

Thomas Jefferson Memorial Church
Unitarian Universalist
BOARD OF TRUSTEES MEETING

October 17th, 2011

Agenda

In Attendance: Dan Grogan, George Jones, Bob Kiefer, Jean Shepard, Erik Wikstrom, Ian Sole, Paul Fritz, Doug Webbink, Heather Garrett, Don Landis, Donna Baker, Amy Wissekerke.

I. Opening (10 mins):

1. Opening words (Bob)
2. Check-in (optional)
3. Acceptance of Agenda
Items E and F from the Consent Agenda were pulled out for consideration. **The agenda was then accepted.**
4. Approval of September 19th Minutes: **Accepted**
5. Public Comment: No members of the public were present

II. Reports (5 mins)

1. President's Report (Ian)
2. Vice President's Report (Jean)
3. Treasurer's Report (Doug)
4. Minister's Report (Erik)

One addition: Erik mentioned the possibility of embracing our church name and changing our behavior during the sermon on 10/16/11. For example, we might join with the group UCARE at UVA, reach out to the Hemmings/Jeffersons, form more substantial partnerships with local African-American churches, or play some role in the upcoming collaboration between Monticello and the Smithsonian Institution's National Museum of African American History in their "Jefferson and Slavery: the paradox of freedom" exhibit. The curator of the exhibit at Monticello would love to partner, as would the group at UVA and a documentary filmmaker. Erik plans to continue exploring some of these partnership possibilities, as doors are opening for us to make some changes. Donna suggested that many people in the congregation are likely excited and willing to help with projects in this vein.

5. Board Liaison Reports (submitted in writing)
6. Membership Report (submitted in writing)

III. Consent Agenda (5 mins)

- A. Staffing task Force (Ian)
 - B. Finance Policy (Bob)
 - C. Database Group charge (Donna)
 - D. Communications Policies (Jean)
- All consent agenda items were approved.**

IV. Old Business (Total 50 Mins)

1. Music Fund Update (Bob/George – 5 min)

There is a need for a consensus document detailing how endowment funds (Bruce Abrahams, Music Fund, etc.) should be used, as currently there are some questions concerning restrictions on how some monies can be used.

2. New Controller Update (Bob/Doug – 5 min)

A journal entry to realign the accounts of the balance sheet in compliance with the recommendation with the UVA consultant (Susan Perry Williams) was made (*see addendum to treasurer's report*). With a slight overestimation of the time needed, Bob suggested hiring someone for 6 hours a week, with an extra day per month. Bob recommended hiring Jamie McReynolds as controller as he has the background to do the work and needs a job. Bob proposed offering a contract to Jamie for \$20/hour for up to 6 hours a week, roughly 280 hours between now and the end of June. We will continue to look for a permanent solution from the Staffing Task Force. Money has already been placed in the General Operating Reserve for a controller. Doug believes the church can afford it supported his idea. George agreed, but wondered if the position should be offered publicly in keeping with the Board's goal of maintaining transparent operations. Don reminded that it could be offered publicly after it is filled on a temporary basis until June. This may be the only option since our current controller (Bob) has time restrictions. Ian will explain to personnel that the position is temporary and to draw up a contract that makes this clear. **The motion to appoint Jamie on a temporary basis was approved.**

3. Ministers role in hiring/firing (Ian/Erik)

The Board hires and fires using the recommendation of the minister/chief of staff as the supervisor. Jean remarked that it would be helpful to have access to a complete, updated Personnel Manual.

V. New Business (Total 40 mins)

1. Report on contacting last three bond holders (Doug)

In total, \$45,000 in bonds is still held. One individual has not made a decision about the bond being forgiven, though that person plans to leave more money to the church than is held by bond. The other two individuals have not yet made a decision. Doug recommends that we do not redeem any more bonds presently, but wait until later in the year to consider this.

2. Role of Board reps at Sunday Services (Ian/All)

Several people mentioned that most announcements by the Board seemed redundant and of doubtful value. Others expressed an appreciation for Board members having a welcoming role. Visibility is favorable, but the announcements interrupt the flow of worship with business. Erik thought it was appropriate on many levels for the Board to make the Welcome. If a significantly important announcement, such as the announcing of a Congregational Meeting, needed to be made, it could be made then. The welcome is scripted (with some room for improvisation), preventing awkwardness, and gives the Board members an opportunity to represent the church community in welcoming newcomers. Donna mentioned that there is little Board representation at the 9:15 service. Erik will make the changes known in his next column for the Bulletin.

3. Electronic Approval of Minutes & Posting (Ian)

The minutes will now be approved and posted electronically. Jean mentioned that electronic approval and posting has worked very well for years in one of the groups in

which she is involved. The secretary will post the minutes to the web and the CA will post them in the church building. **This motion was approved.**

4. Role & Responsibility of Board & Councils (Ian/Jean)

During a meeting on 10/10/11, a discussion regarding the role and responsibility of the board and councils took place. While many felt the church governance structure has been working well, there is a feeling that there are too many committees, requiring many leadership positions. The Board seeks to empower the councils and thus the committees. The problem of many open positions was also discussed. Council chairs were asked to define “committees” and “groups” within their own councils.

5. Open Positions

a. Canvass Co-Chairs (Ian)

Adam Slate will be one of the Canvass Co-chairs. A new person to join him in this would be ideal. He plans to attend the November Board meeting to discuss his work with the Board. At the last board meeting, it was decided that we would use the term Canvass, not Stewardship.

The motion to appoint Adam Slate was approved.

b. Pledge Tracker (Doug)

Jamie McReynolds and Larry Briggs expressed interest in becoming the Pledge Tracker. Doug recommends the eminently qualified Larry Briggs. The Board just voted to appoint Jamie to a paid temporary position and he is also an intern. Choosing Larry as the Pledge Tracker would give Larry an opportunity to serve the church community according to his gifts, and keep the controller and pledge tracker positions distinct.

The Board approved the appointment of Larry Briggs as Pledge Tracker.

c. Chair of IT (Ian): This position is still open.

d. Chair of Buildings (Ian): This position is still open.

e. B& B Coordinator: This position is still open, and should be filled by the Administrative Council.

f. Chair Remembrance Garden (comes from Remembrance Committee)

Donna spoke of the need to have members of the church think about the gifts they bring to the church community, perhaps during a service. Bob also mentioned that some of these roles may need to be filled in the future by paid staff. He suggested that recruitment should be postponed until the Staffing Task Force meets in December.

6. Door System at Edgewood Lane entry

Background:

Part of the Green Sanctuary and the Facilities Planning Task Force goals includes better weatherizing of our church building. The entry at the side of the building, facing Edgewood Lane has long been a very leaky and energy-hungry feature.

With financial support from the Bristol Fund, a set of replacement doors has been purchased for that space. However, the Bristol Fund is unable to provide enough money to replace the single pane windows on either side of the doors.

There currently is not a chair for the (non-existent) Buildings Committee who can authorize use of moneys in that committee’s budgeted funds for the purchase of any replacement windows.

It makes sense both economically and structurally to install the doors and the replacement glass at the same time.

Motion:

It is moved that the Board of Trustees authorize the purchase of double-pane, low-e window panels for the sides of the Edgewood Lane entry. The cost of the windows and their installation shall be drawn from the Capital Improvements line of the Building Committee's budget.

Submitted by: Facilities Planning Task Force

October 9, 2011

Edgewood Road Windows Discussion:

While there is support to replace the windows, the frames of the windows need to be replaced as well, at greater cost. The Board is only dealing with this issue because there is no chair of buildings. The money will come from Capital improvement funds.

The motion to purchase double-pane, low-e window panels for the side of the Edgewood Lane entry AND improve the existing frames was approved.

7. **Community Security** (see attached policy).

Dan raised questions about the policy as it exists. Donna and Jean clarified that the policy has already been passed, and tonight's discussion is simply about whether the existing wording should be put in the policy manual. Erik clarified some matters concerning the policy to Dan's satisfaction, and Dan did not pursue further changes to the policy.

