

**Thomas Jefferson Memorial Church**  
**Unitarian Universalist**  
**BOARD OF TRUSTEES MEETING**  
December 19th, 2011

In Attendance: Erik Wikstrom, Dan Grogan, Doug Webbink, Paul Fritz, Ian Sole, George Jones, Bob Kiefer, Jean Shepard, Donna Baker, Amy Wissekerke, Nancy Hurrelbrinck, John Semmelhack

Agenda

**I. Opening Time Keeper and Process Review (Paul)**

1. Opening words (Dan)
2. Check-in (optional)
3. Acceptance of Agenda: The discussion of the Bylaws and the Personnel Manual were moved to New Business.
4. Public Comment

John Semmelhack and Nancy Hurrelbrinck came to discuss solar rebates from the state. Nancy and Scott Deveaux had a rebate reserved with the state worth \$25,000 which they were unable to use for themselves, but were able to transfer to the church. Thus, there is an opportunity to use the \$25,000 rebate for a solar electric for TJMC. A \$60,000 system could be made available to the church for \$35,000 because of the rebate. The system maximum capacity would be approximately 14.5 kW. It would generate roughly 18,000 kWh/year for the church. There is a 60 day deadline to get the construction going on the project in order to qualify for the rebate. A photovoltaic (PV) system of this size could produce up to 30% of the electricity for the main church building. Through Dominion Power, we currently pay about 0.10/kWh, on average. After the rebate, we would be effectively locked in to a rate of 0.08/kWh for 25 years for the electricity generated by the PV system. The warranty on the panels is 25 years, but the panels we would be buying are higher quality than panels currently in use in this country that were installed 30-35 years ago, so there is a good chance these panels would last quite a bit longer than the warranty. A PV system could be part of an energy retrofit for the church that would earn a further 15% rebate from LEAP, the Local Energy Alliance Program. Erik remarked that this seems opportune, given our commitment to the “greening” of our sanctuary, and Donna and Ian commented that it is very much in line with our values. Doug expressed concern about finding the money for the project. Ian thanked John and Nancy for coming and making the offer, and said that we will have to figure out how to move forward. Ian requested that John and Nancy review these facts and share as much information as possible electronically. A special Board meeting will occur on 1/5/12 in order to discuss this opportunity further. John Semmelhack has been asked to provide more information to the Board before the meeting and will attend the meeting in order to answer questions.

**II. Reports (5 mins)**

1. President's Report (Ian)

2. Vice President's Report (Jean)
3. Treasurer's Report (Doug)
 

Bob expressed a concern about the rate of pledging. The usual “big splurge” that happens at the beginning of the year does not seem to have happened.. Doug is also concerned, and is also concerned about the amount we have had to spend on computer and technology issues, which is likely more than we budgeted.
4. Minister's Report (Erik)
5. Board Liaison Reports (submitted in writing)
6. Membership Report (submitted in writing)

### **III. Consent Agenda /Electronic Motions (5 mins)**

1. Green Sanctuary Motion (Sharon Baiocco) **The Board voted to endorse the Green Sanctuary Motion as written by Sharon Baiocco.**
2. Acceptance of amended and approved minutes of Nov 21<sup>st</sup> meeting.(Amy) **The minutes from 11/21/11 were approved.** In the future, in order to approve minutes electronically, a majority of Board members will have to reply to the Secretary that they approve the minutes. This will ensure the minutes have actually been read and approved by Board members.
  3. Policy for parking lot rentals (Jean)
  4. Policy on duties of Congregational Administrator related to emergency Issues (Jean)
  5. Communications Policy Changes (x2)
  6. Link to SE District newsletter on TJMC web site.(Ian)

**The consent agenda was approved.**

### **IV. Old Business ( 20 mins – to approx. 7.40pm )**

1. Edgewood Lane doors/windows status update – (Ian)

If the doors and windows are installed at the same time, it will cost \$3250 to install the windows (primed). This would bring the total to \$5750 for the door and window system.
2. Guidelines for voting by delegates at District & GA meetings (Jean)

Jean pointed out that since we can have 9 delegates, the reimbursement policy would come to \$900. Doug suggested that the reimbursement could take place next year, as that money is not in our budget for this fiscal year.

In addition, a decision needs to be made about how delegates would be instructed to vote. Erik suggested that a congregational conversation might be in order about this. Erik proposed making a decision about this at a later date so that these conversations could happen to inform the Board’s decision and many Board member agreed. Bob proposed that at the congregation meeting in January we announce that a policy is being considered concerning partial reimbursement of delegates and instructions on voting. A draft will be available for the congregation to review. Congregational conversations would happen in February or March to inform the Board’s decision by April.

The information regarding delegates has been moved to the appendix.

### **V. New Business (75 mins – to 8. 55 pm)**

1. **January Congregational Meeting** – Agenda and Communication Plan (Erik/All) – 25 mins

On January 29, 2012, there will be one meeting at 10 am that will be a congregational meeting and worship service at the same time. The choir will sing. Erik needs an agenda soon, in order to make the pieces flow together as a worship service. Erik reminded us that the reason we are doing this is because congregational meetings after the second service are too sparsely attended, and replacing a worship service with a meeting is problematic for those who are coming expecting worship.

We want to engage as much of the congregation as possible, and have the congregational meeting be a worship service, as it is really the community coming together to care about itself.

The agenda of the meeting will include the following:

Approve minutes of previous congregational meeting

Green Sanctuary Application – Approval of Report (possible solar panel discussion)

Task Force Updates

Approval of changes to the Bylaws

Brief Report from the Treasurer on the state of church finances

Confirm Amy Wissekerke as new Board member.

Approval of new leadership development member

The minutes will be emailed to congregation members in advance of the meeting.

2. **Facilities Planning Report** – Update/next steps (Ian) – 5 mins

**Facilities Planning Task Force: Communication Plan** (2<sup>nd</sup> draft, 11.14.2011)

This will be educational. There are 4 significant questions. Discussions will happen in meetings after the education process. Ian also mentioned that we have a long-range plan that is done in pieces, and this is one of those pieces.

1. Start January 8th with Roll-out of materials in Social Hall
  - a. Special e-mail goes out on Friday January 6th
  - b. Sunday services - staff a table in the social hall after both 1<sup>st</sup> and 2<sup>nd</sup> services
  - c. Printed copies of our findings, proposals for expansion, drawings
  - d. Building tours at 10:30 am ONLY
2. Continue this for the next two Sundays in January (Jan. 15 and Jan. 22)
3. Date for Congregational Meeting (January 29, 2012) **PLEASE CONFIRM**
4. Facilities Planning Task Force conversation with congregation
  - a. Saturday February 4<sup>th</sup> from 9-11 in the social Hall (check for availability)
  - b. Sunday February 5<sup>th</sup> after 2<sup>nd</sup> service in the sanctuary 1-2 PM

5. Survey to congregation in mid-March (complete by April 7<sup>th</sup>)
6. Present information, data and proposals to board for April/May meetings
7. Share findings/proposals with congregation at May/June congregational meeting (Date ?)
8. Review of Personnel Manual (Old Business Reprise)

### **Timeline for Spring 2012**

#### January:

8<sup>th</sup> Start roll-out in social hall; in social hall after both services

15<sup>th</sup> and 22<sup>nd</sup>: in social hall after both services

29<sup>th</sup>: Congregational meeting after 2<sup>nd</sup> service

#### February:

4<sup>th</sup>: Saturday morning 9 am – 11 am conversation (Check availability, conflicts?)

5<sup>th</sup>: Sunday afternoon 1 PM conversation in the sanctuary

20<sup>th</sup>: Board meeting 7 PM in social hall

#### March:

15<sup>th</sup>: Get survey out to congregation about next steps (electronic, paper copies ?)

19<sup>th</sup>: Board meeting 7 PM in the social hall

#### April:

7<sup>th</sup>: Survey complete / data collected (how do we want this compiled?)

16<sup>th</sup>: Board meeting 7 PM in the social hall

#### May:

Congregational meeting ?

21<sup>st</sup>: Board meeting 7 PM in the social hall

### **3. Review of Personnel Manual.**

The changes that were recommended at the last Board meeting have been made. Erik will begin reviews at the beginning of January and the new Manual will be disseminated then. For now, the Policy Manual and the Personnel Manual will be separate. Jean said a reference to the Personnel Manual should be put in the Policy Manual. Jen will write this policy and put it on the consent agenda for a later meeting.

4. The Board met in closed session at this point, then returned to open session.

5. **Bylaws conversation:** (Jean/Bob)

Bob wants the finance committee to be described as advising both the Treasurer AND the Board. The finance committee reports to the Board. The treasurer acts as a liaison from the finance committee to the Board. Bob wants the word “directly” removed from section X.2.2. In addition, the number of people on the finance committee should be a minimum of 6, not limited to 6. Also, the members may be appointed OR approved by the Board.

Here is the new wording of that section:

2 – Finance Committee

X.2.1 – Purpose. The Finance Committee is a permanent committee for Thomas Jefferson Memorial Church-Unitarian Universalist which shall act as an advisory body for the Treasurer and the Board of Trustees in decisions related to the financial health of the church.

X.2.2 – Duties and Responsibilities. The Finance Committee shall assist in the development and execution of the annual church budget. The Finance committee may draft and recommend policies related to financial issues to the Treasurer and the Board. During the budget-building process the Finance Committee shall assist the Treasurer and the Personnel Committee in recommending salaries and benefits for the Minister(s) and all staff members. The Finance Committee shall report to the Board of Trustees.

