



Unitarian Universalist Fellowship of Gainesville

UUFG Governing Board Meeting Agenda

March 28 – 6:30 pm to 8:30 pm

1. [6:30 pm] Gathering and Meeting Preparation 10 min
 - a. Welcome, Call to Order, Quorum
 - b. Chalice Lighting and Reading
 - c. Board Covenant: *Inspired by our Unitarian Universalist principles, together we guide our congregation and its mission and vision with transparency, gratitude, and respect.*
 - d. Personal check-in
 - e. Confirm roles (timekeeper, gratitude notes) and any updates
 - f. Assign roles and confirm meeting agenda
2. [6:40 pm] Congregational Input 5 min
3. [6:45 pm] Consent Agenda 10 min
 - a. President's Report (Att. 1)
 - b. Minister & Staff Report (Att. 2)
 - c. Treasurer's Report (Att. 3)
 - d. Minutes of February 28, 2022 Board Meeting (Att. 4)
 - e. Fellowship Council Report (Att. 5)
 - f. Policy for Meeting in Person (Att. 6)
 - g. Policy on Childcare Providers (Att. 7)

Motion: *To approve the consent agenda*
4. [6:55 pm] Discussion, Action Items, Visioning 30 min
 - a. Discuss: *Unlocking the Power of Covenant*, Chapters 5 & 6

[7:25 pm] *Management and Facilities* 15 min

 - b. Update on Rental Agreement and Guidelines

[7:55 pm] *Visioning* 5 min

 - c. Installation of Minister Ceremony update

[8:05 pm] *Leadership and Governance* 20 min

 - d. Submissions for Foundation funding
 - e. Developing leaders for UUFG
 - f. Take someone from Social Justice to be a liaison to Board
 - g. Shared Leadership model
 - h. General Assembly – 22-26 June. Need delegates
 - i. Annual Meeting – proposed date May 22
5. [8:15 pm] Wrap up 15 min
 - a. Emerging Concerns
 - b. Calendaring and Action Items
 - c. Gratitudes
 - d. Board Process - external observer
 - e. Personal Check-out
 - f. Next meeting April 25, 2022
6. [8:30 pm] Adjournment

PRESIDENT'S REPORT
March 28, 2022
UUFG Board

We have been working on the Board members for 2022-2023. We are also thinking about making some leadership position changes. The Board will be discussing this at the Board meeting on Monday night.

The Ministerial Installation will be held inside and the reception will be outside. Planning is going very well and we are expecting a large crowd.

Sunday services are now inside and are well attended. Rev Christe will not be giving sermons for a least a month. Liz Stewart and the Worship team are doing a wonderful job of planning and running the services.

The Friends of the Courtyard dedicated the Courtyard last Sunday in a very special ceremony with singing, a sermon and dedication by the families of each bench. It is a wonderful addition to UUFG and will be enjoyed for years to come.

I look forward to seeing you at church.

In faith,
Martha Soles
President
UUFG Board



Unitarian Universalist Fellowship of Gainesville

To: Governing Board

From Staff

Date: 3/24/2022

RE: Monthly Report for March 2022

Membership

Unchanged from last month, our database shows 156 members and 24 supporting friends.

Last year's membership in March was 158.

February Attendance

Sundays, February 2022 – As Covid conditions improved in Alachua County, we held our February 20 service outside, and on February 27, we held our service inside the combined Sanctuary and Phillips Hall spaces of the Fellowship Hall. Our choir contributed to services on February 13, 20 and 27. Attendance and clicks averaged around 156 per service. Our YouTube channel now has 176 subscribers.

Date	YouTube	In-Person Attendance	Total
2/6/2022	181	5	186
2/13/2022	116	25	141
2/20/2022	90	60	150
2/27/2022	86	60	146

Sundays, February 2021 – Average clicks per service: 236. We had 98 YouTube subscribers.

