	0.00	0.00	0.00	0.00	N/A
Ministerial Search Money	0.00	0.00	0.00	0.00	N/A
<b>Total Revenues</b>	<b>63,375.62</b>	<b>51,710.99</b>	<b>212,602.23</b>	<b>184,622.88</b>	<b>15.15%</b>
Gross Profit	63,375.62	51,710.99	212,602.23	184,622.88	15.15%
<b>Expenses</b>					
Ministers Salary	0.00	0.00	0.00	2,841.60	N/A
Co-Minister Salary	0.00	0.00	0.00	2,841.60	N/A
Ministers Housing	0.00	0.00	0.00	2,925.00	N/A
Interim Minister Salary	3,741.92	3,666.68	14,967.68	9,166.70	63.28%
Interim Minister Housing	3,500.00	3,500.00	14,000.00	8,750.00	60.00%
Ministers Benefits	133.34	126.00	533.36	315.00	69.32%
Ministers Pension	724.17	716.64	2,896.68	2,308.10	25.50%
Co-Minister Pension	0.00	0.00	0.00	516.50	N/A
Ministers Health Insurance	747.89	2,713.24	2,991.56	3,742.04	-20.06%
Ministers FICA	554.00	548.26	2,216.00	1,370.65	61.68%
Ministers Professional Expense	724.17	0.00	2,896.68	781.81	270.51%
Pastoral Care Minister	1,516.68	375.00	6,066.72	750.00	708.90%
Interim Moving Expenses	0.00	0.00	0.00	7,290.95	N/A
Pastoral Minister's Prof Expen	0.00	0.00	335.92	0.00	N/A
DRE Salary	4,410.34	4,364.50	17,641.36	17,458.00	1.05%
DRE Life Insurance	0.00	0.00	0.00	0.00	N/A
DRE Professional Expenses	0.00	160.00	52.40	160.00	-67.25%
DRE Pension	529.25	523.75	2,117.00	2,095.00	1.05%
DRE Health Insurance	408.41	372.75	1,633.64	1,595.85	2.37%
DRE FICA	337.38	333.88	1,012.14	1,001.64	1.05%
RE Assistant Salary	1,030.00	1,030.00	4,120.00	4,120.00	0.00%
RE Assistant FICA	78.80	78.80	236.40	236.40	0.00%

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<b>OctoberThis Year</b>	<b>OctoberLast Year</b>	<b>Year to DateThis Year</b>	<b>Year to DateLast Year</b>	<b>YTD % Difference</b>	
DOM Salary	2,999.18	2,967.92	8,997.54	8,903.76	1.05%
DOM Professional Expenses	0.00	0.00	0.00	882.06	N/A
DOM Pension	329.92	3,126.50	1,319.68	1,306.00	1.05%
DOM Health Insurance	555.68	493.45	2,222.72	2,078.65	6.93%
DOM Health Contribution	(138.92)	(132.10)	(555.68)	(525.02)	5.84%
DOM FICA	229.42	227.06	458.84	454.12	1.04%
Cong Administrator Salary	3,182.76	2,902.26	12,731.04	11,609.04	9.66%
Cong Administrator Development	70.06	236.12	70.06	412.44	-83.01%
Cong Administrator Pension	381.92	348.25	1,527.68	1,393.00	9.67%
Cong Administrator Health Ins	555.68	493.45	2,222.72	2,078.65	6.93%
Cong Administrator FICA	243.50	222.02	730.50	666.06	9.67%