X.2.3 – Composition and Terms of Office. The Finance Committee shall consist of a minimum of six church members who shall be appointed and/or approved by the Board of Trustees. No member should serve more than two consecutive three-year terms. After a lapse of one year, a former Committee member will be eligible for an additional term. The Committee shall elect its own chair for up to a three year term, subject to board approval.

**The Board voted to approve the changes. In addition, the Board voted to approve the changed Bylaws.**

Items 6 and 7 will be moved to the next session, as at this point the meeting had already gone past 9:00 PM.

6. **2011-12 Goals Review – All –**
7. **Governance/Structure Discussion – (Ian/Jean) –  
(Excerpt from November, 2011 VP report has been moved to the appendix.)**

VI. Closing Activities – The meeting ended at approximately 10 PM.

**1. Process Review (Paul)**

Given that the solar panel discussion was late-breaking news that generated a great deal of discussion, it is not surprising that this meeting ran late. Most other parts were kept to their allotted time, though in the future it is important to remember to vote on extending time for subjects if needed. Because of the length of the meeting, a process review was not conducted during the meeting.

**2. Things to communicate (Amy)**

Amy will ask for more information from John and Nancy regarding the solar panels. More information is needed on the system in terms of both savings and how it would help us to “live our values.” The logistics of installation must be assessed with the facilities task force.

Erik will ask Sharon to look at Board statements re green sanctuary, policy statements, goals, etc. Does this move the mission of the church forward? Erik will look for grants from the UUA. Erik advocates boldness.

Doug and Bob will address financial concerns.

Dan will talk to insurance company about safeguarding the panels.

A long discussion about the budget might be necessary next month. An extra Board meeting was scheduled for 1/5/12 in order to discuss financial matters and the solar panel opportunity.

Jean will contact admin council and communications to tell them their items passed.

Donna will contact Sharon. Ian will make the link to the SE district happen. Erik will contact the CA.

Board members will approve minutes electronically instead of not replying.

We will work out the communications for the Congregational Meeting at the exec board meeting on 1/5/12.

Jen will write the policy regarding keeping the Personnel and Policy Manuals separate and put it on the consent agenda for a later meeting.

Bob will write the announcement regarding the delegate policy consideration for the CM on 1/29. Jean will write the draft of that policy.

Jean will retype the final version of the bylaws about the finance committee.

Erik will present a draft of the CM/Worship service at the exec meeting.

Erik will send Amy his Minister's Report.

### 3. Closing Words (Dan)

#### **Attachments:**

President's Report

Vice President's Report

Minister's Report

Treasurer's Report

Membership Report

Liaison Reports

Consent Agenda Items

Revised Bylaws

Green Sanctuary Evaluation

Green Sanctuary Action Plan

Church Governance Structure Information from 11/2011 VP Report

Information Regarding Delegates to GA and District Meetings

2011-12 Board Goals

#### **Upcoming Dates**

December: Gift cards for Staff

January 2nd Exec meeting – *Moved to 1/5/12*

January 16th Board meeting - **Opening/Closing Words – Doug; Snacks – George**

#### **Previous Agenda Items Awaiting Feedback (Requested date if known)**

Consensus document on endowment funds – including Abrahamse music fund.

Music Task Force on music program (January 2012)

Staffing Needs Task Force – January 2012

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

**Future Board meetings**

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

Database Group Report

Long Range Planning (Ian)

**January 29, 2012 Congregational Meeting – Draft Agenda**

Approve minutes of previous congregational meeting

Green Sanctuary Application – Approval of Report

Task Force Updates

Approval of changes to the Bylaws

Brief Report from the Treasurer on the state of church finances

Confirm Amy Wissekerke as new Board member.

Approval of new leadership development member

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**Attachments****President's Report****1. Staffing needs team**

Team has met and established several tasks for each member including interviews with staff and review of organizational charts from UUA.

**2. Edgewood Lane Doors/Windows Status**

Had several conversations with Dick Somer and Jean in effort to resolve apparent stand-off in situation. At time of writing Larry L is planning to stain the doors on Sunday, Dec 4<sup>th</sup> after which time the doors will be installed. I will then be following up with Katie Corish as to cost and installation of the side windows. Currently this looks like being approx. \$3,800 from Dodson.

**Composting** Concern expressed regards policy on composting, particularly of food left-over from kitchen.

## **VP/Council Report**

The Councils continue to work hard toward helping TJMC function well within the current governance structure. Administrative, Community Life, Lifespan Faith Development, and Social Action have all submitted minutes/reports this fall. Worship Council has not yet formally met; but Erik is working well with the Worship Weavers.

Highlights from those councils reporting:

Administrative Council – Please see the two new policies, which are part of this month’s Consent Agenda.

Community Life Council – Please see the two new policies, which are part of this month’s Consent Agenda.

This council has initiated a new area on its bulletin board for the posting of business cards. This action is intended build community by supporting member businesses and volunteer projects within the wider community.

Lifespan Faith Development – All programs seem to be thriving this program year.

Social Action Council -- Many of the action groups report meaningful involvement in both the church and the community.

Discussion has begun concerning the fact that we might have too many social action projects within TJMC, thereby risking burn out among some members. One suggestion is that the SAC might consider a process that would prioritize and/or limit the number of major projects we support. Conversation will continue.

Sharon Baiocco recently visited each of the council meetings to explain and seek support for the application for Green Sanctuary certification for TJMC from the UUA. Council support is reported to have been positive.

\*\*\*All councils are in need of added leadership volunteers for both the rest of this program year and especially for next program year. Current council chairs seek co-chairs now in order to provide some OJT for next year’s chairs. Help and suggestions for the members of the Board would be most welcome.

-Jean Shepard

## **Minister’s Report**

We’re going on five months since we began this mutual ministry in July. As I reflect back over those months, as this calendar year draws to a close, I see both good news and bad news.

The good news is that there are lots of good things happening. Worship seems to be alive again, and I hear positive things from nearly every quarter. The Worship Weavers are feeling themselves to be encouraged and supported to step up to a greater level of participation and “ownership.” The congregation is responding very favorably to the “dual sermons” that have begun to be our norm. The Worship Weavers, themselves, express deep satisfaction and inspiration in their deepening rule.

The music on Sunday mornings – arguably one of the most important elements in any worship service and for this congregation in particular something that has been especially treasured – has by all accounts been experienced as of a higher

caliber than in recent memory. The hiring of Scott DeVeaux as Acting Director of Music has quite obviously been a positive for both the congregation and the choir.

Minor changes have been experimented with and found to be helpful – the three-fold prayer time, the removal of the announcements, the Board’s welcome, people report that the worship service has a feel of “flow” that it’s been lacking recently. The atmosphere certainly corroborates that.

One last thought on worship – intergenerational services have attained new heights of collaborative integration. Leia Durland-Jones and I have discovered an easy rhythm, and each of us would say (I believe) that the other one has been a tremendous support in the carrying out of our ministries.

I find myself inspired by the challenge/opportunity to transform a congregational business meeting into a true worship experience. This goes along both, specifically, with the work I did in my last book *Serving With Grace* and also, more generally, with what I said repeatedly during candidating week – that our congregations ought to be laboratories in which we experiment with ways to deepen our faith tradition. I am excited by the willingness of the church’s leadership (so far!) to support the experiments that have been tried. I’m excited, too, by the enthusiastic response (so far!) for the congregation as a whole.

The next “big” area for experimentation is . . . the coffee hour. Just the other day I had *another* conversation with a congregant who mentioned the discomfort she/he feels when walking into the social hall after worship on Sundays. I expect a bit of social awkwardness when a newcomer describes her/his experience, but time and again even long-time members (even one-time board members!) have said the same thing to me. And, so, the same part of my brain that lit up at the idea of blending a business meeting and a worship service is currently flashing on the idea of transforming “coffee hour.” (More information on this as it becomes available!)

Looking back over this first part of the year I do not only see success, however. I see that my organizational/administrative skills were not operating at their peak efficiency. Part of this has to do with being “rusty” after my time out of the parish; part of it has to do with the natural learning curve involved in any new position; yet to be honest part of it has to do with a weakness (or, perhaps, several weaknesses) in my own skill set. Things, and some people, have fallen through the cracks because of this.

The good news is that nothing major has fallen apart, and no person has been deeply hurt (as far as I know). And – and this is, perhaps, the most important part – I have plans to address these shortcomings *before* they become real problems. I can announce (and I’m writing this part right before our special meeting on January 5<sup>th</sup>) that the Committee on Ministry will begin meeting this month, a regularly scheduled meeting on the fourth Tuesday of the month. [That date may still be a little in flux.] This will bring a small group together to help me “feel the pulse” of the congregation, and help me stay on task and accountable. I greatly look forward to this supportive structure, and will report more fully on the membership and the overall structure of our work in a future report.

I am also acknowledging this situation and seeking assistance. As an example, I was having difficulty scheduling the weekly meetings with Worship Weavers – often we ended up doing our collaboration on-line. At the most recent monthly meeting, however, we decided that we would begin to schedule all of a month’s

weekly meetings at the time we set the weekly themes at our monthly meeting! (Brilliant, no?) And we've also talked about getting ahead of ourselves and having quarterly "retreats" at which we'll plan out the week-to-week themes for three months at a time.

I am also engaging the work of a professional clergy coach (who is also a spiritual director), to help me look at my ministry (and my life) with an eye toward maximizing those areas where I have strengths and shoring up those areas that are in need of that. I have heard very good things about this man's work, and have a sense of him through our FaceBook connections. As appropriate I will keep you informed about this, as well.