Jean formally moved that these two policies (Community Security and Communications) should be inserted into the policy manual in Section VIII and the motion was approved.

8. **Support of Marriage Equality at St. Paul's Episcopal Church**

St. Paul's Episcopal Church has announced they plan to begin blessing same-sex couples. They will not be performing same-sex marriage ceremonies at this time, but are moving in the direction of Marriage Equality. Currently, Erik and the GSA can make statements supporting the actions of St. Paul's church. The Board could also speak on its own behalf in support. Still, the question remained; Can a statement be made on behalf of the congregation, based on both our history of public witness on this issue and the previous votes in support of Marriage Equality for same-sex couples in congregational meetings?

The consensus of the Board was that we already have taken a stand as a church in support of Marriage Equality, so a statement supporting St. Paul's actions can be made on behalf of the entire congregation.

Bob moved that we write a letter of support to St. Paul's church from our congregation to their congregation. We can give them the right to use our support as they need.

The motion was approved.

Ian suggested that Erik speak to the minister at St. Paul's to find out what kind of support would be most helpful and welcome.

VI. Closing Activities (10 mins)

1. Process evaluation:

And the Board saw all that it had discussed and decided, and behold, it was very good.
And there was evening and it was 9:30, so the Board decided it was time to go home.

2. What do we need to communicate to others?

Due to the late hour, no further discussion happened. Jamie McReynolds, Adam Slate, and Larry Briggs need to be informed of their appointments. St. Paul's church will receive support from our congregation in some form. Erik will use his column in the church bulletin to inform the church community of the Welcoming role Board members will play during the service. The policy manual will need to be updated with the Communications and Community Security policies.

3. Closing words (Bob)

4. Adjournment

Attachments:

President's Report

Vice President's Report

Minister's Report

Treasurer's Report

Membership Report

Liaison Reports

Consent Agenda Items

2011-12 Board Goals

Upcoming Dates

November 7th Exec meeting

November 21st Board meeting - **Opening/Closing Words – Don; Snacks – Dan**

Previous Agenda Items Awaiting Feedback (Requested date if known)

Music Task Force on music program (January 2012)

Guidelines for voting by delegates at District & GA meetings (December 2011)

Bellair CSA/Policy for use of property by For-Profit Organizations

November/Future Board meetings

Green Sanctuary Report

Membership reporting policy - address this after council chairs make a recommendation

Long Range Planning (Ian)

Music Fund still needs to be addressed

Adam Slate would like to talk about Canvass/Stewardship.

Upcoming Congregational Meeting Agenda

Facilities Tour and Discussion

Confirm Amy Wissekerke as new Board member.

President's Report

1. Music Task Force.

Erik has established contact and called for first meeting.

2. Staffing needs team

Identified and confirmed members of the team to review and recommend current and future staffing plan for TJMCUU.

3. Facilities Planning Task Force

Team will begin meeting again on October 9th and develop congregation-wide survey for feedback on work completed to-date.

Vice President's Report/Councils

October is the month for the second of four regularly scheduled meetings by the various TJMC-UU councils.

The Council Chairs will meet the evening of the day this report is due for the Board Packet. In addition to regular housekeeping business, the agenda includes a discussion with guests Ian Sole and Jean Sorrells Jones about the council governance structure and determining leadership for the multitudes of volunteer opportunities. This conversation will benefit TJMC in two ways –

- 1.) It will allow a forum for those who are currently seeing first hand how the council operations are working, including some in that leadership who are less than happy with the council structure and the required recruitment of volunteers.
- 2.) It will begin addressing the Board Goal for this year which asks that the Council Structure be evaluated to determine its effectiveness.

The schedule for all the individual Council meetings this month follows:

Administrative – Monday, the 24th @ 7:00

Community Life – Tuesday, the 25th @ 7:15

Lifespan Faith Development – Sunday, the 16th @ 12:00

Social Action – Wednesday, the 26th @ 5:30

Worship – Yet to be determined

Hopefully there will be lots more detail to share with you next month, as a result of this month's work.

-Jean Shepherd

Treasurer's Report

Attached are the spreadsheets for the September Financial Report. After three months or 25% of the fiscal year, we have received total revenues of \$183,356 which represents 32% of the revenue budgeted for the year. Total revenues for the first three months of this fiscal year were approximately 6% higher than the amount received in the same period last year.

Our current year pledges after three months equal 27% of the amount budgeted for the year, but nevertheless they are about 12% lower than in the same period last year. After three months, we have also received 57% of the amount budgeted for the year for unpledged donations. In

September we recorded another \$7,020 in fund raising income from the yard sale so that overall we have now received \$16,458 which represents 72% of the annual amount budgeted for fund raising. For just the month of September, our total revenues were \$45,998.

After three months our total expenses were \$151,771, which represents 27% of our annual budgeted expenses. For just the month of September, our expenses were \$42,915, so our revenues exceeded our expenses by \$3,083. For the three months combined, our revenues exceeded expenses by \$31,585.

In September we received the bills in order to begin paying health, life and disability insurance for our Minister, Erik. Lay Leadership Training expenses in September were \$1,148 to cover food and refreshments and materials at the September 10 church meeting on Cultivating Connections. This amount represents 177% of the amount budgeted for the year. \$383 was spent on office expenses, most of which represents the cost of a new church telephone system. \$1,164 was spent on computer maintenance, most of which was for wiring for internet access and for new or upgraded software. \$556 was spent on church grounds maintenance, the majority of which was for trimming tree branches.

With respect to our balance sheet, \$10,000 was moved from the cumulative operating fund to the building reserve account.

After three months we still appear to be in a reasonable overall financial position. While our revenues are about 6% higher than at this time last year, our expenses are about 31% higher than they were at this time last year. Also, as noted above, our pledge revenue receipts are below the amount received last year. Nevertheless, I believe it is appropriate to be cautiously optimistic about our financial condition.

Respectfully submitted,

Doug Webbink, Treasurer (October 8, 2011)

Excerpted from Susan Perry Williams Evaluation/Recommendations for TJMC

Accounting:

Bookkeeping System

The packaged software used by the church appears to work well and Cathey Polly does a very good job of using the system. However, the program is not designed for a church or non-profit organization and presents several problems.

First, the church maintains a number of fund balances that are not reflected properly on the balance sheet. The balance sheet heading "retained earnings" is inappropriate for a not-for-profit. The summation of the funds (assets less liabilities per fund) is more appropriate.

A second issue is the difficulty in reconciling the Scrip program to the financial records. Currently Trudy Rohm maintains the Scrip program and provides Cathey Polly with the purchases, sales, and profit numbers for both the Grocery and Great Lakes Scrip programs. This program appears to be well maintained but the transition to the Financial Statements presents problems.

The balance sheet that is generated by the accounting package is really more of a Trial Balance than a Balance Sheet. Net loss, Purchases, Sales, and Profit from Scrip activity is recorded like it would be on a Trial Balance. The Balance sheet would not reflect this information after closing the accounts.

Although the church maintains a cash-based accounting system, the Scrip program is not perfectly aligned with this system. For example, if Scrips are purchased (on credit card) in June, 2010 (the last month of the year), the purchase is recorded in the scrip system. However, Cathey would not record the cash payment until perhaps July, 2010 when the American express bill is paid....thereby, potentially creating a float between the two systems.

The Profit from the Scrip system is appropriately recorded on the Income Statement.

I. Recommendations

Reconciliation

Changing to a new accounting system will be expensive and disruptive to the current staff. At least in the short term, it is recommended that you reconcile the current financial reports to a more transparent analysis of the assets, liabilities, and fund balances of the church.

Attached is the reconciliation for 2010. The current difference (which cannot be verified given the information available) is \$25.64. This difference may be due to funds in transit with the bank or with the Scrip float. Again, this does not imply that funds are missing....only that timing differences exist in the current system.