Cleaning Service	1,300.00	1,425.00	5,475.00	5,390.00	1.58%
Security Service	300.00	260.00	910.00	910.00	0.00%
Employer's Cont. to FICA	0.00	0.00	0.00	0.00	N/A
DRE Sabbatical Staff Salary	0.00	0.00	0.00	0.00	N/A
DRE Sabbatical Staff FICA	0.00	0.00	0.00	0.00	N/A
Ministerial Search Committee	41.25	0.00	41.25	0.00	N/A
Workers' Compensation	0.00	0.00	0.00	(43.00)	N/A
Health Insurance	0.00	0.00	0.00	0.00	N/A
Emp Contrib Family Health Ins	69.11	1,027.72	275.86	(9.75)	-2929.33%
Worship Council	518.99	73.01	1,018.99	106.20	859.50%
Covenant Groups	0.00	0.00	0.00	42.00	N/A
Hospitality/Coffee	182.88	49.37	228.31	81.05	181.69%
RE-Youth	838.66	1,019.83	1,355.07	2,647.13	-48.81%
Music	50.00	23.76	1,052.47	249.21	322.32%
Pianist	540.00	540.00	1,795.00	1,275.00	40.78%
Instrument service	0.00	0.00	0.00	0.00	N/A
Community Life Council	141.73	133.41	141.73	172.51	-17.84%
Volunteer Awards	0.00	0.00	0.00	0.00	N/A
Uppities	0.00	0.00	0.00	0.00	N/A
Social Action Council	155.98	0.00	155.98	50.00	211.96%
Pastoral Visitors	0.00	0.00	0.00	0.00	N/A
History	0.00	0.00	0.00	0.00	N/A
Childcare	232.50	0.00	839.00	707.00	18.67%
Communications	0.00	0.00	0.00	0.00	N/A
Booktable Purchases	0.00	0.00	0.00	0.00	0.00
Lay Leadership Training	0.00	387.83	53.68	556.83	-90.36%
VUUS	0.00	18.75	0.00	18.75	N/A
Board Discretionary Fund	0.00	0.00	0.00	0.00	N/A
Office Expense and Supplies	889.32	242.75	1,585.94	1,140.43	39.07%
Computer Maintenance	239.99	55.39	426.92	265.13	61.02%
Photocopies and Printing	141.24	213.56	863.57	877.24	-1.56%
Bank Charges	0.00	0.00	0.00	0.00	N/A
Telephone	171.56	150.96	688.22	679.53	1.28%
Postage	0.00	421.00	0.00	481.96	N/A
Canvass	0.00	0.00	0.00	0.00	N/A
Stock Transaction Fees	129.84	0.00	129.84	250.00	-48.06%
Fund Raising Expense	0.00	63.55	125.82	343.15	-63.33%
B&B Expense	0.00	0.00	0.00	0.00	N/A
Energy Saving Maintenance	20.00	0.00	3,674.06	0.00	N/A

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<b>OctoberThis Year</b>	<b>OctoberLast Year</b>	<b>Year to DateThis Year</b>	<b>Year to DateLast Year</b>	<b>YTD % Difference</b>	
Church Gas, Water & Sewer	0.00	309.28	564.07	-71.32%	
Church Electricity	517.84	0.00	2,439.88	75.81%	
Church Trash/Supplies	864.12	0.00	1,877.93	N/A	
Church Ongoing Maintenance	56.08	(1,843.28)	5,752.25	30.23%	
Church Grounds Maintenance	0.00	0.00	155.00	N/A	
Church Capital	0.00	0.00	809.96	N/A	
Maint/Improvmen					
Summit Gas, Water & Sewer	0.00	27.42	70.83	-31.47%	
Summit House Electricity	85.09	0.00	410.24	-15.92%	
Summit House Maintenance	0.00	0.00	1,454.44	259.04%	
Summit Capital Improvemnts	0.00	0.00	0.00	N/A	
Summit House Property Tax	0.00	0.00	0.00	(389.85)	N/A
U-House Tenant Utilities	(226.00)	101.38	(63.20)	404.81	-115.61%
U-House Church Utility Use	0.00	0.00	0.00	0.00	N/A
U-House Electricity	0.00	238.21	0.00	324.21	N/A
U-House Maintenance	111.12	769.13	111.12	2,237.46	-95.03%
U-House Capital Improvements	0.00	692.93	0.00	1,492.93	N/A