Finally, on a personal level, I have begun to address a topic I've heard that more than a few people have been murmuring about – my physical and emotional health. I have begun to make substantial changes in the way I eat (and think about eating) and I am once again going to be using the Weight Watchers program, a program that was tremendously helpful to me in the past. (My first Weight Watchers meeting is tomorrow night!) I'm already finding that my mental state is more clear and my outlook more energetic. I'm looking for more ways to include physical activity in my day.

I would end this month's report by sharing with you something I wrote in answer to the question, "What's so special about a minister?"

*The answer to your fabulous question is that the word "minister" has two different meanings. People often confuse the two, or even forget about one of them, but I think it's really important to understand the differences.*

*One meaning of the word "minister" is the job title of the person who "runs" a church. In this way, the word "minister" is like the word "doctor," or "lawyer," or "teacher," or "garbage truck driver." I have the job of "Lead Minister" here at TJMC, and that means that our community has hired me to use the training and experience I have to help our church be the best it can be.*

*The other meaning of the word "minister," and the one that I think is most important, is "servant." A minister is someone who uses their gifts and talents in the service of the community and the wider world. In this way, every single person on the planet is a minister -- no one more special than any other.*

*Part of my job as "minister," then, is to help the people in our church to discover their own areas of ministry. And that, as it turns out, is one of my own areas.*

-Erik Wikstrom

### **Treasurer's Report**

After 5 months or about 42% of the fiscal year, we have received total revenues of \$270,934 which represents 48% of the amount budgeted for the year. This is about 1% more than the total amount of revenue received in the same period last year.

Our current year pledge payments received were \$176,369 which represents 43% of the amount budgeted, but it is also about 9% lower than what was received in the same period last year. The fact that our pledge receipts this year are running somewhat behind those receipts last year is surprising.

Unpledged donations now represent 82% of the amount budgeted, plate cash represents 59% of the amount budgeted and fund raising income equals 76% of the amount budgeted. On the other hand, Grocery Scrip Profit is about 37% of the amount budgeted and Great Lakes Scrip income is about 35% of the amount budgeted. Grocery Scrip Profit is slightly above the amount received in this time period last year, but Great Lakes Scrip income is nearly 40% lower than last year. After 5 months, our total expenses were \$238,774 which is about 42% of the amount budgeted, but is also about 26% higher than our expenses last year. In November, our expenses exceeded our revenues by \$8,639 and as a result, for the first five months our net income was reduced to \$32,160. This may be compared to last year in which, after five months, our net income was \$78,737. Based on a continuing comparison of this fiscal year with last fiscal year, our revenues are very similar, but our expenses are significantly higher this year, which explains why at this point our net income is significantly lower than last year. Of course, among the major reasons that our expenses this year exceed those for last year are the cost of paying both an Interim Minister and Permanent Called Minister for one and a half overlapping months, and paying for the redemption of \$20,000 in member bonds earlier than we have done in past years. At this point we still appear to be in good financial shape. However, we will want to continue to monitor our pledge receipts and our overall expenditures in the next few months to determine our continuing financial position. I am hopeful that the pledge statements that were distributed recently will lead to an increased amount of pledge receipts in the remaining weeks of December.

Respectfully submitted,

Doug Webbink, Treasurer (December 8, 2011)

### **Membership Report**

TOTAL MEMBERSHIP as of Oct. 31, 2011: 429 including 24 youth members

#### **Add:**

Martha Silling Nov. 6, 2011

Marc Silling Nov. 6, 2011

Arthur Given, joined April 1, 1984, rejoined after an absence, Nov. 2011

Helen Given, joined April 1, 1984, rejoined after an absence, Nov. 2011

Tom Herrick, joined Nov. 13, 2011

Tanya Lord-Riddle, Nov. 27, 2011

Brad Riddle, Nov. 27, 2011

#### **Drop:**

Evans, John, died Nov. 16, 2011

TOTAL MEMBERSHIP as of November 30, 2011: 435 members including 24 youth members

Sally Taylor

Membership Tracker for the Membership Committee

## **Liaison Reports**

### **Administrative Council Minutes: 11.28.2011**

Present – Rosalie Simari, Trudy Rohm, Elizabeth Breeden, Sean McCutcheon, Burnie Davis, Katie Corish

Absent –Sallie Kate Park

Guest – Cheryl Sandas, Sharon Baiocco

### **New Business:**

- Green Sanctuary Task Force gave a presentation on the Green Sanctuary covenant that has been approved by the Board in June 2010. They sought feedback to all of the programs and initiatives of the GS Task Force, and their potential impacts on the congregation. Sharon also reported on the recently received energy audit from John Semmelhack showing a reduction in energy use of 15% since the beginning of the study period. (Since various energy-conserving work was ongoing during the study period that makes the figure even more significant I believe.).
- Half of the main church parking lot, not the Summit House Parking lot, may be rented, when available, from 1:00pm until 5:00pm, at the rate of \$100 for four hours. Elizabeth Breeden made the motion, seconded by Rosalie Simari, to approve the policy. (see below amendment)
- In the event that the congregational administrator has an issue that needs to be resolved immediately, and there is no standing committee to contact, the Congregational Administrator may take the appropriate action after receiving clearance from any member of the Executive Committee, the Minister, or Administrative Council Chair. Trudy Rohm made the motion, seconded by Rosalie Simari, to approve the policy. (see below amendment)
- Katie Corish brought up that a resident of U-House was unable to fulfill their lease due to health concerns and asked for input from the additional Admin Council members on the course of action she will take.
- Trudy Rohm brought up an issue with an underperforming Scrip and sought input on discontinuing it next year.

Next Meeting – 26 December 2011

Submitted by Bob Kiefer

**Worship Council:** did not meet this month.

-Jean Shepard

**Endowment Committee:** will not meet again until January.

**Finance Committee:** met on December 14.

Our Finance Chair (Burnie) has sent to the Board President and Vice President a request for changes in the proposed Finance Committee bylaws that were included as a Consent Agenda Item for the December Board meeting.

Our Controller (Jamie) will investigate a possible process for keeping a small amount of petty cash in the church office for use for small, usually emergency, purchases.

Our Controller will investigate the possibility of establishing a separate checking account that our Minister could use just for the purpose of writing checks out of the Minister's Discretionary Fund.

A member of the Finance Committee is obtaining information from Church Mutual (our church insurance company) about current insurance coverage and whether any of the coverage should be increased or otherwise adjusted.

The Finance Committee plans to develop a recommended policy concerning possible review before the purchase of significant capital items.

Submitted by Doug Webbink

**Personnel Committee:** Nothing new to report.

-Jen Lucas

### **Music Task Force**

The music task force met December 4<sup>th</sup>. Congregational conversations were successful with over two dozen people participating. The task force is now formulating a survey, which will be online. Paper copies will also be available. Survey will be ready in January with responses due by the end of January. A final report of results will be completed by early to mid February.

Submitted by Heather Garrett

## **Consent Agenda/Electronic Motions**

### **1. Green Sanctuary Summary Report and Motion**

Work of the Green Sanctuary Task Force covers a period of five years, three of which have been specifically designed to meet the requirements of the UUA's Green Sanctuary designation process. Our goal has been to become a church community that leads in significant ways as a functioning model, incorporating environmentally sound principles into our daily lives and choices. We have produced a Sustainability Covenant to guide and inform our church leaders' decisions and our members' choices on how they might incorporate green considerations into their own lives.

Our work has encompassed three Sunday sermons; Religious Education lessons; Sunday carpooling; education programs, including movies, documentaries, and mini-green workshops; energy efficiency projects such as rain barrels, lighting, insulation, door and glass replacement, and demonstrations. Environmental hazards, renewable energy, reducing

garbage, protecting water and trees, and composting with worms have been among our educational topics.

We have extended ourselves to learn about other relevant issues. Mountaintop removal coal mining, which powers our electrical needs here but poisons mined areas as well as devastating the mountains themselves, was studied by a dozen of our congregants. Our trip to Kayford Mountain to meet Larry Gibson and others whose lives the process affects negatively enabled us to see the devastation for ourselves. Our solidarity with the people of the mountains and our wish for earth justice was expressed in two Vigils for the Mountains and People of Appalachia which informed and entertained approximately 140 attendees in beautiful, music-and-art-filled vigil services, and we educated over 250 others at three churches in Virginia.

The Task Force has sought to inform the congregation about the impact of our decisions on what we eat, how we shop and how we feed our families. We visited three farms, including a Community Supported Agriculture farm (a group of forty plus) and sampled their delicious local fare. We also delivered a Mother's Day service with the sermon, "The Story of Our Food." We chose that day to serve a Mother Earth Brunch after both services, feeding approximately 250 people with locally-sourced foods and providing information about those foods.

We have expanded our concern for Earth into activism, lobbying at our display tables and raising our voices at protest rallies and in the legislature. Our work has inspired, motivated and sometimes frustrated and saddened us, but has left us more dedicated to protecting Earth through sustainable decisions and actions to educate and inspire others. We have worked to influence decisions behind the many threats to the safety of our vulnerable air, water and food resources, and promoted sustainable sources of energy and less destructive use of existing resources. Our goal is encouraging preservation of the intricate balance of the natural world to conserve the beauty and bounty of Earth for future generations. The Green Sanctuary designation will facilitate our continuing leadership in support of our 7th Principle and ecojustice.

December 2011

#### MOTION TO APPROVE

The Green Sanctuary Task Force of TJMC-UU hereby moves to recommend approval by the Board and the congregation of its Report and Application for Green Sanctuary designation at the next Congregational Meeting Jan. 29, 2012.