We recommend that this type of reconciliation be completed at the end of each fiscal year.

Procedures

Keep bank reconciliations up to date.

When possible, work to segregate duties and responsibilities.

Ensure that key personnel are aware of job responsibilities across positions so that they could step into others roles if necessary.

Back up computer systems.

Update passwords periodically.

Verify balances in endowment accounts

Expense Control

Evaluate expenses by line item to ensure the necessity of expenses.

II. Conclusion

The Thomas Jefferson Memorial Church appears to be a well-run operation. Volunteers and staff are committed to the mission of the Church. This report provides an analysis of the operations through June 2010, the risks the operations face and recommendations to maintain efficiency and financial accountability. I will be pleased to discuss the report in further detail at your convenience. Should you choose to reconcile the reports annually, we will be happy to provide you with support.

Susan Perry Williams
KPMG Professor of Accounting
Director-E&Y YMP Program
McIntire School of Commerce
University of Virginia
sep4v@virginia.edu

Minister's Report

Is it possible that it's really been a month already? It feels as though our meeting was just a day or so ago. (Of course, there are those who say that when in Genesis it is written that God created the world in six days each of those days was really like several hundreds of thousands of years. It also feels a bit like that since we last met.)

The Communications Summit was a very interesting day. More than a dozen people showed up to discuss our Congregation's Communications and, yet, we found ourselves really focusing on the message we need to be communicating. (Lynn Heath gave us all a wonderful three-fold framework to use when thinking about our communications – the message, the audience, and the channel.) We came to the conclusion that when the message is clear, and we know who we are trying to reach, that the appropriate medium will become apparent. And, so, we kept focusing in on what our core message should be, and kept coming back in various phrases to the idea of “cultivating connections.” (A bit synchronistic, I'd say!) TJMC is a place where you can make real connections – with others, with yourself, and with those deep places in life. TJMC is a *spiritual* community, not merely a social club. The “take away” for the Communications Committee was that we need to look at our communications strategy through the lens of how the things we do either help or hinder the sharing of this message. I think that those who were there found this to be a very useful – and exciting – morning.

In the month since my last report I've been spending a fair bit of time on issues related to staff – personal challenges; professional challenges. I think that we've been doing some really good work on getting to know one another and developing as a team. I am very excited for what the future holds for us and, so, what we can offer to TJMC. One very positive thing that has come out of this team building – a suggestion brought forward by Alex McGee – is that we have begun to spend time each week intentionally holding the members and friends of our community in prayer. I would be happy to talk more about this if anyone is interested, but essentially any of the staff who are interested and able are meeting for 30 minutes in advance of our weekly staff meeting, and systematically working our way through the directory holding each and every woman, child, and man in loving mindfulness. (We plan to provide opportunities for the rest of the congregation to become involved in this ministry later in the year.)

Our weekly worship, of course, has been the primary focus for my energy. The services have been well attended and well received, and for the most part the experiments that have been made seem to be meeting with acceptance. I have been quite pleased and excited with the way the shift to monthly themes is evolving. Leia and I co-facilitated a wonderful evening discussion about the topic of “atonement,” and Active Minds and I have also taken a good look at it. From my perspective as a preacher it has been both challenging (in a good way) and liberating to have the opportunity to keep “drilling” more deeply week after week, and the myriad ways that we can holistically integrate our Lifespan Faith Development programs, covenant groups, and our worship life (to name only three things) is really thrilling. I have received tremendously positive feedback, as well.

One thing I'm noticing so far in my time here is the greater number of people who seek out my counsel with what they self-identify as “a moral dilemma.” In previous congregations I provided a good bit of pastoral care and spiritual direction, but it was not typical for people to come in and tell me that they were having a moral dilemma that they wanted to discuss with me. Yet that seems to keep happening here! Catching me after church; by appointment during the week. I'm curious to see if what seems like a trend continues.

I'm feeling as if this report is lacking some kind of coherent structure, and maybe that's because that's something of what the past couple of months have felt like. In part, I'm sure, that's because I've only been able to take one full "weekend" since In-Gathering. In part, too, it's because that's the nature of the fall start-up, especially so when it's a new settlement. Still, I am looking forward mightily to the Friday/Saturday after our meeting. That, and the following several weeks, should help me to gain a stronger sense of solid footing.

I'm also excited by the opportunities to engage the ministry of facilitation/teaching that I so love. I have worked out with Active Minds that I will attend their meetings on the 1st and 3rd Thursdays of each month. On the evening of the 13th I will begin a six-week adult program on Unitarian Universalist history. On the 19th I will begin a weekly mid-day encounter with some of the great mystics of the Christian tradition (and I'm so excited that this program will be able to dovetail with Leia's weekly program of labyrinth walking). And the Neighboring Faiths class has invited me to come and visit, and the Sunday that the YRUU group came to church began to make the connections I look forward to with that group. And Sally Taylor and I are transitioning from her leading of the Covenant Group Facilitators' meetings to my doing so – it will be really good to be more deeply connected with these leaders of what is such an important ministry with, in, and for our community.

And, so, I can say that I am settling in. Whereas the first memorial service at which I officiated felt to me like something of a fiasco, the service for Deborah Rose's father, Jack Sherley, felt like what a memorial service should feel like. And worship is flowing (and nearly ending on time!). And I even managed to get this report in on time.

Erik Wikstrom

Membership Report

To: Board members

Re: September, 2011 Membership report

TOTAL MEMBERSHIP as of August 30, 2011: 436 including 26 youth members

Add:

Arthur Rashap, Sept. 4, 2011, personal request for Membership to be reinstated, moved back into town.

Drop:

Shaffer, Karen, moved, email request to Membership Tracker to become an inactive member, would like to continue to get church Friday emails. Sept. 12, 2011

Tiller, Thomas-joined another church, email to office, Sept. 2, 2011, archive inactive

Norment, Rachel, moving to Greensboro, NC, written request to church office, archive inactive effective Sept. 30, 2011

Gonder-Frederick, Linda and Frederick, Jeff, Sept. 11, 2011, email to Membership Tracker, inactive supporter, please continue contact

DeYoung, Patricia-no response to Inquiry letter, Sept. 15, 2011, archive inactive

DeYoung, Ronald-no response to Inquiry letter, Sept. 15, 2011, archive inactive

Gale, Willow-no response to Inquiry letter, Sept. 15, 2011, archive inactive

LePage, Daniel-no response to Inquiry letter, Sept. 15, 2011, archive inactive

Swafford, Annie-no response to Inquiry letter, Sept. 15, 2011, archive inactive

Maisannes, Bill-no response to Inquiry letter, Sept. 15, 2011, archive inactive
Maris, George-no response to Inquiry letter, Sept. 15, 2011, archive inactive
McCauley, Ed-no response to Inquiry letter, Sept. 15, 2011, archive inactive
Peterson, Kenneth-no response to Inquiry letter, Sept. 15, 2011, archive inactive
Mahon, Dan-no response to Inquiry letter, Sept. 15, 2011, archive inactive
Sievers Mahon, Jan-no response to Inquiry letter, Sept. 15, 2011, archive inactive
Smith, Betsey-no response to Inquiry letter, Sept. 15, 2011, archive inactive
Feathers, Andrew-no response to Inquiry letter, Sept. 15, 2011, archive inactive
Shaffer-Whiting, Eric-no response to Inquiry letter, Sept. 15, 2011, archive inactive
TOTAL MEMBERSHIP as of September 30, 2011: 418 members including 24 youth members
Sally Taylor

Membership Tracker for Membership Committee

Leadership Development Committee

- The committee will be presenting 3 education opportunities after January 1: two sessions from Harvest the Power and one to be developed using the same model on Secession Planning.
- Co-sponsoring AFD class "Serving with Grace".
- Looking at ways to continue theme "Cultivating Connections". Will be developing notebook to collect business cards from members and friends to "Cultivate" business connections.
- Brainstormed ways to collect "talents" and how to make committee more visible.

