

Unitarian Universalist Church of Chattanooga

Board of Trustees Meeting Minutes October 17th, 2017

Present: Bart Solomon, President; Nicky Ozbek, President Elect; Monique Lewis, Past President; Mary Lou Reed, VP Religious Growth Ministry; Linda Park, VP Outreach Ministry; Link Christiansen, VP Congregational Life Ministry; David Benn, VP Resource Ministry; Connie Cowherd, Secretary; Bill Derrickson, Treasurer; Lynna Ruth Standridge, Treasurer-Elect; Cathy Harrington, Developmental Minister; Mandy Cowley, Administrative Assistant.

Absent: none

Guests: George Helton with Policy Manual Committee, Judith Pedersen-Benn and Susan Kennedy both with the Transition Team

Bart called the meeting to order at 6:31PM and lit the chalice. Monique read the opening words.

Joys and concerns were shared.

Approval of Minutes: September Board minutes: Corrections were made then approved by acclamation.

Developmental Minister's Report: See attached. Also, the possibility of having a ministerial intern was discussed. Cathy has met with Meredith Olson who lives in Chattanooga. She is studying at United Theological Seminary of the Twin Cities in New Brighton Minnesota. She is interested in an Internship at UUCC. Cathy believes having an intern present through the process of DRE and Minister searches could be a stabilizing factor for the congregational. Discussion followed. Further discussion/decision was tabled until our next meeting. Cathy ask that we envision the future for UUCC.

Religious Growth Report: Mary Lou Reed - see attached report.

Outreach Report: Linda Park - see attached report.

Congregational Life Report: Link Christiansen - * Coffee ministry is moving along.

*Wowzers are investigating live streaming Sunday services then archiving them. Wowzers are asking other UUCC committees to share the cost, \$700, for this project.

Resource Ministry: David Benn – Dave has received another generous donation to cover the remaining cost of the chair lift.

Old Business:

1. **Disruptive Behavior Policy** - Judith Pedersen-Benn, representing the Transition Team (Cathy Harrington, Judith, Susan Kennedy, and Wendy Weirick) proposes the Board accept the "Policy Regarding Procedures for Resolving Conflict." This policy was

created based on recommendations made by Bill Clontz for the Developmental Process. The Team worked to shorten and clarify the "Agreement of Fellowship"; hence, the "Policy Regarding Procedures for Resolving Conflict" is proposed. This policy is congruent with the Disruptive Behavior Policy.

George Helton prefers to keep the present language of the Agreement of Fellowship which expresses a "sweetness of spirit intended to put one in the right frame of mind for conflict resolution." George and Judith will get together to and report back to the Board at the next Board meeting.

The vote for this policy was tabled until the next Board meeting.

2. Wowzers Scope of Responsibility/Minister's Role in Worship Services: Nicky has spoken to everyone involved and all agree the service leader is responsible to arrange for having a worship assistant. Worship Associates no longer exist. Cathy has been meeting weekly with members of the Wowzers. These meetings have proven to be beneficial. Nicky and/or Cathy are to report back to the Board if a problem arises.

Nicky notes that Cathy's contract is not congruent with the Bylaws and that the Bylaws need to address who is responsible for the Sunday services. She suggest a committee be formed to review and update the Bylaws.

3. Young Adult Outing/Survey: There will be a picnic for the young adults on October 22nd. Bart will report back to the Board regarding this.

4. DRE search: Mary Lou presents 1) proposal to form a DRE search committee and 2) Policy Revision Request to update the DRE job description. See attached. The proposal gives guidelines for committee size, recommendations for members, and a timeline of tasks. The RE committee drafted a new job description which includes the change from ½ time to ¾ time with additional responsibilities, attached. The search committee will report back to the Board in March.

5. When to begin Ministerial Search: Report from the Transition Team and vote of the Board: Bart lead the Board in a discussion regarding when to start a ministerial search. Cathy suggest the Board get more information from UUA. Someone could speak with Keith Kron, UUA's Director of Transitions. Bart moved this item be tabled until our next meeting. Linda seconded. Motion passed unanimously.

New Business:

1. Facility Use: David Benn presents a request from Smart Recovery (similar to 12 step program) to use the building for their meetings. The UUCS Room Rental Policy was reviewed. Section F of the Facility Use Policy states "The Facility Use Committee Chair (David Benn) ----- may waive deposits at his/her discretion-----".

2. **Nomination:** Bill Derrickson moves to nominate (per Bylaws) Monique Lewis to the Endowment Committee to replace Buck O'rear. Linda Parks seconds. Motion was passed unanimously.