Unitarian Universalists are committed to the 7<sup>th</sup> Principle, "Respect for the interdependent web of all existence of which we are a part." The mission

of the Green Sanctuary Program of Thomas Jefferson Memorial Church, Unitarian Universalist is to transform our congregation and its practices into a beacon of environmental sustainability and justice.

We affirm that religion should be more than a belief and support system. It should also be what we practice each day in the routine of living—in relationships, in neighborhoods, in public and private enterprises. Each of us will strive to participate in the environmental communities that surround our church. We will seek to bring about a more “green,” humane world for all peoples. We will support activities that sustain the healthy balance of the Earth’s ecosystems; we will struggle against those who would destroy them. Through our religious practices we hope to continue as a community that loves life and seeks to nurture Earth for all future generations.

In recognition of the universal right to a clean and livable environment, as well as the fragility of Earth and of all living things, we join together to add our efforts to protect and maintain the health, vitality, beauty and diversity of our planet Earth and its life-giving resources.

We request that in addition to voting to approve the Green Sanctuary application, we each individually commit ourselves to becoming more informed about the ways our choices and behaviors impact the earth and to choose wherever possible, sustainability and the health of the living Earth. We strive to live lightly and to reduce our environmental impact through our shopping and energy choices. We affirm and promote programs to educate and demonstrate best practices in these vital areas affecting the health and sustainability of Earth. We incorporate Seventh Principle values and practices into our worship services, celebrations, and religious education programs.

As members of this congregation and as participants in the Green Sanctuary program, we pledge our encouragement to one another in a personal and congregational commitment to living this promise through our Unitarian Universalist principles.

We respectfully request congregational approval of our application to UUA for Green Sanctuary designation.

## **2. Policy on Parking Lot Rentals**

**MOTION:** The Administrative Council moves that the following policy for the Rental of the main TJMC Parking Lot be approved as written.

Rationale:

There have been multiple requests to use the parking lot and there is no policy governing its use. Therefore this would allow the parking lot to be rented in the same manner as other church spaces rather than going to the Administrative Council every time someone is interested in renting that space.

Policy number:  
TBD by Secretary, as it relates to other rental policies.

Proposed Policy:  
Half of the main church parking lot, not the Summit House Parking lot, may be rented, when available, from 1:00pm until 5:00pm, at the rate of \$100 for four hours.

Approval date:  
(December 19, 2011)

### **3. Communications policy changes (x2)**

The following two policies have been proposed by the Communications Committee (Lynn Heath) and have been approved by the Community Life Council.

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

#### **POLICY IV.A.1      PROCEDURES: 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](mailto: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](mailto: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: 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.



## REVISED BYLAWS - DEC. 2011

IT IS MOVED THAT THE FOLLOWING CHANGES TO THE BYLAWS BE APPROVED BY CONSENT OF THE BOARD. IT IS FURTHER MOVE THAT THE NEWLY APPROVED BYLAWS PRESENTED TO THE MEMBERSHIP AT THE CONGREGATIONAL MEETING ON JANUARY 29<sup>TH</sup>, 2012, FOR A FINAL VOTE OF ADOPTION, PER ARTICLE XVII.

JEAN

# Thomas Jefferson Memorial Church- Unitarian Universalist

## BYLAWS

### NOTE:

Suggested corrections or additions are noted by the use of *italic and the underline features.*

Suggested deletions are shown by use of a ~~strikethrough~~.

Editor's note: The Table of Contents needs correction. This will be done AFTER approval of the suggested changes and before these Bylaws go out to the congregation.

12/1/11 -- JPS

Approved – January 23, 2011

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## Thomas Jefferson Memorial Church – Unitarian Universalist Bylaws

### ARTICLE I - Name, Mission, Participation and Denominational Affiliation

I.1 - Name. The name of this religious organization is Thomas Jefferson Memorial Church - Unitarian Universalist (hereinafter referred to as “Church”).

I.2 - Mission. Thomas Jefferson Memorial Church - Unitarian Universalist is a church of the liberal tradition rooted in the heritage of Unitarian Universalism and dedicated to the belief that in every individual there are extraordinary possibilities.

WE ARE committed to the individual and collective pursuit of spiritual growth, social justice, and life-long religious education and understanding.

WE FOSTER an open and free community in which we share our gifts, care for one another, and honor our differences.

WE SEEK to have a lasting influence on local, national and global programs that promote equity and end oppression.

I.3 Inclusivity and Nondiscrimination. This Church is intentionally nondiscriminatory. Therefore, in its activities and practices, this Church welcomes and promotes the full participation of all persons of whatever race, ethnicity, creed, gender, ability and/or disability, affectional or sexual orientation, gender identification, age (except as limited by legal membership rules), economic status, or origin.

I.4 - Self-Government. The Church is a self-governing body whose final authority is vested in the members of the congregation acting through a congregational meeting.

I.5 - Affiliations. This Church belongs to and supports the Unitarian Universalist Association and . the ~~Thomas Jefferson~~ Southeast District of the Unitarian Universalist Association.

### ARTICLE II - Membership

II.1 - Member. Any person who supports the purposes of the Church and recognizes and understands the need of the Church for support through financial contributions and active participation shall become a member upon signing the Membership Book in the presence of a Minister, an officer of the Church, or the Chair or Assistant Chair of the Membership Committee.

II.2 -Voting. Any member may vote if present at any meeting of the congregation held at least thirty (30) days after he/she has signed the Membership Book.

II.3 - Withdrawal and Reinstatement. A member may withdraw from active membership by submitting a written request to the Church. A member who has withdrawn may be reinstated by making a written request to the Church..

## ARTICLE III - Church Years

III.1 - Administrative Year. The administrative year shall be July 1 through June 30.

III.2 - Fiscal Year. The fiscal year shall be July 1 through June 30.

III.3 – Personnel/Staffing Year. The employment year shall be July 1 through June 30.

## ARTICLE IV - Congregational Meetings

IV.1- Required Meetings. There shall be one congregational business meeting each year held in late spring to adopt a budget , and elect officers, trustees-at-large, and congregationally elected committee members .

IV.2 - Special Meetings. Special meetings may be called by the Board or shall be called by the President upon petition to the Secretary of 10% of the members as last reported to the Board. The petition must state the purpose of the meeting.

IV.3 - Call and Notice. At least ten (10) days prior to any meeting, written notice (electronic or U.S. Postal Service) must be sent to members, either by letter or by publication in the Church Bulletin. In addition, notice of a meeting must be announced from the pulpit on the Sunday preceding the meeting. Such notices shall state the time, place, date, and business of the meeting. Only the stated business may be transacted during the meeting unless an addition to the agenda is unanimously approved by the voting members present.

IV.4 - Quorum. Ten percent (10%) of the membership as last reported to the Board of Trustees shall constitute a quorum. Business may not be transacted without a quorum. Only members may vote.

IV.5 - Procedures. Procedures shall be governed by Robert's Rules of Order, the latest revised edition, in all cases not covered by the bylaws. A vote shall be by secret ballot if five (5) members request it.

## ARTICLE V - Board of Trustees

V.1- Authority of the Board of Trustees. The Board of Trustees (hereinafter referred to as “the Board”) shall administer Church policy in conformity with the bylaws. It shall have general charge of Church property, and authority to conduct the Church's business and manage its financial affairs.

V.2 - Policy Manual. The Board shall adopt and maintain a Policy Manual which states the important policies and procedures of the Church as approved by the Board.

V.3 - Specific Duties. In fulfilling the mission of the Church, the Board shall perform the following duties: solicit financial support for the Church; submit an annual budget to members for approval; administer the approved budget; maintain and support a strong Religious Education Program; be responsible for appointment of, administration of, contracts for, and dismissal of staff members other than a Minister; establish ~~standing~~ and ad hoc committees and special task forces, approve the duties of these committees and task forces; appoint persons as delegates to the General Assembly of the Unitarian Universalist Association and other denominational and community bodies; and perform such other duties as may arise under its authority. The Board shall assure that the accounts and funds administered by the Church or any of its agencies are subjected to review at least annually, either by the Finance Committee or as the Board shall otherwise direct.

V.4 - Composition. The members of the Board of Trustees shall consist of the officers of the Church (President, President-Elect, Vice President, Secretary, and Treasurer), six (6) at-large trustees, and the immediate Past President. All members of the Board shall be Church members. The Minister(s) and the Director of Religious Education shall serve as ex officio, non-voting members.

V.5 - Election. Church members shall elect the Board at the annual business congregational meeting. Board members shall assume their duties on July 1 immediately following election.

V.6 - Terms of Office. Each year the congregation will elect a President-Elect who will serve three years on the Board: the first year as President-Elect, the second year as President and the third as Past President. The Vice-President, Secretary, and Treasurer shall each be elected for a two (2) - year term. The President and President-Elect shall not serve consecutive full terms in this office. The Vice President, Secretary and Treasurer shall not serve for more than two (2) consecutive full terms in the same office. The Vice President shall be elected in odd numbered years, the Secretary and Treasurer in even numbered years. Two (2) trustees-at-large shall be elected each year for three (3) -year terms and shall not serve consecutive full terms in the same office. More than half of an unexpired term shall be considered a full term.

V.7 - Vacancies. A vacancy in any Board position, except that of President, shall be filled by the Board in consultation with the Leadership Development Committee. The Board may, at its discretion, declare any position vacant when the member has missed three consecutive meetings. The term of such appointments shall be effective immediately. At the next congregational meeting, there shall be a special election to fill the vacancy for the remainder of the term. A vacancy in the office of the President shall be filled by the President-Elect.