-Donna Baker

Worship Council

The Worship Council has not yet met with its full membership. However, Rev Erik has begun regular contact with the Worship Weavers.

As chair of the Worship Council for the first half of the program year, Erik has committed to convene the entire council as soon as his very full schedule allows.

Jean, acting liaison

Administrative Council

Admin council did not meet in September.

Bob Kiefer

Personnel Committee

9/20/2011

- The committee chose Bev Thierwechter to be the chair for the coming year. Thanks to Dorothy Shafer for serving for two years as chair.
- Some review of and discussion about revisions to the Personnel Policy Manual which is nearing completion.
- Annual employee evaluations now take place in the fall and will be completed before the end of the year. Dorothy will compile a template of suggested points to cover in the upcoming evaluations (taken from previous evaluations); employees will also prepare a self-evaluation. As supervisor, Erik is responsible for providing a review of each employee, but may contact relevant committee members or Board members as appropriate. A written review is prepared and discussed in person with the employee.
- Letter of Agreements for employees are updated on approximately a 5-year cycle. The RE director's was updated last year. The congregational administrator's LoA is due to be updated this year.

Jen Lucas

Endowment Committee

The Endowment Committee met on October 6. It will meet next sometime in early December.

1. The Committee discussed the initial end of September financial report. The report is not yet complete, but does indicate that from the end of June until the end of September, the value of the Endowment funds dropped by approximately \$51,000 or about 14%. This reflects the general decline in the stock market over the same period. At the end of September the funds were valued at approximately \$312,000.
2. The Endowment received a bequest from the estate of Carolyn Silver. Thank you acknowledgements have been sent.
3. The UUA has available a charitable gift annuity program that allows income to be received during the life of the donor, and then after the donor dies, the principle can go to the UUA or to a specified UU church such as TJMC. The income earned depends on the age of the person or persons receiving the income. For example, if one individual is 70 years old and will receive a lifetime income, the return would currently be 5.8%. The Endowment Committee hopes to encourage TJMC members to participate in this program.
4. Endowment Committee continues to investigate the specific restriction conditions attached to restricted endowment funds.
5. Members of the Endowment Committee are scheduled to teach an AFD course about estate planning for UUs on November 5.
6. There are currently still 6 members of the Endowment Committee and there is a vacancy for one additional member.

Finance Committee

The Finance Committee is tentatively scheduled to have a "virtual" electronic meeting on October 12. Doug Webbink

Consent Agenda– October 17th, 2011

- A. Staffing Task Force**
- B. Finance Policies**
- C. Database Group Charge**
- D. Communications Policies**
- E. Community Security (discussed at the meeting, policy included here)**

A. Motion to approve the Staffing Task Force

TJMCCUU currently has several open positions including Controller, Chair of IT and Chair of Buildings. Discussions have taken place as to how best to support both our operations and programming needs as it relates to staffing, including both paid professional and voluntary personnel, especially given our expectation for continued growth. It is therefore moved that the Board of Trustees approve the following individuals to form a task force charged with taking a holistic view of TJMCCUU and make a recommendation to the Board as to our current and future staffing needs by no later than December, 2011.

Bob Kiefer – Group Leader

Rev. Erik Wikstrom

Jean Sorrels-Jones

Paul Fritz

Trudy Rohm

Bev Thierwechter

B. Finance Policies

Background:

The following policies have been recommended by the Finance Committee. All policies have been approved by the Administrative Council. Some minor edits have been made to the original recommendations.

Motion:

It is moved that the following policies be adopted for the TJMC-UU Policy Manual.

A. New Policy

(Perhaps this policy should be inserted at number 4, which would be re-titled to "Money Handling and Check Writing Authority." Current policy V.A.4 would be re-numbered to V.A.4.b and this new policy would become V.A.4.a)

Individuals with primary responsibility for the church finances and/or who handle significant amounts of church money and/or who have check-writing or signature authority in any accounts connected to this Church shall be subject to a (criminal) background check. At a minimum, those individuals shall include the Treasurer, the Controller or Assistant Treasurer, the Scrip Manager, Endowment Money Manager, the weekly bank depositors, the authorized check signers, and the Chairs of the Endowment and Finance Committees. Requests for background checks will be initiated by the President of the Board or by the full Board. The Congregational Administrator will see that the proper form is completed and mail the request. Upon receipt of the report, the envelope will be given to the Minister unopened. The minister shall review the report and inform the President as to whether any action needs to be taken as a result. The President will initiate any appropriate action resulting from information contained in the report.

C. Ad Hoc Database Committee Overview and Charge

Overview

We are forming an ad-hoc committee of 3-5 members representing a wide view of data needs within the church who will make recommendations about the current and projected use of the database, growth areas in use of the program, and provide an evaluation of the staff/volunteer resources necessary to meet the TJMC information technology needs, both currently and projected. This is a time limited commitment.

The Ad Hoc Database Committee Will:

1. obtain overview of Powerchurch
2. consult with staff about their current and projected data use and needs in day-to-day operations,
3. consult with council chairs, membership committee, finance committee, IT committee, stewardship task force, the treasurer, controller, Sunday depositors,

pledge tracker, and the Board about their current and projected data use and needs,

4. evaluate the current and projected personnel/volunteer resources to meet the database needs of TJMC.
5. draft policies as determined appropriate, for Board consideration.
6. report regularly (monthly) to the Board sub-group about the committee's actions and progress, and then
7. present recommendations and policies to the Board for review and ultimate approval at or by the April, 2012 Board Meeting.

Committee members:

Donna Baker (confirmed)
George Jones (confirmed)
Betty Warner (confirmed)
Sheri Edgecomb (tentative)
Jen McCutcheon (tentative)

D. Communications Policies

The following two policies were proposed by the Communications Committee (Lynn Heath), approved by the Community Life Council, and endorsed by the Council Chairs.

These policies have been reworded to simplify the wording and to have the policies match current practices.

MOTION: Approval of these edited policies for inclusion in the TJMC-UU Policy Manual
POLICY IV.A.1 PROCEDURES: At third bullet--

Original wording:

The deadline for submission of announcements and columns is the fifteenth of the month for the following month. Submissions for publication in the Bulletin must either be typed or submitted via e-mail to the Congregational Administrator at bulletin@uucharlottesville.org. Typed submissions must arrive by mail or be delivered by hand to the church office before the deadline. Submissions will not be taken over the phone

Changed wording:

The deadline for submission of Bulletin items is the fifteenth of the month for publication the following month, January through October. To accommodate holidays, the deadline is the tenth in November and December. Submissions for publication in the Bulletin must be submitted via e-mail to bulletin@uucharlottesville.org.

Explanation:

Main change here is to accept only articles by email. While this may seem inaccessible to those who don't use computer, I think the intersection of people who 1) can't use internet, 2) are active and might submit an article, 3) are working alone and have no one else who could submit in this form and 4) actually read the policy manual to know they are in violation is likely to be zero. Second change is to not specifically name the Congregational Administrator, since that's not policy. The "bulletin@" alias currently directs to the Congregational Administrator, but will always direct to the person who is supposed to get the bulletin articles. Change about dates is a clarification of a practical matter and has

been well publicized as current practice.

POLICY IV.B.3

PROCEDURES: At third bullet --

Original wording:

The community events board is open for general posting. If the item posted does not include a date in the body of the copy (if, for instance, it is announcing a service rather than an event), a date must be written in the lower corner so that the announcement can be removed after a few weeks to make room for other postings. Documents that do not include a date in the copy or on the lower corner may be removed at any time.

Changed wording:

The community events board is open for general posting of events, notices, and services of interest to the congregation and in keeping with UU principles. All items must have a date included or written in. The board will be periodically cleared to make room for additional postings.