3. **Discussion of Governance and Ministry book:** Tabled until the scheduled Board meeting.

4. **Jim Scott's concert:** No sponsor as stepped forward.

5. Nicky suggest we move monthly reports to the end of the Board meeting

Policies passed: DRE job description.

Proposals passed: Establish DRE search committee.

Quick Report Items: Next Board meeting will be November 21st, 6:30PM.

Board Rep/Usher schedule: October 29th Monique & Mary Lou; Nov 5th Bill & Nicky;
Nov 12th Bart & Linda; Nov19th Lynna Ruth and Link; Nov 26th Monique and Connie.

Opening and closing reading for Nov 21st - Nicky

Closing Words: Monique Lewis

November's opening and closing words: Nicky

Meeting was adjourned at 8:47PM.

Respectfully submitted,

Connie Cowherd, Board Secretary

November 17, 2017

Approved by Board on November 21, 2017

Minister's Notes

Dear Board members,

It has been a busy month as usual in the life of UUCC. Below is an outline of some of my meetings and responsibilities in addition to office hours and sermon/worship preparation.

We are looking forward to Father Lapsley's visit next week and expect to have a good turnout for the workshops.

As we look ahead to a new DRE search and ministerial search the transition team and I have discussed paths that would be best for the church. Susan Kennedy will represent the team at the meeting to share the notes from our last meeting.

The Developmental Goal of governance will be at the top of my list over the next few months and I look forward to working with all of you to discern the best governance model for UUCC.

We are pleased thus far with the interest in the Faith Forward Classes and are looking ahead to subscribing to the Roots Program in addition to the Inquirers Program. The 8 weeks Inquirer Class is a wonderful introduction, but we believe there is a hunger to go deeper.

Personally, my cataract surgery was a huge success! I'm taking poetry and Literature at UTC to fill the void in my life, speaking of which; my husband will be coming for a week-long visit on November 8 th and I'm hoping to have some extra time to spend with him.

I have no plans for travel until the end of January 2018 for the UUMA Institute for Excellence in Ministry in Florida.

In faith,

Cathy

September 21 ~ Meeting with Nancy Anderson and her daughter, Betsy, at Alexian Village regarding her Advanced Directives. Joined Claire Hale and Margaret for lunch following the

meeting and stopped in the visit with Walt Jennison.

September 24 ~ Presented at Sunday Forum, attended worship (Rachel Falu) and a Wowzer meeting following the service.

September 25 ~ Chaplain monthly meeting and training

September 26 ~ Meeting with tom and Wendy

Meeting with Mary Lou re: RE Director search process

September 27 ~ Meeting with Monique

Meeting with Chen re: Worship Associate outline and description

September 28 ~ Dr appointment; AIM class with Roses Taylor

September 29 ~ Meditation at UUCC

September 30 ~ CPD ride-a- long 8 hours

Oct 1 ~ Attended a colleagues worship service

UUCC flu shots

Oct 2 ~ Cataract surgery

Oct 3 ~ Eye appointment; Interfaith Clergy Lunch

Oct 4~ 2 nd meeting with tom;

Meeting with Meredith Olson re: possible ministerial internship @ UUCC

Oct 6 ~ mentor training at Father's to the Fatherless

Oct 8 ~ Worship service

Start of Faith Forward Class

Oct 9 ~ Visit George Olin in hospital in Cleveland

Oct 11 ~ Pastoral Care meeting and training

Oct 12 ~ Finance Meeting

Oct 13 ~ Transition Team meeting

Meditation UUCC

Oct 15 ~ Worship service

Faith Forward Class

Oct 16 ~ Health Fair CPD

Oct 17 ~ JFK luncheon

Cover letter for a Policy Recommendation made by the Transition Team to the **UUCC Board for the POLICY REGARDING PROCEDURES FOR RESOLVING CONFLICTS**

October 14, 2017

We have reviewed the UUCC Agreement for Fellowship written in 2004 and have worked with George Helton (one of the original creators of the Agreement for Fellowship) to create a new policy and update the original document. The new policy is congruent with our Disruptive Behavior Policy and is acceptable to George.

Sincerely,

The Transition Team

Frank Caperton, Cathy Harrington, Susan Kennedy, Linda Park, Judith Pedersen-Benn, Wendy Weirich

***POLICY* Regarding Procedures for Resolving Conflicts**

WHAT TO DO WHEN YOU HAVE A CONFLICT WITH ANOTHER

PERSON(S) WITHIN THE CHURCH: We assume that each person in our congregation will, when requested, be willing to meet with another person who believes there is a conflict. Even if you do not see the conflict it is important to talk with the person who perceives one and find a resolution.