V.8 - Meetings. The Board shall meet 11 times per year in open session. A quorum shall consist of a majority of the voting Board members. Board meetings are public except during closed sessions. Closed sessions may be held to address personnel matters or upon the agreement of three quarters (3/4) of the Board members present and voting. Ex-officio members, at the discretion of the Board, may be excluded from closed sessions. The Board shall provide a time for public comment near the beginning of each regularly-scheduled meeting. Visitors shall have no vote, but may speak if recognized by the chair.

## ARTICLE VI - Church Officers

VI.1 - President. The President shall serve as a voting member both on the Executive Committee and on the Board of Trustees. With the Executive Committee, the President shall ensure that the Board fulfills its obligations. The President shall serve as Chair of the Congregational meetings, the Board meetings, and the Executive Committee meetings. The President shall collaborate as an equal partner with the Minister(s) in the direction of TJMC-UU and in carrying out the vision and policies of the congregation. At the conclusion of the term as President, the President will assume the role of Past President..

VI.2 - President-Elect. The President-Elect shall serve as a voting member both on the Executive Committee and on the Board of Trustees, assist the President as requested, and be the communications officer for the Board.. At the completion of the year as President-Elect, the President-Elect will assume the Presidency. The President-Elect shall act in place of the President if the President is unable to perform the duties of that office.

VI.3 - Vice President. The Vice President shall serve as a voting member both on the Executive Committee and on the Board of Trustees . The Vice President shall convene meetings of the Chairs of the Church Councils as need arises and report to the Board on the activities and recommendations of the Councils.

VI.4 - Treasurer. The Treasurer is a voting member of the Finance Committee, the Board of Trustees, and the Executive Committee. The Treasurer shall receive and keep safely all money and other fiscal assets of the Church, shall disburse them under the direction of the Board, and shall keep a complete record of the Church finances.. The Treasurer shall provide a current financial statement at each Board and congregational meeting.

VI.5 - Secretary. The Secretary shall serve as a voting member both on the Board of Trustees and on the Executive Committee. The Secretary shall keep and preserve an accurate record of the Board, Executive Committee and Congregational meetings; shall ensure that current copies of the bylaws and the Policy Manual are maintained; notify members of congregational meetings; and perform other secretarial duties as requested by the President or the Board, including the dissemination and publication of Board Minutes.

VI.6 – Past-President. The immediate Past-President shall serve as a voting member of the Board of Trustees and on the Executive Committee. The Past-President shall support the work of the President and the Board. The Past-President shall serve as a voting member of the Leadership Development Committee.

## ARTICLE VII - Executive Committee

VII.1 - Composition. The Executive Committee shall be composed of the Officers of the Church and the immediate Past President. The Minister(s) shall serve as ex officio non-voting member(s).

VII.2 - Duties. The Executive Committee shall be responsible for preparing the agenda for the Board meetings and presenting recommendations for action requiring Board approval.

VII.3 - Meetings. Three voting members of the Executive Committee shall constitute a quorum.

#### ARTICLE VIII. - Church Councils

VIII.1 - General Duties. Church Councils are charged by the Board with managing and coordinating those activities within the Church appropriate for each Council.

VIII.2 – Responsibilities. Each Council shall meet *physically or electronically* at least three times a year. Each Council shall manage/approve all budgeted expenditures assigned to its various committees and groups. Councils shall recommend needed policy and bylaw changes to the Board of Trustees.

VIII.3 – Council Chairs – Each Council shall find and elect its own chair. The Chair of each Council shall attend meetings of the Council Chairs when called by the Vice President.

VIII.4 – Membership. The board of Trustees shall be responsible for the creation and/or dissolution of each council. The Board shall approve committee and group assignments to the councils.

#### ARTICLE IX. – Church Committees and Groups

IX.1 – Definitions. The term "committee," as used in these bylaws, shall refer to three or more *church* members charged by the Councils, Board, or Congregation to implement and recommend relevant policies in fulfilling the mission of the Church. The term “group” shall refer to persons organized to implement social, worship, service, education, or enrichment programs and initiatives or to enhance the congregational community life. Church membership is not required for participation in or leadership of a group.

IX. 2. ~~Standing~~ Committees and Groups will be affiliated with and approved by an appropriate Council and shall report to the Board through the Council structure.

IX. 3. Ad Hoc Committees and Task Forces. The Board may, at its discretion, appoint temporary committees (ad hoc) and/or Task Forces, whose charges will be established by the Board.

IX. 4. Congregationally –Elected Committees

~~IX.4.1. Endowment Committee~~

~~IX. 4.1.1. Purpose. The Thomas Jefferson Memorial Church – Unitarian Universalist shall have a separate Endowment Fund(s). The purpose of the Endowment Fund(s) is to safeguard principal and generate earnings and growth of funds to be available for very special projects that cannot be supported from the annual church budget. Each year up to five percent (5%) of the general Endowment Funds' market value may be used for: (1) capital expenditures for the maintenance of the physical facilities for all property owned or controlled by the Church above and beyond normal budget allocations; (2) major capital equipment purchases; and (3) extraordinary expenses beyond those in the normal operating budget, including debt reduction.~~

~~IX. 4.1.2 Governance. The Endowment Fund(s) shall be governed by an Endowment Committee, which shall serve as the custodian of the Endowment Investment and Distribution Policy.~~

~~IX.4.1.3. Composition, Election, and Terms of Office. The Endowment Committee shall consist of seven church members, including the chair. One member shall be appointed by the Finance Committee and six shall be appointed, two each year, by the Board of Trustees from the congregation at large. In addition, the Treasurer of the Church and trustees of any other Church Endowment Funds may serve as ex-officio non-voting members. The appointment of the Committee's seven members shall be for three-year terms, renewable at the discretion of the Board and the Finance Committee for their respective appointees. No member may serve more than two consecutive three-year terms. After a lapse of one year, former Committee members can be re-appointed. The Committee shall elect its own chair.~~

~~X.4.1.4. Duties and Responsibilities The Endowment Committee is empowered, acting through its elected chair, to hold, sell, exchange, rent, lease, transfer, convert, invest, re-invest, and in all other respects manage and control the assets of the Endowment Fund pursuant to the Endowment Investment and Distribution Policy. The Committee shall act in its sole judgment and discretion as it deems wise and prudent, without further approvals.~~

#### IX.4.1 .- Leadership Development Committee

IX.4.1.1 - General Duties. At the annual business congregational meeting, the Leadership Development Committee shall present a list of qualified nominees for positions to be filled by election, including officers of the Church and trustees at-large. During the year, the Leadership Development Committee shall recommend to the Board, upon request, qualified persons to fill vacancies (except for the office of President) which may arise on the Board . The Committee shall also be responsible for leadership development including recruitment, leadership training, and identification of needs and individuals who might meet those needs.

IX. 4.1.2 - Composition, Election and Terms of Office. The Leadership Development Committee shall consist of the Board's immediate Past President, and seven (7) Church Members elected at the annual business congregational meeting for terms of two (2) years. Three (3) members shall be elected in even-numbered years and four (4) in odd-numbered years. Elected members shall not serve consecutive full terms. More than half an unexpired term shall be considered a full

term. The Leadership Development Committee shall elect a chair from among its members. In case of a vacancy, the Board shall appoint a replacement to serve until the next congregational meeting, when a new member shall be elected in a special election.

#### IX. 4.2. - Ministerial Search Committee

IX. 4.2.1. - Purpose. A Ministerial Search Committee shall be established when it is necessary to seek a new Settled Minister.

IX.4.2.2. - Nomination and Election. The Ministerial Search Committee shall be elected by the Church membership and shall consist of seven (7) to nine (9) Church members, the number to be decided by the Board. The Leadership Development Committee, advised by the Board, shall prepare a list of nominees. Notice of the time, date, and place of the election along with the list of the nominees shall be given pursuant to Article IV.3 and a list of nominees shall be printed in the Bulletin and *sent by electronic or U.S. Postal Service mail* at least ten (10) days prior to the election. Additional nominations may be made pursuant to Articles *XI.1.2 and XI.1.3*. If the number of nominations exceeds the committee positions, the election shall be by written ballot. Those receiving the largest number of votes shall be elected to fill the available positions.

#### IX.4.3. - Personnel Committee

IX. 4.3.1. - Purpose. To administer and coordinate all activities related to personnel issues. To provide recommendations and advice to the Board and the Minister(s) on policy, staffing needs, and operational matters pertaining to staff members of the Church.

IX.4.3.2. - Composition, Election, and Terms of Office. The Personnel Committee shall consist of seven members of the Church as follows: One designated member of the Board and six members to be elected at the annual business congregational meeting, two each year. The chair of the committee will be chosen by the committee. A Minister shall serve on the committee in a non-voting, ex-officio capacity. Members serve three-year terms and may serve a second three-year term if elected or appointed. Any staff member may be excluded from closed sessions of the Personnel Committee.

### ARTICLE X – Board Appointed/Approved Committees

#### X.1 - Endowment Committee

X.1.1 - Purpose. The Thomas Jefferson Memorial Church - Unitarian Universalist shall have a separate Endowment Fund(s). The purpose of the Endowment Fund(s) is to safeguard principal and generate earnings and growth of funds to be available for very special projects that cannot be supported from the annual church budget. Each year up to five percent (5%) of the general Endowment Funds' market value may be used for: (1) capital expenditures for the maintenance of the physical facilities for all property owned or controlled by the Church above and beyond normal budget allocations; (2) major capital equipment purchases; and (3) extraordinary expenses beyond those in the normal operating budget, including debt reduction.