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Date	Facebook	YouTube	Total
02/07/2021	172	43	215
02/14/2021	184	72	256
02/21/2021	214	60	274
02/28/2021	185	15	200

Attendance

02/01/2022	Morning Meditation	P Turner	6	
02/01/2022	UU Elders	H Arata	3	
02/01/2022	Worship Team	L Stewart		rescheduled
02/03/2022	Menu Planning	M Anthony		
				no longer meeting per calendar. Attendance varies from 4-8 during occasional meetings
02/03/2022	CUUPS	A MoonOak		
02/03/2022	Choir Rehearsal	D Nirenberg	13	
02/05/2022	Friends of the Courtyard	P Caren	5	
02/06/2022	UUFG Foundation	L Samuels		not available
02/06/2022	Sunday Service - online		181	
02/06/2022	Sunday Service - in person		5	
02/06/2022	Coffee Hour			not available
02/07/2022	Social Justice Circle - informal	M Bahr		not available
02/08/2022	Morning Meditation	P Turner	8	
02/08/2022	Fellowship Council	D DePuydt	8	
02/10/2022	UUFG Men's Lunch Group	T Bullock	n/a	technical difficulties
02/10/2022	Menu Planning	M Anthony	2	
02/10/2022	Chalice Choir	D Nirenberg	13	
02/12/2022	Buildings & Grounds Work Morning	M Roberts	7	
02/13/2022	Sunday Service - online		116	
02/13/2022	Sunday Service - in person		25	
02/13/2022	Coffee Hour			not available
02/13/2022	Common Read Discussion	M Moyer		not available
02/15/2022	Morning Meditation	P Turner	8	
02/16/2022	Safety Committee & GPD presentation	C Pierce	16	
02/16/2022	Touchstones Small Group	T Mareci		not available
02/16/2022	RELATE	L Stewart		not available
02/16/2022	Menu Planning	M Anthony	2	
02/16/2022	Chalice Choir Rehearsal	D Nirenberg	14	
02/19/2022	UU Book Circle	M Soles	7	
02/20/2022	Sunday Service - online		90	
02/20/2022	Sunday Service - in person		60	
02/20/2020	New Member Orientation	J Kendall	6	
02/20/2022	Social Justice Circle	M Bahr		not available
02/20/2022	Literati Book Club	L Stewart		not available

02/21/2022	Popcorn & a Movie	M Bahr	not available
02/22/2022	Morning Meditation	P Turner	8
02/22/2022	Widening the Circle of Concern	C Lunsford	not available
02/24/2022	Menu Planning	M Anthony	2
02/24/2022	Chalice Choir	D Nirenberg	12
02/27/2022	Sunday Service - online		86
02/27/2022	Sunday Service - in person		60
02/27/2022	Common Read Discussion	M Moyer	not available

UUFG Office Notes

Rentals

We have begun renting our facilities to renters. We have a Celtic music concert scheduled for Friday evening on April 8 and the Gainesville Bridge Club resumes its Monday evening sessions in the Fellowship Hall on Monday, April 4. Florida Native Plant Society also resumes in April. Helen Kirklin, our violin teacher, is renting our Sanctuary on Wednesday evening, April 20 for recitals. I understand that after those recitals she is retiring from active teaching.

Jordan Key and Jason Johnson of The Aegis Institute are scheduled to meet with Rev. Christe Lunsford on Thursday morning, March 31 as our Fellowship explores a possible long-term relationship with a newly-forming private school.

Leah Cobb Lee, Rose Cole, Rev. Christe and Cam Pierce are scheduled to meet to discuss our Fellowship's rental policy on Thursday afternoon, March 31.

UUFG Building Usage

Although a number of our groups are still meeting via Zoom, our members are slowly beginning to use our spaces for meetings on campus. Messy Playdates has resumed for twice-monthly gatherings on our Fellowship's playground.