The Process:

1. Reflect on your personal involvement in the conflict.
2. Define what the issues are that you want to address.
3. Review the church's Covenant, and Communal Promise, and Agreement for Fellowship (all are on the church's website) in order to get a sense of how to approach a conflict in a heartfelt way.
4. Ask the other person(s) to meet with you to discuss the conflict and set a date/time.
5. If the person(s) refuses to meet and the Conflict continues, then implement the Disruptive Behavior Policy by communicating with the Board President and Minister.
6. At all times treat the person with respect (focus on issues, not personalities, speak the truth, speak with compassion.
7. Listen carefully to what the other person has to say so you will have a fuller picture of what the person's perspective/issues are.
8. Share your perspective/issues.
9. Ask for what you need and ask the other person(s) what they need.
10. See if you can find a mutually acceptable solution to the conflict.

If you find a solution then you are finished and hopefully you will both agree to maintain respectful fellowship.

WHAT TO DO WHEN A CONFLICT CANNOT BE RESOLVED

If the involved parties are not able to resolve a conflict then a church or outside facilitator will be provided to see if they can offer assistance in resolving the conflict. The Church Community is dedicated to offering assistance through the minister and/or people in the church with mediation skills and/or by hiring an outside mediator if necessary. **In this case the facilitator will send a detailed description of what the conflict was about, how it was resolved or not resolved, and the resolution/non-resolution date, to the Board President and the Minister so there will be a record of mediated conflicts.**

WHAT TO DO WHEN MEDIATION FAILS

If a conflict cannot be resolved and it is threatening the safety of individuals; interfering or threatening to interfere any church activity; involving encounters that are abusive, deceitful, or may be perceived to cause current or future members to abandon the church. If, then, the next step is to personally go to the Chair of the Board and Minister so the Board can institute the “Disruptive Behavior Policy.”

Policy Revision UNITARIAN UNIVERSALIST CHURCH OF CHATTANOOGA

Policy Revision Request

Policy Title or Description: **Director of Religious Education for Children and Youth**

Current Effective Date (*indicate "NEW" if policy area is not currently covered*)
immediately

Proposed Revised or New Policy Language (*attach pages if policy is lengthy*)
See attached

Purpose of revision: **position was upgraded from ½ time to ¾ time with additional responsibilities**

Submit suggested policy to one or more board members for discussion and approval. You may be asked to attend a meeting to present back up information.

Presented By. **Mary Lou Reed as liaison for RE Committee** Date 10/1/2017

Approved by:

Date

UNITARIAN UNIVERSALIST CHURCH OF CHATTANOOGA

TITLE: **Director of Religious Education for Children & Youth**

REPORTS TO: Minister

PRIMARY ACCOUNTABILITIES

The Director of Religious Education (DRE) designs and implements a curriculum of engagement and instruction for young congregants from pre-K age through high school; recruits, schedules, and supervises Religious Education teachers and assistants from volunteers within the congregation. Oversees Nursery personnel. Prepares an annual budget for RE activities. Assists Minister with planning and providing Multigenerational services

throughout the year. Scripts and directs 3 Children & Youth services per calendar year. Manages/oversees Our Whole Lives (OWL) program.

DUTIES & RESPONSIBILITIES

- Research and select curricula for use in each age cohort every year. Review curricula not currently in use for adaptability or use at UUCC. Present curricula choices for RE committee review for fall classes.
- With the Vice president for Religious Growth, prepare and present annual RE budget for the Board and Annual Meeting approval.
- Script, direct, and rehearse 3 annual UU Kids services.
- Assist Minister with planning and directing of multigenerational services.
- Oversee/manage Our Whole Lives (OWL) sexuality education program. Schedule classes, provides training opportunities for volunteer facilitators, offer outreach.
- Recruit RE teachers and classroom assistants.
- Prepare teacher and assistant schedules.
- Create Newsletter notification of RE news. Submit by deadline.
- Hold weekly office hours as directed by the Minister.
- Serve as an advocate for the interests of children, youth, and families within our church.
- Oversee Nursery personnel.
- Write monthly DRE Report for the BOT.
- Maintain RE files and records, to include student/family registration forms.
- Maintain contact with other DREs in region and nationally, and attend UU programs as scheduled and RG&E budget allows.
- Work toward RE Credentialing, with time allowed for study, writing, and reflection.
- Coordinate annual RE trips: Youth Cons at The Mountain, RE Families Trip.
- Create and/or Edit/Adapt weekly lessons for all classrooms.
- Create/purchase/gather supplies for all classrooms.
- Serve as replacement for teachers/assistants when staffing needs are not met.
- Recruit childcare workers for church gatherings/classes/special events (other than RE sponsored events).