X.1.2 - Governance. The Endowment Fund(s) shall be governed by an Endowment Committee, which shall serve as the custodian of the Endowment Investment and Distribution Policy.

X.1.3 - Composition, ~~Election~~, and Terms of Office. The Endowment Committee shall consist of seven church members, including the chair. One member shall be appointed by the Finance Committee and six shall be appointed and/or approved, two each year, by the Board of Trustees from the congregation at large. In addition, the Treasurer of the Church and trustees of any other Church Endowment Funds may serve as ex-officio non-voting members. The appointment of the Committee's seven members shall be for three-year terms, renewable at the discretion of the Board and the Finance Committee for their respective appointees. No member may serve more than two consecutive three-year terms. After a lapse of one year, former Committee members can be re-appointed. The Committee shall elect its own chair.

X.1.4 - Duties and Responsibilities. The Endowment Committee is empowered, acting through its elected chair, to hold, sell, exchange, rent, lease, transfer, convert, invest, re-invest, and in all other respects manage and control the assets of the Endowment Fund pursuant to the Endowment Investment and Distribution Policy. The Committee shall act in its sole judgment and discretion as it deems wise and prudent, without further approvals.

## X.2 – Finance Committee

X.2.1 – Purpose. *The Finance Committee is a permanent committee for Thomas Jefferson Memorial Church-Unitarian Universalist which shall act as an advisory body for the Treasurer of the Board of Trustees in decisions related to the financial health of the church.*

X.2.2 – Duties and Responsibilities. *The Finance Committee shall assist in the development and execution of the annual church budget. The Finance committee may draft and recommend policies related to financial issues to the Treasurer and the Board. During the budget-building process the Finance Committee shall assist the Treasurer and the Personnel Committee in recommending salaries and benefits for the Minister(s) and all staff members. The Finance Committee shall report directly to the Board of Trustees independently or through the Treasurer.*

X.2.3 – Composition and Terms of Office. *The Finance Committee shall consist of six church members who shall be appointed and/or approved by the Board of Trustees. Appointments shall be for three-year terms, renewable at the discretion of the Board. No member may serve more than two consecutive three-year terms. After a lapse of one year, former Committee members can be re-appointed. The Committee shall elect its own chair.*

## ARTICLE XI - Nominations and Elections

XI.1 - Nominations (except for a Ministerial Search Committee).

XI.1.1 By Leadership Development Committee. At least one month before the annual business congregational meeting, the Leadership Development Committee shall prepare a list of qualified nominees for officers of the Church, trustees-at-large, members of the Leadership Development

Committee, and members of the Personnel Committee. The list shall be printed in the notice for the annual business congregational meeting sent to members. The list shall also be presented at the annual business meeting.

XI.1.2 - By Petition. Ten (10) or more members may place names for any office in nomination by petition to the Leadership Development Committee at least seven (7) days prior to an election. The names of the nominees by petition shall be so designated and added to the list of nominees at the meeting.

XI.1.3 - From the Floor. Nominations may be made from the floor at the time of an election.

XI.1.4 - Consent. No person shall be nominated without that person's consent.

XI.1.5 - Special Elections. When a special election is held to fill vacancies, the Board may place names in nomination.

XI.2 - Elections.

XI.2.1 - Individual Offices. If there is only one nominee for any office, the chair shall declare the nominee elected by acclamation. If there are two (2) or more nominees for any office, election shall be by written ballot, and a plurality of votes shall be sufficient to elect.

XI.2.2 - Group Positions (e.g., Trustees at Large). If the number of nominees for any group of positions equals or is less than the number of vacant positions, the chair shall declare the nominees elected by acclamation. If the number of nominees exceeds the number of vacant positions, election shall be by written ballot, and the positions shall be filled by those nominees receiving the largest number of votes.

ARTICLE XII – Minister(s)

XII.1 - Fellowship. All candidates for Settled Minister(s) shall be in fellowship or in process of fellowship with the Unitarian Universalist Association.

XII.2 - Freedom of the Pulpit. Each Minister shall be free to express and act upon his/her opinions, beliefs, and convictions, both in the pulpit and in the community at large. It is understood that a Minister's views are not necessarily those of the congregation. Any member shall be free to express divergent views.

XII.3 - Selection . The Board, advised by the Search Committee and the Finance Committee, and with agreement by the ministerial candidate, shall recommend to the members of the congregation a proposed contract or letter of agreement between the ministerial candidate and the members of the congregation. The President shall call a special congregational meeting to elect the Minister and approve the contract or letter of agreement. Written notice (electronic or U.S. Postal Service) of this meeting shall be sent to all members at least twenty-one (21) days prior to the vote to elect the Minister and approve the contract or letter. Voting shall be by secret

ballot. At least eighty-five percent (85%) of those voting must approve the election and contract or letter.

XII.4 - Duties and Responsibilities. The Minister(s) shall provide religious leadership and pastoral care to the congregation. In cooperation with the appropriate committees, the Minister(s) shall provide Sunday services; shall be the principal administrator of the day-to-day Church operations; shall serve as a non-voting member of the Board and will be expected to attend its meetings and report on work accomplished; shall report on the state of the Church at the annual business meeting. The minister(s) shall be ex officio on all committees except the Leadership Development Committee and the Ministerial Search Committee.

XII.5 - Committee on the Ministry. The Board shall establish a Committee on the Ministry consisting of at least three (3) members of the Church, serving two (2) - year staggered terms. Terms are renewable for an additional two (2) years. More than half of an unexpired term shall be considered a full term. The primary purpose of this committee will be to interpret, support and monitor the ministry of the Church. The Board shall select members of the committee from a list of multiple nominees submitted by the Minister(s).

XII.6 - Tenure and Termination. Each Minister shall have indefinite tenure. The relationship between the Minister(s) and the Church may be terminated by either party. The terminating party shall provide a minimum of three (3) month's written notice. However, the Church may, in place of notice, provide three (3) months' severance pay. The Church shall give notice of termination to a Minister if a majority of members at a special congregational meeting called to consider termination has voted by secret ballot to so act. Written notice (electronic or U.S. Postal Service) of such a meeting shall have been sent to all members at least twenty-one (21) days prior to the meeting.

XII.7 - Interim Minister. If the members of the congregation decide to call an Interim Minister, the guidelines of the Unitarian Universalist Association for calling interim ministers shall be followed.

#### ARTICLE XIII - Indemnity

A duly elected or appointed officer, trustee, employee, or agent of the Church shall not be personally liable to the Church or to its members for monetary damages for breach of fiduciary duty, except for liability resulting from: (1) any breach of duty or loyalty to the Church or its members, or (2) acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of the law. The Church shall indemnify any person and his/her estate and personal representative against all liability and expense incurred by reason of the person being or having been duly elected or appointed as an officer, trustee, employee or agent of the Church.

#### ARTICLE XIV - Conflict of Interest

No member of the Church Board of Trustees, or any of its Councils, Committees, or Task Forces shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with the Church. Each individual shall disclose to the Church any personal interest which he or she may have in any matter pending before the Church and shall refrain from participation in any decision on such matter.

#### ARTICLE XV - Disposition of Property

If this Church should at any time cease to be a member of the Unitarian Universalist Association, all of the property of the Church, whether real or personal, shall be transferred to the Unitarian Universalist Association for its general purposes; and this bylaw shall apply to all property donated to the Church, whether by will or in some other manner, unless the donor expressly provides otherwise. If the Church ceases to be a member of the Unitarian Universalist Association, it shall be the duty of the officers of the Church and the Board of Trustees to take all necessary action to carry out the purpose of this Article.

#### ARTICLE XVI – Remembrance Garden

The Remembrance Garden is a permanent addition to the Church. The garden may be moved or discontinued only by both a majority vote of the Board of Trustees and by a three-quarter (3/4) vote of those members present and voting at a congregational meeting duly called for that purpose.

#### ARTICLE XVII - Amendments

Amendments of the bylaws may be proposed by the Board of Trustees or by petition of twenty (20) voting members. A congregational meeting shall be called to consider the proposed amendment. The notice of the meeting shall include a draft of the proposed amendment. These bylaws, so far as allowed by law, may be amended or repealed by a two-thirds (2/3) vote of those present and voting at the congregational meeting. However, amendment or repeal of Article XV must be by a two-thirds (2/3) vote at two (2) consecutive congregational meetings separated by at least two (2) weeks.

# Green Sanctuary Program Evaluation

Council/Group\_\_\_\_\_

## Program Goals:

- Build awareness of the significance and complexity of environmental issues.
- Encourage personal lifestyle changes.
- Engage in community action on environmental issues.
- Strengthen the connection between spiritual practice and Earth consciousness.
- Work to heal environmental injustices.

## Program Evaluation Questions:

- **Have you attended any Green Sanctuary events or participated in any programs during the past two years?** Y\_\_\_\_\_ N \_\_\_\_\_
- **If so, which?**

Earth Day Services\_\_\_\_  
Environmental Action Videos\_\_\_\_  
Mother Earth Brunch\_\_\_\_  
Mini-Green Workshops\_\_\_\_  
Earth Friendly Fridays\_\_\_\_  
Local, Organic Potlucks\_\_\_\_  
RE Earth Stewardship Lessons\_\_\_\_  
“I Love Mountains” Quilt\_\_\_\_  
Adult Faith Development Courses\_\_\_\_  
Green Sanctuary E-List\_\_\_\_

Environmental Justice Letter  
Writing, Testifying, Advocacy,  
Demonstrations\_\_\_\_  
Mountaintop Removal WV Site Tour\_\_\_\_  
Vigil for the People and Mountains of  
Appalachia\_\_\_\_  
Tour of TJMC Sacred Trees\_\_\_\_  
Carpooling Challenge Sundays\_\_\_\_  
Farm Tours Environment\_\_\_\_  
Borrowed book or video from Green  
Lending Library\_\_\_\_

-What do you believe has been the **most important benefit** our congregation has gained as result of our participation in the Green Sanctuary program?