U-House Property Tax	0.00	0.00	0.00	0.00	N/A
Multi-Peril Insurance	0.00	(185.00)	2,700.50	3,094.00	-12.72%
Building Reserve Fund	0.00	0.00	0.00	0.00	N/A
MM Pre-School Scholarship	125.00	250.00	125.00	250.00	-50.00%
IMPACT	0.00	0.00	0.00	0.00	N/A
Interfaith Ministries	0.00	0.00	0.00	0.00	N/A
MLK Sunday	0.00	0.00	0.00	0.00	N/A
UUA Annual Program Fund	0.00	0.00	8,484.00	6,678.00	27.04%
TJ District Dues	997.50	0.00	4,179.00	2,504.25	66.88%
Community Outreach Disburse	1,536.00	2,881.35	6,090.00	5,524.35	10.24%
UUA Partner Church	0.00	0.00	0.00	0.00	N/A
UUA UN Dues	0.00	0.00	0.00	0.00	N/A
UUA Loan Principal	1,041.67	1,041.67	4,166.68	4,160.19	0.16%
UUA Loan Interest	74.34	164.00	373.57	681.02	-45.15%
Member Bonds Principal	0.00	0.00	0.00	0.00	N/A
Member Bonds Interest	0.00	0.00	1,594.24	3,695.76	-56.86%
Bond Trustee Fee	0.00	0.00	0.00	0.00	N/A
Contingency	200.00	0.00	200.00	0.00	N/A
<b>Total Expenses</b>	<b>38,191.36</b>	<b>39,947.41</b>	<b>165,774.86</b>	<b>155,140.92</b>	<b>6.85%</b>
<b>Net Income</b>	<b>25,184.26\$</b>	<b>11,763.58\$</b>	<b>46,827.37\$</b>	<b>29,481.96\$</b>	<b>58.83%</b>

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<b>Oct 31, 2009</b>	<b>Sept. 30, 2009</b>	<b>Change</b>	
<b>ASSETS</b>			
Current Assets			
Operating Fund Cash	46,827.37\$	21,643.11\$	25,184.26
Grocery Scrip Sales	54,710.00	41,300.00	13,410.00
Grocery Scrip Purchases	(55,078.79)	(39,308.79)	(15,770.00)
Grocery Scrip Profit	(2,851.00)	(2,160.00)	(691.00)
GL Script Sales	13,167.96	9,607.96	3,560.00
GI Script Purchases	(12,631.97)	(9,258.17)	(3,373.80)
GI Script Profit	(535.99)	(349.79)	(186.20)
Guest at Your Table	61.56	61.56	0.00
Food Pantry	6,485.04	6,285.04	200.00
Music Revenue	3,231.26	2,386.26	845.00
Hamilton Fund	1,711.16	1,711.16	0.00
Labyrinth Project	545.99	545.99	0.00
Banner Fund	165.00	165.00	0.00
Journey Toward Wholeness	1,127.93	1,127.93	0.00
Adult Faith Development	426.66	1,884.57	(1,457.91)
Public Radio Fund	575.00	250.00	325.00
Building Reserve Account	20,178.65	20,178.65	0.00
Transfer Cash	0.00	0.00	0.00
Building Use Deposits	5,586.00	5,361.00	225.00
Minister Discretionary Fund	3,052.88	1,757.28	1,295.60
Sabbatical Fund	18,664.95	18,664.95	0.00
Ministerial Search Fund	8,268.51	8,268.51	0.00
Future Year Pledges	3,000.00	0.00	3,000.00
YRUU	487.02	487.02	0.00
Youth Offering	982.22	982.22	0.00
Challenge Cash	66.34	66.34	0.00
Uppity Women Cash	402.13	402.13	0.00
Youth GA Fund	845.00	845.00	0.00
Partner Church	1,844.69	1,844.69	0.00
Ever Conference Funds	585.42	1,435.42	(850.00)
Payroll Withholding	2,174.94	2,174.94	0.00
Women's Retreat	(250.05)	(250.05)	0.00
Men's Retreat	290.00	0.00	290.00
Douthat	(954.70)	(1,047.10)	92.40
TJMC Capital Fund	45,780.50	45,780.50	0.00
Cumulative Operating Fund	40,913.13	40,913.13	0.00

<b>Total Current Assets</b>	209,854.81	183,756.46	26,098.35
Property and Equipment			
Church Building	460,200.00	460,200.00	0.00
Church Addition	572,114.00	572,114.00	0.00
Church Land	55,000.00	55,000.00	0.00
U-House Building	154,500.00	154,500.00	0.00
U-House Land	75,000.00	75,000.00	0.00
Summit House Building	359,148.00	359,148.00	0.00
Summit House Land	150,000.00	150,000.00	0.00
<b>Total Property and Equipment</b>	<b>1,825,962.00</b>	<b>1,825,962.00</b>	<b>0.00</b>