Mailings & Communications

With assistance Liz Stewart, we sent out the February Touchstones journals. Cam sent out anniversary letters to all members who have joined the Fellowship in March, continued creating the PDF agendas and attachments for the board that we email to the congregation, created weekly Gazettes and Chalice Connections as well as other MailChimp campaigns to advertise Fellowship-related events.

We continue posting service and event announcements and other updates on our website. Questions remain about how to create a "members section" and how we are going to manage our listservs and email addresses, which remain on our original server.

Finance

Cam reconciled bank accounts, paid bills, and provided supporting information to Rose Cole and Rev. Christe concerning donations and various expenses in advance of budgeting for our upcoming fiscal year.

Safety Committee

Our Safety Committee met in March via Zoom. Among other developments, Jonathan Coron has volunteered to serve as the committee chair. The committee has recommended that staff consider security cameras and/or other improvements and is looking into funding first aid and CPR training courses at the Fellowship. The committee also recognizes that more fully implementing EOP plans require recruiting volunteers and training them for a variety of tasks.

Facilities

Our courtyard dedication was a joyful occasion.

Marilyn Roberts pressure washed our tan shed and reorganized its contents.

JAM Construction complete two projects: replacing our main walkway up to the Fellowship Hall entrance and installing a concrete ring around the fire pit.

Office Help

Liz Stewart has continued volunteering time in the office to assist with a variety of tasks. She helped prepare our Common Room, which is now ready for small group use as Covid protocols allow. She has also assisted Rev. Christe in documenting music use in our service recordings.

Possible tasks suitable for volunteer assistance include:

Touchstone Journal – printing, envelope stuffing, mailing

Anniversary and other letters – printing, mailing, etc.

Facebook – updating events Assess value of promoting online services or other events.

Rental assistance – meeting with vendors on weekends, checking on the Fellowship.

Updating our website with the latest events.

Zoom hosting

RE Department Preparations

In preparation for her departure, Heather is taking several steps to ensure a smooth transition to her successor. She is reorganizing and cataloging as much as possible so that the incoming RE professional will know where things are, how things were done in the past, and have a clean template from which to work and settle in.

With the help of Liz Stewart and Kirsten Flamand, we are reorganizing the RE supply closet in Heather's office and clearly labeling things for easy location and use.

Cam has set up a UUFG Google Drive folder dedicated to all the digital materials Heather has made and used over the last few years. These include digital curricula, iMovies, and slides for the Story for All Ages. She is in the process of moving those files into this new drive so that both Rev Christe and the new hire have easy access to those materials.

She will also be extensively cataloging the children's books in her office that she has used over the last few years. This catalog will also be in a digital format for ease of sharing but also so that it can be easily added to as new books are acquired.