-Have you been able to discern **positive changes in our congregation’s culture** as a result of the Green Sanctuary activities? Y\_\_\_\_ N\_\_\_\_

**If so, what are they?**

-What has been **the most difficult or challenging aspect** of the program for our congregation to achieve?



# TJMC UU Green Sanctuary ACTION PLAN

Final Report  
2010 - 2011

## ***Worship and Celebration Projects We Offered***

### **Worship Services**

- "Our Sacred Trees," Earth Day, April 2010 (offered twice)
- "Healing the Gulf," July 2010
- Two Interfaith Vigils for the People and Mountains of Appalachia services, Oct. 2010, 2011
- "What's the Story of Your Food?" Mother's Day, May 2011 (offered twice)

### **Celebrations**

- Mother Earth Brunch, May 2011 -- (250)
- Recognition of TJMC "Eco-Heroes" during services (2)
- A new ritual lighting of a green candle "to hold our hopes for peace and for the planet that we share" every Sunday
- Dedication of the TJMC Green Sanctuary Arboretum, Nov. 2011

## ***Religious Education Projects We Offered***

### **Mini-Green Workshops & Earth Friendly Fridays Presentations**

- "Composting with Earth Worms," with Worm Crusader Jan. 2010 (20)
- Blogger Sharon Astyk, "Climate Change and the Economic Crisis," Sept. 2010 (30)
- "Transition Cities," January 2011 (25)
- "Zero Garbage Challenge," April 2011 (35)

### **Children's Religious Education Programming**

- Stars Studios month-long unit on Earth Stewardship, Stewardship Project (1<sup>st</sup>-5<sup>th</sup> grades) which included four studios (drama/movement, story, arts, cooking) for each group. Topics were Rachel Carson, Jacques Cousteau, and Quality Community Council Urban Farm.
- What is Mountaintop Removal? talk to "Coming of Age" class
- "Why I Love Mountains" Quilt Fall 2010
- "Trees" field lesson with Jenny Gaden and tree "scavenger hunt" April 2011

### **Adult Faith Development Courses (An Extra Project)**

- "Building Community Resilience To Climate Change, Peak Oil, And No Growth Economy," (10). Two workshops were open to all members of the congregation -- "Rainwater Harvesting" and "Weatherizing Your Home." Oct. 2010
- "A World of Health Connecting people, Place and Planet" Northwest Earth Institute Course -- in partnership with the Sierra Club. (10) Feb/Mar 2011.

### ***Environmental Justice Projects***

#### **"Go Tell it on the Mountain," Advocated to End Mountaintop Removal (MTR)**

- Attended a Stream Saver state bill Senate hearing in Richmond along with Appalachian Voices, opponents of mountaintop removal coal mining. (5) Two of us testified, January 2010.
- Traveled to Kayford Mtn. to be witnesses to MTR and to meet activists and UUs in West Virginia. (10) June 2010
- Held two Sunday evening vigils for the Mountains and People of Appalachia (60)
- Presented talks and sermons on MTR to the Congregation of the Peninsula, April 2010, St. Paul's Episcopal Feb. 13, and UU Congregation of Williamsburg in April 2011.
- Created Interfaith Green Network e-list and Eco-justice e-list for Charlottesville.
- Invited to speak at the Green Sanctuary session at General Assembly in June 2011 and included in *UU World's* story about anti-MTR activism.

#### **Tree Stewardship**

- Offered a joint sermon with the minister, "Our Sacred Trees," followed by a tour of our trees
- Identified and publicized the trees on our grounds, including those that are memorials to various people living or dead.
- RE children learned about our trees.
- Created a guide with map of trees on our grounds.
- Scheduled a tree tour and dedication of our Green Sanctuary Arboretum, fall 2011.

#### **Environmental Advocacy (An Extra Project)**

- Began advocacy by joining a national grassroots movement sponsored by the Sierra Club, "Green Energy Works" and partnered with Green Corps. iJanuary 2010
- Attended a Clean Energy Forum where we trained to be better citizen lobbyists. (6)
- The Rev. Dr. Morris Hudgins joined select religious leaders from across the Commonwealth inviting other faith leaders to urge the Senate to pass federal climate change legislation.
- Collected signatures in support of the energy legislation and mailed them to our senators and congressman.
- Attended Virginia Conservation Network Lobby Day in Richmond. (3)
- The congregation participated in a photo for 350.org's "Day of Climate Action, 2010." (70)

- Demonstrated against MTR before the shareholders' meeting of Dominion Power in Charlottesville (1)
- Met with aides of U.S. Sens. Webb and Warner in Richmond to educate them about MTR from our perspective (3)
- Incubated and host for the formation of a Charlottesville Transition Towns group. (16)
- Published letters to the editor of our local paper (3).
- Maintain an active e-mail list (39) and campaign to write letters and influence lawmakers both locally and nationally on behalf of environmental issues

### ***Sustainable Living Projects***

#### **Weatherization, Energy, and Conservation Upgrades for Our Buildings**

- Set goal for energy conservation and reviewing our energy bills to see whether we met our 7% reduction goal.
- Sealed overhead lights in the sanctuary.
- Converted overhead lighting in the Social Hall and Parlor to dimmable CFLs, and ceiling fans were installed in the Social Hall.
- Purchased and installed new LED EXIT signs and a new exterior door to the Parlor, and sealed all eight fireplaces in Summit House against air leaks.
- Summit House was treated for mildew and mold. The crawl space was completely sealed to the upper floor with foam insulation, sprayed for mold at a cost of over \$11,300.
- Purchased and installed energy-efficient light fixtures for sanctuary basement.
- Purchased and installed Insulating shades for the ramp windows between the Sanctuary and the Social Hall.
- Entered the LEAP Clean Energy Makeover Non-Profit Challenge Contest. We had 25 registrations and came in second.
- The church contracted with Dixon Trash Disposal AT NO COST to haul our trash and recyclables to Van Der Linde Recycling Center in Fluvanna County, where their Green Machine employs "single-stream" recycling, recovering over 90% of it."
- New insulated doors and windows are ordered for Edgewood Lane sanctuary entrance.

#### **Sustainability Policy for our Church**

- Board Covenant approved June 2010.
- Discussions initiated with key councils and committees, Fall 2011.

#### **Car-Pooling Plan for T.J.M.C Sunday Services**

- Drew up maps and initiated carpooling sign-ups.
- Held four Carpool Challenge Sundays, one in spring and three in the fall. 50 Members participated in the fall. A drawing was held each time, with more than 30 prizes awarded.

**"Ethical Eating" Initiative: We Offered:**

- Mother's Day Mother Earth Brunch -- to educate cooks and diners about choices of local, organic, and non-factory farm raised meats. We made and served over 250 brunches.
- Supported UUpuppies' program, "Preserving the Harvest," fall 2011, speaker about how to save and store local, fresh food. (20)
- Tour of Bellair Farm CSA, Gardening, and Lunch -- October 2011 with an introduction to GA Statement of Conscience on Ethical Eating
- Purchased food compost receptacle to be introduced for the kitchen, and new outside compost bins have been completed. Education regarding composting continues.

***Additional***

**Green Lending Library and Film Series We Offered:**

- "Food Inc.," shown during 2010 Social Action Film Series
- "Full Signal" offered in February 2011
- "Blue Gold: Water Wars" in April 2011
- Purchased four new videos, storage trays, etc. for materials.

**Green Outings & Socials**

- Quality Community Council's Urban Farm Tour completed the RE children's cloth bag project..
- Sponsored a committee Wearin' O the Green party with Green Corps at Grady's Irish Pub on St. Patrick's Day 2010.
- Held a Mother Earth Brunch on Mother's Day. We fed over 250 people with local, fresh foods between and after services. Sides were donated. (15)
- "Cover Crops in the Garden" video offered with a local, organic potluck July 2011, in partnership with Transition Charlottesville/Albemarle. (35)

\*\* Numbers in parentheses indicates approximate numbers attending

## **Information from 11/2011 VP Report Regarding Church Governance Structure**

When the Council Chairs met late last month, we were honored to be asked to ‘brain-storm’ about the Council Structure with our guests Ian Sole (Board President) and Jean Sorrells Jones (Chair of the Leadership Development Committee) – Conversation included thoughts about the following:

- a. What is working
- b. Criteria for “committees” and “groups”
- c. Role of the Board vs. the Councils
- d. Leadership succession

No conclusions or decisions were formalized. This session was intended for a meeting of the minds and for information gathering. Ian and Jean SJ requested that this conversation be continued at a later date.