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October 31, 2009 Balance Sheet

<b>Oct 31, 2009</b>	<b>Sept. 30, 2009</b>	<b>Change</b>	
Other Assets			
Scrip Inventory	19,095.00	14,605.00	4,490.00
Cheetham Fund Principal	9,683.00	9,683.00	0.00
Bristol Fund Principal	39,092.00	39,092.00	0.00
Endowment Fund Principal	206,425.00	206,425.00	0.00
Abrahamse Fund Principal	11,075.00	11,075.00	0.00
TJMC Remembrance Garden	10,118.81	10,118.81	0.00
<b>Total Other Assets</b>	<b>295,488.81</b>	<b>290,998.81</b>	<b>4,490.00</b>
<b>Total Assets</b>	<b>2,331,305.62\$</b>	<b>2,300,717.27\$</b>	<b>30,588.35\$</b>

#### **LIABILITIES AND CAPITAL**

Current Liabilities			
Other Cash Accounts	163,027.44\$	162,113.35\$	914.09
Scrip Inventory	19,095.00	14,605.00	4,490.00
UUA Loan	62,482.82	62,482.82	0.00
Summit House Loans	175,000.00	190,000.00	(15,000.00)
<b>Total Current Liabilities</b>	<b>419,605.26</b>	<b>429,201.17</b>	<b>(9,595.91)</b>
Long-Term Liabilities	0.00	0.00	0.00
Total Long-Term Liabilities	0.00	0.00	0.00
<b>Total Liabilities</b>	<b>419,605.26</b>	<b>429,201.17</b>	<b>(9,595.91)</b>
Capital			
Retained Earnings	1,864,872.99	1,849,872.99	15,000.00
Net Income	46,827.37	21,643.11	25,184.26
<b>Total Capital</b>	<b>1,911,700.36</b>	<b>1,871,516.10</b>	<b>40,184.26</b>
<b>Total Liabilities &amp; Capital</b>	<b>2,331,305.62\$</b>	<b>2,300,717.27\$</b>	<b>30,588.35\$</b>

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**Council Communications**

November 2009

The Report to the Board from the Vice-President for this month is a copy of the minutes from our recent meeting. There you will find reports from each council. You will also find that many of the councils bring good questions and concerns to the table.

**Please find a complete copy of the approved minutes for the October 12<sup>th</sup> meeting of the Council Chairs group on the following three pages.**

A couple of Council Chairs' business items have already become action items.

1. All council chairs, a few targeted church leaders, and I will be meeting on November 16<sup>th</sup> to begin the discussion about redefining the various groups within the council structure. (Number 1 of "New Business") Our hope is to bring new, specific policies to the Board within the next few of months.

2. Both the concerns defined at Number 2 of "Other Business" on page three will be part of this month's Board agenda. One will require a Bylaws change. The second will need Board appointment.

All of this activity is evidence that the relatively new model of Council Governance is beginning to work at TJMC-UU. Yea!

But the councils also need the Board members' support and encouragement. If you see one of our council or committee chairs, please tell them how much you appreciate their efforts. Everyone likes a special pat on the back. If you don't know who some of these people are, ASK me. I would be more than happy to make introductions.

Respectfully,  
Jean Shepard

PS: Another item which is beginning to perk up relates to the Administrative Council's role and composition. Please stay tuned for a discussion with the chair, Sean McCutcheon, in the near future. ☺

**Council Chairs - Meeting**  
**October 12, 2009**

**Opening Words:** Shared by Greta.

**Check-in:** Personal, council reports, and items which need to be added to our agenda --  
Betty Warner (Community Life), Bob Kiefer (Worship), Greta Dershimer (Social Action),  
Patti Wallace (Communications), and Sean McCutcheon (Administrative).

Lorie Craddock (Lifespan Faith Development) was unable to attend due to family illness.