Explanation:

This is "simpler is better" and "tell us what to do, not what NOT to do." The additional verbiage about the date is unnecessary if you say it has to have a date. The tracked changes version shows a comment from Carole suggesting that items be submitted for review/approval by the Congregational Administrator. It is currently that person who is tasked with making sure items posted have dates and fit into our principles and with clearing the board periodically, but again, that's not policy and could change, so I don't think it should be in the policy manual.

E. Community Security

The following procedures were accepted and approved by the TJMC Board last program year. However, since they were not presented as policies, they were overlooked when the new policy manual was compiled.

Today we offer the same basic content with new policies added.

MOTION: It is moved that the following two new policies and the related documentation and procedures be added (only very slightly re-formatted) to the TJMC-UU Policy Manual in a new section as VIII: COMMUNITY SECURITY.

VIII: COMMUNITY SECURITY

A. DISRUPTIVE BEHAVIORS

POLICY VIII.A.1:

The TJMC Board of Trustees shall assure that written procedures are in place to assure that persons demonstrating disruptive behaviors are dealt with quickly and respectfully for the security of the entire church community.

The TJMC Board of Trustees shall assure that these written procedures are available to the entire TJMC staff and the congregation.

Said procedures shall be reviewed at least every five years.

Rationale:

While honoring the worth and dignity of every individual is one of the central tenets held by TJMC, and is expressed in the Unitarian Universalist Purposes and Principles, we believe our congregation must maintain a secure atmosphere in which

openness can exist. Our church strives to be an inclusive community, affirming our differences in belief, opinions, and life experiences.

Concern for the physical safety and emotional well-being of our congregation as a whole must be given priority over the privileges and inclusion of a particular individual. To the degree the disruption compromises the health and well being of this congregation, our actions as a church must reflect this emphasis on personal safety and security. When any person's physical and/or emotional well-being or freedom to safely express his or her beliefs is threatened, the sources of this threat must be addressed firmly and promptly. To the degree possible and appropriate, confidentiality will be maintained.

Definition:

For purpose of this policy, disruptive behavior includes but is not limited to:

1. Perceived threats to the safety of any adult or child, such as physical or verbal abuse, threats of bodily harm, or sexually inappropriate behavior.
2. Disruption of church activities; and
3. Diminishment of the appeal of the church to its existing and potential membership through unwanted advances, harassment, and abusive or inappropriate language.

Procedures:

- I. In those instances in which an immediate response is required,**
 - A. The offending person (s) may be asked to leave the premises.
 - B. A meeting or activity in progress may be suspended until such time as it can safely be resumed.
 - C. The Police Department may be called if further assistance is required.
 - D. The Minister or Board President must be notified if these interventions are undertaken in their absence.
 - E. An official letter to the offending person(s) describing the concerns and detailing what steps must be taken before returning to church activities may be sent by the minister and Board President. A copy of this letter will be kept in a secure file to which only the Minister and Board President have access.
 - F. Follow-up communication to the individuals or groups involved will be provided as appropriate and necessary.

- II. In those instances in which an immediate response is not required,**
 - A. The Conflict Resolution Committee will be asked to resolve the situation.
 1. The committee will refer to the Principles of the UUA in determining what is acceptable and what is deemed disruptive behavior.
 2. The committee will collect all relevant information.
 3. The committee will determine an appropriate response on a case-by-case basis.
 4. The committee will evaluate the problem considering:
 - a. SAFETY—Is the person(s) a threat or perceived threat to another person(s) or property?
 - b. DISRUPTION—How much interference with church functions has occurred?

- c. OFFENSIVENESS—How likely is it that existing or prospective members will be driven away?
- 5. The committee will determine a response considering:
 - a. CAUSES—Why is the disruption occurring? Is it a conflict between the person(s) and others in the church? Is it due to a professionally diagnosed condition?
 - b. HISTORY—What has been the frequency and degree of disruption caused in the past?
 - c. PROBABILITY OF CHANGE—How likely is it that the problem behavior will diminish in the future?

B. Committee Response and Official Action Taken:

LEVEL ONE: After investigation the committee deems no action is required.

LEVEL TWO: (Communicate)—The Conflict Resolution Committee will inform the Minister and the Board President of its assessment of the problem. The Minister (if available) and a member of the committee will meet with the offending person(s) to communicate the concern and discuss ways to modify the disruptive behavior.

LEVEL THREE (Suspend)—The Committee will recommend to the Board and the Board will decide. The offending person(s) is suspended from the premises and activities of the church for a limited period of time, with reasons and conditions of return communicated in writing by the Minister and Board President. A copy of this letter will be kept in a secure file to which only the Minister and President have access.

LEVEL FOUR (Expel)—After hearing the recommendation of the Conflict Resolution Committee, the Board will decide whether to expel the offending person(s). If so, a letter will be sent by the Minister and the Board President explaining the expulsion. A copy of this letter will be kept in a secure file. In addition, the Membership Committee will be notified of the expulsion in order for the person's name to be removed from the official membership roll.

C. Members of the church whose personal security have been threatened by disruptive behavior will be kept informed in a timely manner of the steps being taken to deal with the person(s), i.e., the source of the problem. In addition, the Minister may offer or recommend a qualified professional individual or group counseling to a church member who has been adversely affected by the disruptive behavior, or may refer them for additional help.

Draft by the Conflict Resolution Committee, 1/14/2010
Board approved: June 2011

B. CHURCH PARTICIPATION OF PERSONS CONVICTED OF OR FORMALLY CHARGED WITH CRIMINAL SEX CHARGES

POLICY VIII.B.1:

The TJMC Board of Trustees shall assure that written procedures are in place to assure that persons convicted of or formally charged with criminal sex offenses are dealt with quickly and respectfully for the security of the entire church community.

The TJMC Board of Trustees shall assure that these written procedures are available to the entire TJMC staff and the congregation.

Said procedures shall be reviewed at least every five years.

A. General Principles

We affirm the following general principles set forth in the UUA Sexual Misconduct Manual, *Balancing Acts: Keeping Children Safe in Congregations* ("*Balancing Acts*") by the Rev. Debra W. Haffner:

1. We have a responsibility to assure that children, youth, and vulnerable adults will be safe in our congregations from sexual abuse, sexual assault and harassment even or perhaps especially when we do not know if there is an offender in our congregation. Indeed, we have a responsibility to see that our congregations are sexually healthy congregations and free of sexual harassment, abuse, and exploitation for all of our members and friends – children, youth and adults – as well as visitors and staff.

2. We are called to treat every person with worth and dignity, and to offer a congregational home to all who are seeking one like ours, while honoring that in the case of an individual with a history of sex offenses, there must be limitations on congregational involvement. That commitment means that only in rare cases will a person be denied access to ministry and fellowship. We must provide compassion, support, affirmation, and protection against further harm.

3. We have a responsibility to educate ourselves about child sexual abuse and healthy childhood sexuality, to be well informed about sexual offenses and offenders and to develop processes that will help us make good decisions about the actions that we are called to take.

B. Guidelines

We adopt the following points, most of which are from "*Balancing Acts*," as guidelines for our congregation when facing a situation of a person convicted of or formally charged with a criminal sex offense who desires involvement in church life:

- **Do not panic.** There is no question that a charged or convicted sex offender's presence and participation in church life will be a difficult issue for the Minister, the Religious Educator, the Board and the members and friends of the congregation who become involved. This issue is likely to take months if not years to address. Anxiety may be high among many in the congregation. Staff and leaders are challenged to be less anxious.