Unitarian Universalist Fellowship - Gainesville FL									
Treasurer's Report as of February 2022 for General Fund									
Wednesday, March 16, 2022									
Account #	Account Name	Period Activity February	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD	Annual Budget	Annual Budget Remaining	
Income									
Income to General Fund									
Sustaining Gifts-Members & Friends									
4.100.030	Current Years Pledges	22,193.75	23,000.00	140,001.36	184,000.00	(43,998.64)	276,000.00	135,998.64	
4.100.050	Sunday Collect/Unidentified G	1,607.36	1,250.00	7,330.89	7,500.00	(169.11)	12,500.00	5,169.11	
	Total Sustaining Gifts-Members & Friends	\$23,801.11	\$24,250.00	\$147,332.25	\$191,500.00	(\$44,167.75)	\$288,500.00	\$141,167.75	
Miscellaneous Income									
4.100.210	Rental Income	128.11	1,667.00	1,355.00	5,001.00	(3,646.00)	11,667.00	10,312.00	
4.100.300	Special Activities-Auction	0.00	10,000.00	0.00	10,000.00	(10,000.00)	15,000.00	15,000.00	
4.100.330	Interest	0.00	6.00	30.59	48.00	(17.41)	72.00	41.41	
4.100.430	Book Cart Income	0.00	333.00	0.00	666.00	(666.00)	1,000.00	1,000.00	
	Total Miscellaneous Income	\$128.11	\$12,006.00	\$1,385.59	\$15,715.00	(\$14,329.41)	\$27,739.00	\$26,353.41	
	Total Income to General Fund	\$23,929.22	\$36,256.00	\$148,717.84	\$207,215.00	(\$58,497.16)	\$316,239.00	\$167,521.16	
	Total Income	\$23,929.22	\$36,256.00	\$148,717.84	\$207,215.00	(\$58,497.16)	\$316,239.00	\$167,521.16	
Expense									
Expenses from General Fund									
Programs									
5.100.110	Membership	0.00	67.00	22.38	536.00	(513.62)	800.00	777.62	
5.100.120	UU Leadership	0.00	50.00	440.61*	400.00	40.61	600.00	159.39	
5.100.130	Social Justice	275.00	108.00	1,087.35*	864.00	223.35	1,300.00	212.65	
5.100.140	RELATE	0.00	25.00	0.00	200.00	(200.00)	300.00	300.00	
5.100.150	CUUPS	0.00	0.00	0.00	250.00	(250.00)	250.00	250.00	
5.100.240	RE Program Activities	59.86	250.00	1,131.71	2,000.00	(868.29)	3,000.00	1,868.29	
5.100.270	Background Checks	0.00	0.00	156.45*	0.00	156.45	0.00	(156.45)	
5.100.280	Hospitality Budgeted	0.00	50.00	7.00	300.00	(293.00)	500.00	493.00	
5.100.310	Worship - Sunday Services	0.00	334.00	1,246.42	2,915.00	(1,668.58)	4,500.00	3,253.58	
5.100.320	Music Program	115.77	167.00	1,971.01*	1,336.00	635.01	2,000.00	28.99	
5.100.410	Canvass Expenses	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	
5.100.420	Fundraising Expenses	0.00	0.00	0.00	1,300.00	(1,300.00)	1,300.00	1,300.00	
5.100.430	Book Cart Expense	0.00	0.00	0.00	500.00	(500.00)	1,000.00	1,000.00	
	Total Programs	\$450.63	\$1,051.00	\$6,062.93	\$10,601.00	(\$4,538.07)	\$16,550.00	\$10,487.07	
Administration & Operational Support									
5.100.010	Board Discretionary Funds	0.00	25.00	0.00	200.00	(200.00)	300.00	300.00	
5.100.020	Pastoral Care Expense	0.00	17.00	0.00	136.00	(136.00)	200.00	200.00	
5.100.030	Contributions to Reserves	416.67	417.00	3,333.36	3,336.00	(2.64)	5,000.00	1,666.64	
5.100.520	Denominational Dues	2,743.82	1,372.00	10,975.28	10,976.00	(0.72)	16,463.00	5,487.72	
5.100.525	Insurance	0.00	1,167.00	8,892.33	9,336.00	(443.67)	14,000.00	5,107.67	
5.100.530	Office Expense	741.80	583.00	4,463.54	4,664.00	(200.46)	7,000.00	2,536.46	
5.100.535	Pianist/Accompanist - Contractor	750.00	0.00	750.00*	0.00	750.00	0.00	(750.00)	
5.100.540	Bookkeeper	0.00	208.00	1,000.00	1,664.00	(664.00)	2,500.00	1,500.00	
5.100.545	Telephone & Internet	1,199.50	661.00	4,961.03	5,288.00	(326.97)	7,935.00	2,973.97	
5.100.550	Utilities - Electricity & Water	2,277.05	1,333.00	10,608.82	10,664.00	(55.18)	16,000.00	5,391.18	
5.100.560	Waste Disposal	164.42	189.00	1,280.05	1,464.00	(183.95)	2,220.00	939.95	
5.100.570	Custodial Service	770.00	770.00	6,160.00	6,160.00	0.00	9,240.00	3,080.00	
5.100.572	Custodial Supplies	0.00	63.00	115.06	504.00	(388.94)	750.00	634.94	
5.100.575	Facilities Maintenance	670.00	833.00	8,785.62*	6,664.00	2,121.62	10,000.00	1,214.38	
5.100.580	Backflow and Fire Suppression	0.00	1,839.00	2,453.62	2,799.00	(345.38)	3,409.00	955.38	
5.100.583	Security & Safety	171.38	125.00	555.98	1,000.00	(444.02)	1,504.00	948.02	
5.100.585	Pest Control	0.00	75.00	400.00	1,000.00	(600.00)	1,300.00	900.00	
5.100.595	VANCO and Bank Fees	101.48	140.00	1,001.78	1,120.00	(118.22)	1,680.00	678.22	
	Total Administration & Operational Support	\$10,006.12	\$9,817.00	\$65,736.47	\$66,975.00	(\$1,238.53)	\$99,501.00	\$33,764.53	
Compensation & Related Expenses									
5.100.610	Ministers Salary	1,539.33	1,539.00	12,314.64*	12,312.00	2.64	18,472.00	6,157.36	