The following items were reported as concerns or projects underway by the councils:

1. Worship Council (Bob) is exploring the possibility of changing the policy on use of incense. Currently the policies state that there is no place on campus for the use of scents. One or more of the Worship Groups would like at least one room space designated for this practice. Jean noted that Building Use policies are the responsibility of the Administrative Council (Sean). Thus, Worship Council will consider drafting a new policy, which would go to the Administrative Council for approval before it goes to the Board for final adoption.
2. Social Action Council (Greta) has become aware of the need for a new policy related to travel expenses for church members to attend denominational meetings, such as GA and District meetings. The Council will be considering development of a recommendation.
3. Communications Council (Patti) reports that there is an effort to design a fair and effective buffer between the Church Administrator and the various councils, committees, and individuals who bring projects, expectations, and complaints about operations, policies, and practices. Third-hand complaints are not helpful. A review of procedures and hierarchy may be needed as this effort proceeds.
4. All chairs want a current electronic copy of the Bylaws. Jean tried to get this from the Congregational Administrator and was less than successful. However, Betty Warner figured out a way to provide one. ☺ The TJMC Bylaws are now here submitted as an attachment with these minutes. Thanks, Betty!

**Acknowledgements:** Thanks to Greta for the reading and Sean for the snacks.

**Minutes:** Were approved via email following the 9/20/09 Council Chairs' meeting. It was decided that the internet approval of minutes and other business items can work for this group and will continue to be the practice for at least this program year.

**Old Business:**

1. The following covenant was amended and unanimously adopted:

**Covenant of the TJMC Council Chairs**

*As we do the Council's work, we covenant*

*To promote spiritual growth, social justice, and life-long religious education and understanding,*

*To foster an open and free community in which we share our gifts, care for one another and honor our differences,*

*To respectfully utilize the procedures and policies of the church to do our work and to encourage the groups with which we work to do the same.*

*To explore, consider, and propose changes to the procedures and policies of the church when we find that they impede our work, and to encourage the groups with which we work to do the same.*

Continued...

*As we work together, we covenant*

*To encourage individual pursuit of excellence*

*To communicate directly and respectfully*

*To be realistic in our expectations for ourselves and each other  
To express sincere appreciation for the efforts of others  
To come to meetings on time and prepared for work  
To be mindful of the time allotted for discussion  
To encourage those with whom we work to do the same.  
We further covenant to forgive ourselves when we fall short and to call ourselves back to task  
when we stray from this covenant.*

Thanks to Betty and Greta for crafting the original draft.

2. Activity Status Records – We're making progress on the main data base. All councils are asked to continue sharing this information with Jean, who in turn shares it with Sally, who is the data-input-person and the chair of the Volunteer Coordinating Committee. Jean will continue to determine committees and groups which have not yet responded to this request.

### **New Business:**

1. "Committee" redefinition – Greta presented a proposal that the Councils and the Board look at the ByLaws because the definition of a "committee" is restrictive and does not reflect the diverse groups which are active at TJMC-UU. All chairs agreed that a change is needed. Internet conversation among this group was suggested in order to draft a meaningful change. No volunteer was assigned the task of getting this conversation moving. To be continued.....
2. Audio Sermons – Jean shared a conversation with Rob Craighurst, Sound Crew Coordinator. The Sound Team has been diligently recording all the Sunday services; but the recordings are not being posted on the TJMC-UU website for others to hear. The questions are whether to continue the recording and who will post them. It seems understood that some members of the TJMC family are unable to attend Sunday services and enjoy the recorded materials.  
The Council Chairs suggested that recording continue. If chips on which the services are recorded become filled to capacity, the sound crew is asked to record over the oldest services. It is hoped that a volunteer can soon be found to upload the existing services, so they will not be lost forever.
3. Common Spaces – Debate continues about who currently uses this media to post or to research.  
This group strongly suggests that Common Spaces is not meeting the needs of the councils right now and suggests that another medium be found for storing and sharing of documents which are too sensitive or mundane for posting on the "uucharlottesville" website. Patti will contact Nick Laiacona to inquire about the program currently being used by the Search Committee to try to determine if that tool might better serve the wider church needs. The program requirements include ease of use, dependability, and compatibility with a variety of personal computer systems.
4. A related issue -- Need for more training  
The Council Chairs feel that TJMC would benefit from more training of all its leadership and volunteers. Leadership roles need better clarification at the time of recruitment. Volunteer speakers need to be trained how to effectively use the microphones so they can be heard by all. Members need reports which are more readable. Regularly scheduled in-service is needed to help new leaders and volunteers know how to access and use electronic sites and tools currently in use at TJMC.
5. Sound in the Social Hall – J. reported that Rob Craighurst has volunteered to install wiring to bring the audio portion of the services from the Sanctuary to the Social Hall. His suggestion would cost about \$175 for materials and would use the existing speaker (now stored in the elevator closet) sitting on the kitchen counter.