- **Ask for help.** Contact the UUA District Staff who serve the congregation. Contact the Director for Congregational Services at the UUA. These individuals can direct you to resources and provide guidance and support.
- **Be aware that this is likely to be a difficult and divisive issue.** Some parents of children may threaten to resign if the offender is allowed to attend worship at all. Some people who were themselves sexually abused as children may be especially affected as old hurts are reopened. Provide opportunities for all sides to be heard. Recognize that reasonable people may disagree. Allow time for and facilitate the opportunity for people to share their feelings.
- **Seek outside expertise.** While it is necessary for the facts and circumstances of the situation to be known and understood by congregational leaders, and they should do their best to determine these, it is also unrealistic to expect that the members of a church board of trustees will have the requisite skills to evaluate an individual situation or assess safety issues in a particular context. It is reasonable for the leaders of the congregation who are dealing with the decision, as well as the minister, to meet with the (alleged) abuser (and parents if that person is a minor), ask for written permission to contact the person's therapist and parole officer, or in the case of someone who has completed mandated treatment, to ask the person to meet with a trained therapist (who is a member of ATSA) for an evaluation of their risk potential.
- **Be sure pastoral care is available to those whose issues may be exacerbated.** It can't be said enough: some people who are survivors of sexual abuse or assault may need special attention at this time.
- **Be sure pastoral care is available to the non-offending spouse or partner and other family members,** especially children, of the accused person or offender. In the midst of revelations these persons are likely to experience an intense and complex mix of emotions, individually and as a family, including shock, disbelief, embarrassment and shame, anger, sadness and grief. Depending on the nature of the offense they may lose contact with the accused and feel that absence as severe loss affecting family roles, relationships, finances. They may feel divided loyalties between the accused and the church community in its response. They will need understanding and support as they search for meaning and to restore balance.
- **Remember that if the accused person is part of the church community he or she also deserve support.** There is likely to be a feeling of revulsion or antipathy towards the person, and the immediate response may be to want to isolate that person completely. It remains the mission of TJMC to recognize and support the integrity and inherent worth and dignity of that person even though we do not condone inappropriate behaviors, and to treat that person with compassion.

- **Educate, educate, educate.** If the whole community is aware of the situation, it may make sense to call for a community meeting. An education session with outside experts on child sexual abuse and sex offender treatment can be very helpful. In some cases, it may be helpful to ask the offender to tell their story to the Board of Trustees or at a community meeting. Keep the community as a whole informed as the leadership of the congregation works to develop a response.
- **Seek legal counsel.** Local and state laws may impact the course of action and decisions that need to be made. Find out about the legal limits, liabilities and requirements.
- **Allow enough time.** The process for developing an informed, just response to the situation will likely be time-consuming, messy, emotional, and not completely satisfying to many parties. Recognizing that the process will take time, will not be perfect, and is always difficult will help the healing process.

C. Supporting Policy Statements

We adopt the following statements from *"Balancing Acts"* as the policy of this church:

1. No person who has been convicted of, or with an unresolved formal charge of, any criminal sexual misconduct can be permitted to be involved in any child or youth religious education or group activities. In order to incorporate a formally charged or convicted sex offender into the life of the church safely, we must assure that the person does not have an opportunity in our congregations to offend/re-offend. This includes avoiding situations where the person might be accused falsely. A person with a history of sex offense should never be allowed to be with children, work with children and youth, or socialize with children and/or youth in the congregation.

2. The core response of the congregation to a convicted or formally charged sex offender is a Limited Access Agreement. This agreement invites the person with a history of sex offenses to participate in certain aspects of church life but sets clear boundaries including what the individual cannot do. It requires the person to remain in the presence of an adult companion/escort at all times when children or youth are present, including in some cases, asking the person to suggest a group of people who may act as companions at church events when children or youth are or may be present. The message to the person should be that he or she is both welcome to participate in Sunday morning congregational worship and appropriate adult social and educational activities, and that he or she must covenant with the congregation to avoid all contact with children and youth. The Limited Access Agreement must contain the essential terms set forth at points D.7. (for a convicted sex offender) or E.3. (for a person formally charged with a criminal sex offense) below. A Limited Access Agreement will be drawn up as needed for any situation that arises following the guidelines outlined in *"Balancing Acts."*

D. Procedure in the Case of a Convicted Sex Offender (Offense against Minor or Adult)

We adopt the following procedure as set forth in “*Balancing Acts*,” with some modification, for use by our congregation in a case involving a convicted sex offender (offense against minor or adult):

1. Minister(s) to meet with person. No matter how the situation is revealed, a minister as quickly as possible will meet privately with the person to discuss the concerns that have been raised. The minister should check the local sex offender registry before meeting with the person. If the person is a member of the congregation and has a spouse/partner who also attends the church, the minister should reach out to the spouse/partner as well.

2. Meeting with Response Team. The person will then be asked to meet with the TJMC Sexual Misconduct and Abuse Response Team ("Response Team"). If such a team does not yet exist, the minister(s) in consultation with the President of the Board of Trustees will convene such a group, consisting of the minister(s), the Director of Religious Education (DRE), a board member, and if possible at least three members of the congregation who have professional expertise with such issues.

3. Signing of release form. The person will be asked to sign a release form so that the minister(s) can contact his/her sex offender treatment provider and/or current therapist. The minister(s) should ask if those people are members of ATSA (Association for the Treatment of Sexual Abusers). The therapist and, if applicable, the parole officer should be asked for their professional assessment of the likelihood that the sex offender will re-offend and whether additional restrictions beyond the standard Limited Access Agreement ought to be placed on the person's participation. It will be helpful to know the number, timing and nature of offenses. Such information allows consideration of different situations. (For example, consider an 18-year-old male who had sex with his 16-year-old girlfriend and against whom her parents pressed charges versus a 45-year-old male who has served time in jail for sex offenses against neighborhood children. In the second scenario, if the person has been in the community for some time and has previously completed mandated treatment, the committee would be wise to ask the person to go for a professional assessment with a therapist who specializes in working with sex offenders. The congregation may choose to provide the funding for this assessment.) If the person declines to give permission to contact the therapist or to go for an assessment, the person will be refused participation in the congregation.

(Note: It is beyond the scope and experience of congregations to assess the risk or probability that a sex offender will re-offend. According to the Center for Sex Offender Management, even therapists with special training in treating sex offenders can be wrong. The question the Response Team must be able to answer is: *Given what professionals have advised, will this person sign and honor a Limited Access*

Agreement that they can maintain with the leadership in order to assure the safety of the congregation's children and youth?)

4. Persons to notify. (1) The church liability insurance carrier should be notified that a convicted sex offender is seeking participation in church life and that the minister(s) and Response Team are investigating the advisability of such participation. The insurance carrier may request additional information, which the minister or Response Team should supply. The insurance carrier should be kept informed of every development and decision made regarding the sex offender. (2) The UU District Staff should also be notified.

(Note: TJMC's liability insurance carrier, Church Mutual Insurance Co., wants to be notified of any circumstance—such as a convicted sex offender attending church—that might increase the church's liability exposure. The insurance company will conduct its own risk assessment, and it reserves the right to amend the church's policy to exclude defense and coverage of any incident arising from the offender's attendance at/involvement in church if it deems the risk too great. If the insurance company is not notified, then it will not be obligated to defend against or cover any liability that might be incurred by the church as a result of an incident involving the offender.)

5. Church-wide meeting. Based on its assessment after meeting with the Person (D.2), the Response Team will make a recommendation to the Board considering the advisability of holding a church-wide meeting at which appropriate information can be shared and the thoughts and feelings of church members can be expressed. Although the Board may waive such a meeting upon recommendation of the Response Team, the default position shall be to hold a meeting.

(Note: There may be a situation in which a person contacts the minister, reveals that he is a convicted sex offender, inquires what he needs to do in order to attend worship and become involved in church life, and generally expresses a sincere desire to cooperate but does not wish for the entire congregation to know his status as a sex offender. In such a case the Response Team may choose to recommend against a church-wide meeting.)

6. Development of Limited Access Agreement. If the professional assessment indicates that the person is at high risk for re-offending, the person will be denied access to the church community until such time as another assessment shows that treatment has been successful at reducing the risk. On the other hand, if the assessment indicates that the person has completed or is participating successfully in treatment and is not at high risk for recidivism, the Response Team will draft a proposed Limited Access Agreement to be reviewed by all ministers and the church board.