SCHEDULE:

Thirty hours per week. Weekly office hours to be agreed with the Minister and posted. One Sunday off per month.

REQUIREMENTS:

Bachelor Degree, preferably related to childhood education. Two years experience working with children, preferably in an educational setting. Work toward obtaining Certification from UUA Liberal Religious Educators' Association, as time and professional budget allows. Proven written and verbal communication skills. Familiarity with basic budget preparation and administration.

Status: Exempt

Updated: 10/17

Board Report – VP Outreach Ministry – October 17, 2017

Social Justice

Members of this team:

- are busy making arrangements for Father Lapsley's workshops and training on Healing Memories beginning on October 24th.
- continue to work with organizations such as Welcome Home Chattanooga; Father to the Fatherless; CALEB – Chattanooga in Action for Love, Equality & Benevolence.

- continue to shows movies on the 4th Friday nights of each month.
 - participated in marches, rally's and vigils for equal justice, black history and peace - carrying our new UUCC Social Justice banner and Standing on the Side of Love signs.
 - co-sponsored an event, A Day of Peace, with the Center for Mindful Living in Coolidge Park where we had a booth.
 - and are always busy working for social justice with our UU values and principals in mind.
-

Membership

Mandy, Cathy and I have been working on our new program, Faith Forward, which is off to a great start. There have been 2 classes so far and there were 5 visitors in the 1st one and 3 in the 2nd. Cathy has been facilitating, with me as her side kick. I highly recommend members and friends to join us from time to time, because: 1) you will learn something and 2) it is fun to talk to our visitors! We will be asking other members of the membership team, along with of church members to facilitate some of these classes.

Communications

Anne and Chen continue to work on updating the information on the website, some of which needs input from appropriate people in the church to update information, pictures, etc. They are investigating other websites, plus getting feedback from users of our website. Also, Lynn took pictures and requested bios of the board members for the website.

Anne Cornwell is planning to step down as chairperson this Committee next May. She will remain on the team, just not as the chair. I will be looking for a new chairperson, as well as looking for other people who are interested in being on this team. Beth Terry will be re-joining this month.

The team would like to remind the board members that this team would like to work with other teams on publicity for events or how to use some of the equipment we have at UUCC to increase efficiency and create different ways to work together.

Treasurer's November 2017 Report:

Below are my comments for the financials for October. Also attached are both the October Balance Sheet and the Income & Expense Statement. Past Treasurer, Daidee Springer will be taking my place at the BOT meeting while I am on vacation "down under".

Balance Sheet

Pass Thru Contributions

1. Benevolence Fund (a/c 2302): during the month we transferred \$325 to our Minister's Benevolence Fund Checking Account. This checking account is now at full balance of \$500.

2. Healing Memories Grant (a/c 2335) is up by \$978 reflecting seven people paying the \$150/each tuition coupled with some initial miscellaneous expenses processed.

3. Social Justice Signs (a/c 2318) reflects invoice payments for more signs that have yet to be sold to congregational members.

Temporarily Restricted (a/c 3201)

4. Church of God Rent was increased by \$2,000 instead of its normal \$1,000. This reflects a previous month's misclassification of rental income.

5. Music Enhancement Fund (a/c 3250-110) was increased by \$370 reflecting donations for hymnals. Update: all hymnals have been sold and funds transferred back into the reserve account.

Income & Expense Statement

6. Pledge Income (a/c 4030): although the balance is higher than last month, it is still approximately \$3k below monthly average. Our YTD total is currently \$2.5k below the budgeted level. **Most alarming is that we are \$14k below the YTD levels for the same time period last year!**

7. Quarterly Pledge Statements were mailed out within the last two weeks that should help remind members to fulfill their obligations.

8. Gift Income (a/c 4051-400) was pleasantly increased by a donation of \$1,000. Nice!

9. Interest Income (a/c 4500) reflects the low .2 to .3 percent interest that our bank provides on CDs. The Finance Committee is developing a proposal to switch from 6-month CDs to Treasury Bills which are paying 1.33 percent for 6-month duration, and much higher for longer periods of time.

10. Retirement accounts (5099, 5170 and 5409) were not charged this month for a total of \$886.47. Corrections have been made and the results will appear in in our November statements.

11. In summary, Total Expenses exceeded revenues for the period by \$4,039.