The Council Chairs recognize the need of an audio system in the Social Hall for many reasons other than just bringing sound from the Sanctuary. Many social and fund-raising events would benefit from a real audio system instead of the little portable speaker unit. It is suggested that this project be "on hold" until a complete sound system in the SH is possible. Perhaps this needs to be further researched and formally proposed as a 2010-11 budget item.

**Other Business:**

1. The question was raised about operational concerns – “Where do we go with problems or issues with staff personnel?”

Jean suggested that Morris is theoretically the overseer of staff and should be the “go to person.” Personnel Committee seems to feel that their charge has more to do with annual evaluations and employment packages and benefits. Jean volunteered to help groups find answers and solutions, if needed. Item #4 at Check-in above is also relevant to this concern.

2. Question was raised about why some councils need to send a representative to certain committees, ie. Nominating and Leadership Development\*\* (aka Volunteer Coordinating) and Green Sanctuary.
  - a. Jean will take this issue to the Board with a suggestion that the responsibility be reversed. (The committee could send a representative to the Council, since all the members of the Councils are already chairs of active committees or groups.) \*\*
  - b. Further, Jean will ask the Board to expedite the designation of Green Sanctuary as a Board-appointed Task Force and, thus, take it out of the Social Action Council and clarify its relationship with several other councils with which it currently interacts.
3. Volunteers – There are still many vacancies in the current list of “volunteer opportunities.”

The Council Chairs’ discussion included questions about whether the current guidelines and the requirements of the paper trail are too off-putting for some volunteers. There are leadership requests for less of each.

**Future Business:**

1. Budget requests will likely be needed prior to our next scheduled meeting. This process will be initiated by the Finance Committee. Details will be sent via email, if possible.
2. Next meeting – January 11<sup>th</sup> at 7:00 Readings –  
Bob Snacks -- Lorie
3. Future meetings – New dates  
April 12<sup>th</sup> June 14<sup>th</sup> (Only if face-to-face meeting is absolutely necessary)

**Closing Words:** Greta

\*\*TJMC needs a couple changes to the Bylaws in order to correctly reflect the current committee title, role, and representation. Jean will ask Sally Taylor, chair, to assist with this process.

**Attachment: Affiliate Status Letter**

September 30, 2009

Dear Board:

I am writing to explore an affiliate status with TJMC.

Morris Hudgins suggested this to me when I met with him about my return to Charlottesville. As many of you know, I have been a member since 2001, and served in various roles, including worship associate. Tony Perrino, Leslie and David Takahashi Morris, and Gordon McKeeman helped mentor me in my choice to go to Berkeley in 2005 to get my Masters of Divinity at Starr King School for the Ministry (one of the two UU schools). In 2008, I also did a year of yoga-based hospital chaplaincy training in San Francisco. During my summers at seminary, I served as chaplain at a UU camp in Maine and at UVA hospital. Although I am eligible to seek ordination and fellowship with the UUA, I have decided to pause on the path and explore ministries other than parish ministry for a while.

Now I have returned to my beloved Charlottesville community with expanded skills for ministry, continuing my previous yoga path, and now including spiritual direction and hospital chaplaincy.

My special focus would be offering spiritual direction to people in the community and members of TJMC. Because Charlottesville only has a handful of spiritual directors, this will help the interfaith ministry and presence of the church in the community. It will deepen the spiritual programming of the church and bring others in the church building. Spiritual directors are often paid by directees on a sliding fee scale. I would like to be able to use a space in the church for this one day or one half day a week.