All convicted sex offenders will be required to sign a Limited Access Agreement. Upon entry into the congregation and depending on the circumstances, the person may be asked to sign one annually. If the person refuses to sign such an agreement, he or she will be denied access to congregation functions and church property. A convicted

offender who refuses to sign a Limited Access Agreement will be informed in writing that if he or she enters the congregation or its property, he or she will be asked to leave by a member of: (1) the church staff; (2) the Board of Trustees, or (3) the Response Team. If none of the above is present, a church member may ask the person to leave. If the person refuses to leave, the local police will be called for assistance while someone remains with the person. A restraining order against the person may be pursued in an appropriate case.

7. Essential terms of Limited Access Agreement. Samples of a Limited Access Agreement are available in *Balancing Acts* and may be utilized as a guide in the preparation of a situation specific Limited Access Agreement at Thomas Jefferson Memorial Church. The Limited Access Agreement, to be signed by the person in question, the minister(s), and the board president, must contain the following essential terms (among others that may be deemed appropriate):

(a) No Contact with Children and Youth: The person must avoid all unsupervised contact with children and youth while on church property or at church-sponsored events. The person must completely refrain from participation/involvement in programs and events for children and/or youth, including but not limited to: Religious Education programs and activities, stories or talks for worship, children's choirs, youth group events, activities during intergenerational events, and driving or otherwise transporting children or youth.

(b) Adult Companion: The person must be accompanied by an adult, who is familiar with the person's situation and who has agreed beforehand to serve as an escort, at all times while on church property or at a church-sponsored event, including when using the restroom. (**Note:** The church's liability insurance carrier advises that a large number of such claims have arisen from misconduct in restrooms.)

(c) No Discussion of Criminal Case: The person must refrain from talking about the circumstances of his or her conviction/criminal history with other congregants even if asked. However, in special situations (such as in a covenant group or other special setting), this prohibition may be waived. (**Note:** The purpose of this provision is to avoid the possibility of inflammatory statements such as, "It wasn't really rape—she asked for it," etc.)

The Board of Trustees, the minister(s), and the DRE will be informed of the specific terms of the agreement. Other staff members and congregants may be informed either of the general terms of the agreement, or of its specific terms, as is deemed appropriate by the Response Team, minister(s), DRE, and Board of Trustees.

8. Review by attorney. An attorney licensed to practice law in the Commonwealth of Virginia and who specializes in civil liability issues arising from sexual offenses/misconduct will be retained to review and comment on the agreement. (**Note:** The insurance company may also insist on reviewing the agreement.)

9. No church attendance until agreement signed. The person will not attend church until all parties have signed the agreement. (For persons who must sign, see No. 7 above.)

10. Quarterly meetings. After the agreement is signed, the Response Team will meet at least quarterly with the person in order to review the arrangement and address any concerns. If the minister(s), the DRE, or the board president changes, it is important that the departing person inform the new person of the situation to ensure provision of pastoral support for the offender as well as continuity of awareness of the situation. In sharing information appropriately it is also important to remain aware of confidentiality and privacy for all involved. Copies of files including Limited Access Agreement information should be treated with care and kept in a secure file drawer. If and when additional legal questions arise, the minister(s) and/or board president should contact the lawyer referenced above for additional information and advice.

11. Deciding who needs to know. One of the very important and difficult questions is who needs to know that the person has a history of sex offense. In addition to the Response Team, key persons such as the church staff and the members of the Board of Trustees need to know that the person is attending church, that he or she has agreed not to have contact with children, and that he or she should never be alone with children or youth. The Response Team and the board of trustees will decide on a case-by-case basis whether the entire congregation needs to be informed, and, if so, to what extent.

12. Availability of support and pastoral counseling. Support and pastoral counseling will be made available for congregants for whom the presence in church of a convicted sex offender is upsetting or disturbing (with full recognition that such a reaction is not abnormal). Professional referrals may be made.

13. Reasons for Excluding a Person from All Congregational Activities. Any of the following will constitute a reason for excluding the person from all congregational activities and from church property:

- Refusal for the minister to contact the treatment provider and parole officer
- Refusal to go for a risk assessment with a qualified therapist
- Report by a treatment provider that the individual is at too high a risk for recidivism
- Refusal to sign a Limited Access Agreement
- Refusal to comply with the terms of the Limited Access Agreement

As noted above, if any of these circumstances occur, the person will be informed in writing that if he or she enters church property, he or she will be asked to leave by a member of: (1) the church staff; (2) the Board of Trustees, or (3) the Response Team. If none of the above is present, a church member may ask the person to leave. If the person refuses to leave, the local police will be called for assistance. A restraining order against the person may be pursued in an appropriate case.

E. Procedure in the Case of a Person Formally Charged with a Criminal Sex Offense (against a Minor or Adult)

We adopt the following procedure as set forth in "*Balancing Acts*", with some modification, for use by our congregation in the case of an arrest, detention, charge, and release on bond of a person for a criminal sex offense against a minor or adult:

1. Delayed church attendance. The person's attendance at (or, if a congregant, a return to) church will be delayed for at least 30 days from the date of his or her release on bond. Such delay will enable the congregation to begin to absorb the shock of a congregant's arrest and will allow time for the development of an appropriate response. (Pastoral counseling may be offered to the person off-site.) The Response Team will be convened.

2. Persons to notify. (1) A minister, Response Team member, or church officer will notify the church's liability insurance carrier and provide any information requested. The insurance company will likely make its own risk assessment. (2) UU District staff will also be notified. (3) The minister(s) and church officers, with input from other church staff and board members, will notify the congregation (members and friends) of the person's arrest, detention, charge, release on bond, and anticipated date of return to church by means of a letter sent by USPS, as well as by other means as deemed appropriate. A church-wide meeting will be held at which concerned congregants can discuss issues concerning the person's anticipated return to church. Additional meetings may be scheduled thereafter if considered advisable.

3. Development of Limited Access Agreement. The Response Team will draft a proposed Limited Access Agreement to be reviewed by the minister(s) and the church board. The final agreement, to be signed by the person in question, the minister(s), and the board president, must contain the following essential terms (among others that may be deemed appropriate):

(a) No Contact with Children and Youth: The person must avoid all unsupervised contact with children and youth while on church property or at church-sponsored events. The person must completely refrain from participation/involvement in programs and events for children and/or youth, including but not limited to: Religious Education programs and activities, stories or talks for worship, children's choirs, youth group events, activities during intergenerational events, and driving or otherwise transporting children or youth.

(b) Adult Companion: The person must be accompanied by an adult, who is familiar with the person's situation and who has agreed beforehand to serve as an escort, at all times while on church property or at a church-sponsored event, including when using the restroom. (**Note:** The church's liability insurance carrier advises that a large number of such claims have arisen from misconduct in restrooms.)

(c) No Discussion of Case: The person must refrain from talking with congregants about the circumstances of his or her pending case and related issues (such as whether the person has a history of the type of misconduct alleged) even if asked. (**Note:** The purpose of this provision is to avoid the possibility of inflammatory statements by the person and/or insensitive, unfair, or intrusive questions by congregants.)

(d) No Admission of Guilt: The agreement will expressly state that the person's signing the agreement in no way constitutes an admission or suggestion of guilt of the criminal offense(s) with which the person has been charged.

The Board of Trustees, the minister(s), and the DRE will be informed of the specific terms of the agreement. Other staff members and congregants may be informed either of the general terms of the agreement, or of its specific terms, as is deemed appropriate by the Response Team, minister(s), DRE, and Board of Trustees.

4. Review by attorney. An attorney licensed to practice law in the Commonwealth of Virginia and who specializes in civil liability issues arising from sexual offenses/misconduct will be retained to review and comment on the agreement. The insurance company will likely insist on reviewing the agreement as well.