It seems important for the full board membership to know that not everyone is happy with the status quo. Here are some highlights of that discussion. The following comments and questions raised are listed in random order:

- There are too many committees.
- Do we need councils?
- The Council structure was meant to allow the board to do “big picture” work.
- Before we had councils, the Board used to have to do everything.
- Have to give monetary authority to the top volunteers.
- The Board has the ultimate authority and the Councils help do the work.
- Losing some of the councils would “bring the church to its knees.”
- Need to figure out how to eliminate some of the red tape so stuff can get done.
- Want to know the Long Range plans for TJMC.
- Three years of interim ministers has been an issue; but now is the time to refocus on long range planning.
- The new Facilities Planning Task Force is working on a long-range plan of facilities as related to staffing and programs.
- The Board has recently also established a new Task Force to look at staffing needs now and in the immediate future.
- Are all councils equal?
- What is the purpose of each council?
- When staff is affiliated with a council, the council seems redundant and only generates more minutes.
- Ideally each council would include staff leadership. But we don’t have staffing at this time to work in the areas of community life, administration, or social outreach.
- The Long Range Plan has to have teeth. Leadership turns over and plans get dropped.
- Big ideas have to be grounded in the congregation. Need to have majority buy-in.
- The Board needs to lead the congregation in determining what is important in Social Action, instead of having lots of single-person or very small-group initiatives.
- Board Liaisons are a communication tool for both the Board and the councils/ committees.
- Strict hierarchy is not a good way to operate. It will turn folk away from participation.
- Although lots of opinions have been expressed, it is important to let the Board be a board.

## **Diagram of Church Governance for 2011-12 Program Year**

**Board of Trustees:** (NOTE: The \* indicates affiliation, as per Bylaws.)

Executive Board: President, President-Elect \*1, Past-President \*2, Vice-President \*3, Treasurer \*4,  
Secretary

At-Large Trustees: Six total (one at \*5)

**Councils:** \*3

Administrative

Aesthetics  
Art Show  
Buildings  
Endowment \*4  
Finance \*4  
Fundraising  
    Auctions  
    Bed & Breakfast  
    Book Store  
    Scrip  
Grounds  
Information Technology  
Remembrance Garden  
U-House Management

Community Life

Active Minds  
CareNet  
Coffee Service  
Communications \*1  
Web  
Covenant Group Leaders  
Denominational Concerns  
FFUNN  
History  
Membership  
    Greeters  
Membership Tracking  
Pastoral Visitors  
Social Activities  
Twenties 'n Thirties (TNT's)  
UU Guys  
UUpity Women

Lifespan Faith Development

Adult Faith Development  
Children's Religious Education  
Va. UU Students (inactive)  
Youth Programs

Social Action

Adopt-a-Highway  
Chalice Lighters  
  
Emotional Wellness  
Environmental Action  
Food Pantry  
Gay/Straight Alliance  
IMPACT  
PACEM  
Partner Church  
Peace Action/UU-UN  
Refugee Partnership  
Soup Kitchen  
UU Service Committee  
Undoing Racism (inactive)

Worship

Altar Decorations  
Buddhist Sangha  
  
Christian Fellowship  
Labyrinth  
Music  
Sound Crew  
Ushers  
Vespers  
Worship Associates

**Other Committees, Groups, and Task Forces:**

Board-appointed or approved: Conflict Resolution, DRE Relations (inactive), Endowment, Facilities Planning, Finance \*4 (Pledge Tracker, Controller, Depositors), Green Sanctuary, Safe Congregations, Stewardship (Canvas)

Elected by the congregation: Committee on Ministry (pending), Leadership Development \*2, Personnel \*5

Non-governance Enrichment Groups: Choirs, Covenant Groups, Instrumentalists & Musicians, LFD Teachers and Volunteers, Men's Retreat, Women's Retreat

Approved September 2011

### **Information Regarding Delegates to District and GA Meetings**

**Introduction:** The following application was researched and shared by Pam Philips and Bev Thierwechter. As you can see, they have included the possibility of several items that the Board needs to clarify prior to adoption.

*Before this business comes to the table this month, each Board member is asked to consider the following:*

1. Should every potential delegate/alternate delegate fill out an application?
2. How do the members of the Board determine which applicants to appoint?
3. Should we expect each delegate to inform his/herself of the issues prior to leaving for the meetings?
4. Will the congregation specify how a representative of this congregation shall vote on specific issues? \*
5. Should every delegate be expected to bring something back to the Board and the Congregation in written and/or forum discussion? Who organizes this sharing?
6. Is the Board willing and able to commit part of the annual budget for the purpose of reimbursing delegates for a portion of the registration fees? If so, what financial commitment are we willing to make right now?

\*Bev suggests that the policy/procedure specify “that the Board would instruct delegates to vote a certain way on items that the Board has taken a position on and his/her conscience on those issues where (there is) no Board position.” She goes on to say that “you could suggest that be Board policy, but it doesn’t need to be in the (application) form. It may vary from year to year.”  
AND

Pam suggests that “unless there is a forum for discussing issues (like we had voting for UUA President or on whether we should change to name of the district), it seems like the delegates should vote their conscience.”

The following Application and Guidelines have several highlighted sections which will/may need discussion prior to final approval.

This information is being shared by Jean (by default) because eventually these items need to become policy and/or procedure in the TJMC Policy Manual.

### **Board of Trustees Guidelines for Delegate Selection**

These guidelines are intended to provide criteria for the Board of Trustee’s selection of delegates and alternates for General Assembly (GA) of the Unitarian Universalist Association (UUA) and Annual Meeting (AM) of the Southeast District (SED).

Applicants for Assembly delegates and alternates must meet the following criteria:

1. Each delegate shall be a voting member of the Thomas Jefferson Memorial Church Unitarian Universalist.
2. Each delegate shall have taken an active role in TJMCUU as a member of the Board of Trustees, through leadership or membership on committees, or through other volunteer efforts, normally for at least one year prior to being appointed a delegate.
3. Alternates shall meet the same criteria as delegates.

In addition, appointed delegates must agree to the following:

1. Expect to attend all days of plenary and business sessions and vote on issues, unless arrangements are made for an alternate to substitute for the delegate.
2. Inform yourself on the issues before the GA or SED annual meeting.
3. Present a written report after the General Assembly or SED meeting in order to receive the approved reimbursement amount for the registration fee.
4. Attend and participate in a GA Forum to be scheduled and coordinated by the Denominational Relations Committee in the fall.

Boards of Trustees selection guidelines include the following:

1. There shall be an attempt to select a group of delegates to collectively represent the congregation in all its various diversities.
2. There shall be an attempt to select delegates who will bring back ideas, issues and enthusiasm to the congregation.
3. Preferred qualities for delegate selection include demonstrated or potential leadership.
4. Preference will be to include young adults.
5. Priority may be given to qualified members who did not attend the previous year's or any other assembly as delegates.
6. In considering delegates/alternates who would participate off-site, the Board of Trustees will give preference to those who historically have been unable to attend in person.

Additional guidelines for off-site delegates (i.e., delegates who will agree to participate remotely using computer technology):

1. Before applying, applicants to be off-site delegates should check to be reasonably sure that they have the computer capacity/capability to participate remotely.
2. If approved as a GA off-site delegate/alternate, the delegate/alternate will need to confirm status as a certified delegate, check the technical requirements using an online video, participate in training and a test run prior to GA and pay the nominal registration fee.

[These criteria are not appropriate now, but we recommend that the Board of Trustees consider budgeting for reimbursement for part of registration fees to encourage more people to attend UUA and SED meetings and that we do have a GA Forum in the fall.]

**Thomas Jefferson Memorial Church Unitarian Universalist**  
717 Rugby Road, Charlottesville, VA 22903, (434) 293-8179

**Application for church delegate/alternate for**

**General Assembly (GA) or Southeast District Annual Meeting (SEDAM)**

**SEDAM:** \_\_\_\_\_ **GA:** \_\_\_\_\_  
Date Place Date Place

I wish to represent TJMCUU at:

SEDAM: as a \_\_\_ Delegate or \_\_\_ Alternate  
UUA GA: as a \_\_\_ Delegate (on-site) or \_\_\_ Delegate (remote)  
UUA GA: as a \_\_\_ Alternate (on-site) or \_\_\_ Alternate (remote)

I am applying for funding assistance for registration fee reimbursement: \_\_\_ Yes\* \_\_\_ No

\*Delegates who request reimbursement can expect a minimum of \$100 toward GA on-site registration fee, \$50 for GA off-site delegate, and/or \$50 toward SEDAM registration fee, after submission of a written report on some aspect(s) that significantly influenced the delegate. Report reimbursement submission deadlines: May 31 for SEDAM, June 30, 2012 for GA.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (day): \_\_\_\_\_ (eve): \_\_\_\_\_

E Mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Member of Thomas Jefferson Memorial Church Unitarian Universalist since: \_\_\_\_\_

Membership in other UU Churches (which & dates):

Areas of Participation in this or previous congregations:

District, Regional, & UUA Activities (& affiliated groups):

Participation in prior General Assemblies and dates:

Specific area(s) of interest for SEDAM or GA:

Please give a brief statement of why you would like to represent TJMCUU:

**I have read and understand this page and the guidelines for delegate selection (see page 2)**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return this form as **soon as possible** to the Board President box in the mail room or mail it to TJMCUU, 717 Rugby Road, Charlottesville, VA 22903, Attn. Board of Trustees or Email to [president@uucharlottesville.org](mailto:president@uucharlottesville.org)

**Note:** You must **personally register** for GA and/or SEDAM. This is only an application to be a delegate or alternate delegate. For further conference information including deadlines for registration and cost: [www.seduua.org](http://www.seduua.org) and [www.uua.org/ga/](http://www.uua.org/ga/)

### **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 10<sup>th</sup> “Cultivating Connections” conference to determine common themes.*
  - *Co-Sponsor with LD an all-church conference “Cultivating Connections” on Sept. 10<sup>th</sup>, 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.