Because the church is in search for a new pastor, I suggest that this affiliate status be reviewed and reconsidered for renewal when the new person arrives. This will allow for a cohesive and healthy growth together.

If my training and gifts can assist in meeting the needs of TJMC, it will be helpful to specify the scope of my responsibilities and compensation in a 'letter of agreement.' I am attaching a suggested draft. I look forward to talking with you further about how this collaboration can serve the church's mission and current situation, and how to set up the affiliate status.

Thank you,

Alex McGee

### WHAT IS AFFILIATE STATUS?

The definition of affiliate status is common at UU churches around the country. The benefit to a congregation is that the ministry team is widened. The benefit to the mission of a church is that they are supporting a wider variety of community interactions. Affiliate Ministers are members of the congregation who are engaged in ministries primarily outside the congregation.

### WHAT IS SPIRITUAL DIRECTION?

Spiritual direction means that a person “companions” another person on the spiritual journey by meeting with them monthly or so to discuss prayer life, useful rituals, how the spirit is moving in their lives, and choices they are making. It is not counseling.

Various certification programs exist. Some require that a person be actively offering spiritual direction while also continuing training. Alex has explored various programs and decided that the best fit is Shalem, which is a two year program in Maryland. This will provide ongoing support and accountability.

Alex has received a total of six years of spiritual direction from three different directors over the last twenty years. At the moment, she is continuing spiritual direction monthly with her guide in San Francisco (by phone).

\*\*\*DRAFT\*\*\*

## Letter of Agreement

### **Affiliate Status for Alexandra McGee at Thomas Jefferson Memorial Church, Unitarian Universalist**

TJMC is engaging in affiliate relationship in order to:

- Serve one-on-one spiritual needs of church members seeking a deeper spiritual journey than allowed by other church programming
- Serve spiritual needs of wider community
- Nurture Alex McGee's call to spiritual direction

The church will not owe Alex any monetary compensation. Alex will receive payment (on a sliding fee scale) from spiritual directees. Alex will have use of an appropriate private and professional space (room or office) to meet with spiritual directees once a week for half a day. Alex will provide for the church either: (a) six-week free "Yoga and Spirituality" session open to the Charlottesville community OR (b) two pulpit fill per year.

Alex will be in regular dialogue with the senior pastor (currently interim Morris Hudgins) to ensure her work and the church's activities are matching appropriately. She will consult with other church staff as appropriate. She is participating in regular regional gatherings of ministers for mutual support. The Board will appoint a committee to support Alex as needed in her role in relating to the church.

An installation will mark for the congregation that Alex is set in this special service role. In documents of the church where staff are listed for the public, Alex will be listed as "Affiliate for Spiritual Direction." This agreement will be reviewed in Fall 2010 in consultation with the new minister.

#### Other optional language:

*An affiliate is:*

- (1) a member in good standing of TJMC*
- (2) recommended by the Parish Minister after consultation with any other professional staff;*
- (3) appointed by the Board and affirmed by the congregation*
- (6) appointed annually by the Board and the congregation after consultation with the Parish Ministers who shall meet at least annually with an Affiliate Minister to review the appointment;*
- (7) compensated only by fees or honoraria received directly from persons served;*
- (8) usually identified as an "Affiliate Minister" of the congregation when and where other ministerial staff are identified, e.g. annual reports, UUA, orders of service, newsletters, however Affiliate Minister are not those identified in the by-laws as "ministers of the church".*

*The congregation retains the right and responsibility to ordain and to establish or terminate any category of ministry. Appointment as an Affiliate Minister shall not by itself qualify as ordination.*

**Attachment: Membership Report**

To: Board members

Re: November Membership report

TOTAL MEMBERSHIP as of September 30, 2009: 502

Add: Susan Sleight 9-27-09  
Scott Worthington 10-4-09  
Jennifer Worthington 10-4-09  
Mary Rose Curtis 10-17-09  
Kelly Marie Durkin 10-17-09  
Annette Wilcox 10-25-09

Drop: Susan Marcell, written request dated April 27, 2009, removed Oct. 16, 2009

TOTAL MEMBERSHIP as of October 30, 2009: 507

Sally Taylor  
Membership Tracking Committee