5. No church attendance until agreement signed. The person will not attend church until all parties have signed the final agreement. (For persons who must sign, see No. 3 above.)

6. Periodic review of agreement. Once the agreement has been signed, it will be reviewed by the Response Team at least every three months while the criminal case is pending to determine whether any adjustments are warranted by circumstances. A revised agreement must be signed by the original parties, and the persons noted above must be informed of the revised terms.

7. Refusal to sign agreement. A person who declines to sign a written agreement, for whatever reason, will be informed in writing that he or she is prohibited from entering church property or attending any off-site church functions while his or her criminal case is pending. Likewise, a person who signs an agreement but who fails to observe one or more of its terms will be informed in writing that he or she is prohibited from entering church property or attending any off-site church functions while the criminal case is pending. The writing will also inform the person that if he or she enters church property, he or she will be asked to leave by a member of (1) the church staff, (2) the Board of Trustees, or (3) the Response Team. If none of the above is present, a church member may ask the person to leave. If the person refuses to leave, the local police will be called for assistance while someone remains with the person. A restraining order against the person may be pursued in an appropriate case.

8. Availability of support and counseling. Support and pastoral counseling will be made available for the person's spouse/partner and family members, and also for

congregants for whom the presence in church of a person accused of a sex offense is upsetting or disturbing (with full recognition that such a reaction is not abnormal). Professional referrals may be made.

ADDENDUM

The Board of Trustees may consider applying this Policy and Procedure, or any aspect of it, in a case involving a person who has been convicted of or formally charged with a nonsexual criminal offense against the person, including but not limited to offenses contained in sections 18.2-30 through 18.2-76.2 of the Code of Virginia ("Crimes against the Person").

SUPPORTING INFORMATION

The following is provided as information only and is not considered to be part of the actual policy. It is included at the request of the Board of Trustees at Thomas Jefferson Memorial Church, Unitarian Universalist. No edits may be made to this information unless it is replaced with a letter directly from Church Mutual.

A Word from our Insurance Company (Church Mutual)

In drafting the working papers for the Safe Congregation Task Force Nadine Roddy (one of the task force members) contacted Brad Bollman, an attorney in the legal department of the church's liability insurance carrier. The questions we were most interested in having answered were: (1) what the church's liability exposure would likely be if a convicted or accused sex offender were permitted to attend church without a written limited access agreement in place and an incident of sexual misconduct occurred; and (2) if there were any scenarios in which the Insurance company might amend our policy to exclude coverage for any incidents arising from the attendance of a particular offender.

Mr. Bollman said that the Insurance Company would need to be notified just as soon as it looked as though a convicted or accused offender would be attending church on a regular basis. The Insurance Company would conduct its own assessment of the risk presented and if it believed the risk too great, it would have the right to amend our policy to preclude coverage arising from any incident involving the person in question at church. Such an action would not only leave us without coverage for any judgment obtained against the church, but it would also leave us without legal defense by the insurance company. We would have to retain and pay for an independent attorney.

Also an injured person would have a “very viable negligence claim” against a church if either a convicted or an accused offender were permitted to attend the church without having signed a written agreement and an incident of sexual misconduct were to occur.

Mr. Bollman did not see much difference in the liability exposure presented by an accused as opposed to a convicted offender. He said that is because, in all 50 states the standard of liability in negligence is whether the defendant “knew or had reason to know” that the offender presented a risk of harm to others. He explained that the independent “probable cause” findings that support an arrest, a detention, and a “holding for trial” respectively are sufficient to provide a church with “reason to know” that an accused offender presents a risk of harm if no enforceable restrictions are put in place.

Drafted by the Safe Congregations Task Force
Board approved: March 2011

TJMC – UU Board Goals 2011-2012

In addition to performing the standard duties as described by Article V.4 of the bylaws, the Board working in conjunction with existing councils, committees and staff, will lead where necessary, and support when appropriate the following goals for the year 2011-2012:

Continued from 2010-2011

1. Define a common mission for the TJMC-UU congregation by *May 2012*.
2. *Complete* a 6 – Year Buildings and Grounds Plan for approval by the congregation by *May 2012*.
3. *Continue* to support efforts to enhance the effectiveness and transparency of church governance and leadership development processes.
4. *Continue* to support the development and introduction of a robust stewardship program that significantly enhances the financial and non-financial vitality of the church and its congregation.

New for 2011-12

5. Complete a review of current and future staffing needs. Specifically hire a permanent DOM and new Controller.

Key specific actions for each include:

1. Mission
 - Review current and past activities *as part of September 10th “Cultivating Connections” conference to determine common themes.*
 - *Co-Sponsor with LD an all-church conference “Cultivating Connections” on Sept. 10th, 2011 aimed at strengthening connections and encouraging participation in leadership positions.*
 - Provide opportunities for the congregation to give feedback on the written mission statement towards further clarification. (ex: online blog, hallway bulletin board, congregational conversation)
 - Develop a task force (of 3-5 people) to gather information towards writing a mission statement (as a reflection of the themes found).
 - Vote on the mission as reflected in the mission statement at the May 2012 congregational meeting.
 - The Board will continue to hold the longer/larger range vision and to keep the mission front and center.
2. Buildings and Grounds Plan
 - *Complete feedback from Councils/Committees/Staff on current study by October 2011*
 - *Develop congregational survey for completion prior to end 2011*
 - *Review feedback and present findings at May 2012 Congregational Meeting.*
 - *Complete short term projects identified within current study.*
3. Governance and Leadership
 - *Integrate approved congregational covenant into the fabric of congregational life.*
 - *Through the Councils, complete the update of our By-Laws, Policies and Procedures for approval at the May 2012 congregational meeting.*
 - *Complete a formal evaluation of the Council system as part of an overall review of the current organizational structure as begun in 2009-10 and with the objective of clarifying the roles of various groups and activities.*

- Eliminate groups and activities for which there isn't congregational energy as shown through involvement (with the exception of governance as required).
- Train and support leaders of groups (including the Board).
- Develop a leadership succession plan.
- *Continue steps to strengthen Board visibility and accessibility to the congregation:*
 - Post photographs of the Board on the bulletin board.
 - Board representation at each Sunday Service
 - Board wears special nametags.
 - Board members host "open conversations" in sanctuary between services
 - "Public Comment" will remain on the agenda of monthly Board meetings.
 - Board members serve as liaisons to the councils and other selected committees or task forces.
- Post the Diagram of Church Governance on the bulletin board in the main hallway.
- Post the minutes for the four or more Council Chairs meetings on the bulletin board.
- Continue monthly VP reports to the Board.
- Each Council Chair, except LFD, will write an article for the Monthly bulletin.
- RE Director will continue monthly articles on Lifespan Faith Development program.
- Strengthen the Board members' cohesiveness and working relationships, including the holding of quarterly social gatherings – Aug; Nov; Feb; June
- Better utilize the new church data base –Create a task force to:
 - Define the needs of the various councils, committees, staff and the Board.
 - Increase understanding of the data base capabilities.
 - Determine responsibilities for data input, data sorting, data printing.
 - Determine a process for making data requests.

4. Stewardship

- Support the work of the Stewardship Committee and their recommendations to the Board
- *Appoint co-chairs for the 2012-2013 Canvass by October, 2011 and develop a "Stewardship Campaign" that will achieve financial goals.*
- *Increase by 10% the number of members who make a contribution of record each year, and increase overall pledge amount by 5% versus 2011.*
- *Vote on policy to limit the holding of a chair of a committee or council to 3 or 4 years.*
- Support the efforts of the Community Life Council and the Stewardship Committee in their efforts to strengthen engagement in congregational life by a greater percentage of our members:

5. Staffing

- Complete 3 – phase process to hire a permanent DOM by May, 2012.
- Complete review of Bookkeeping and General Accounting needs prior to hiring new Controller.
- Complete review of current and future staffing needs by May 2012, and including recommendation on outsourcing and volunteer responsibilities versus those of staff.