						Unitarian Universalist Fellowship - Gainesville FL			
						Budget Variance Report			
						February 2022			
Account #	Account Name								
Income									
Income to General Fund									
Sustaining Gifts-Members & Friends									
4.100.030	Current Years Pledges				YTD Pledges are significantly less than budgeted.				
4.100.050	Sunday Collect/Unidentified G				Under budget due to few in person services.				
Miscellaneous Income									
4.100.210	Rental Income				Under budget due to Covid restrictions.				
4.100.300	Special Activities-Auction				An auction has not been held this year due to Covid				
4.100.330	Interest								
4.100.430	Book Cart Income				Under budget due to Covid restrictions.				
Expense									
Expenses from General Fund									
Programs									
5.100.110	Membership								
5.100.120	UU Leadership				Over budget, primarily due to purchas of the Power of Covenant books.				
5.100.130	Social Justice				Over budget				
5.100.240	RE Program Activities								
5.100.270	Background Checks				Money was not budgeted for background checks.				
5.100.280	Hospitality Budgeted								
5.100.310	Sunday Services								
5.100.320	Music Program				Over budget primarily due to interviewing a prospective musicdirector In September with a weekend program with the Choir and Pianist. Expenses incurred in Nov- interviewing choir director				
5.100.410	Canvass Expenses								
5.100.420	Fundraising Expenses								
Administration & Operational Support									
5.100.010	Board Discretionary Funds								
5.100.020	Pastoral Care Expense								
5.100.030	Contributions to Reserves								
5.100.520	Denominational Dues								
5.100.525	Insurance				Cost is higher than projected.				
5.100.535	Music Program				A pianist has been hired, but is an independent contract not a salaried employee.				
5.100.530	Office Expense								
5.100.540	Bookkeeper								
5.100.542	Audiovisual Contractor								
5.100.545	Telephone & Internet								
5.100.550	Utilities - Electricity								
5.100.560	Waste Disposal								
5.100.570	Custodial Service								
5.100.572	Custodial Supplies								
5.100.575	Facilities Maintenance				Over budget as shed was re-wired & carpet in the fellowship hall was cleaned and LED lights and sensor installed. Also, broken amp was replaced in Sept. in addition to regular mainenance. Nov - thermostat replaced in sanctuary and shelving installed in common room. Shelves installed in Common Room, outlets installed in Sound Room & light sensors installed in breezeway. Jan - an air scrubber was installed in choir room and light bulbs were purchased. In Feb the office fan motor & thermostat was replaced.				
5.100.580	Backflow and Fire Suppression				Over budget as there was a leak repaired over the Window Room & a waterline installed, in addition to regular maintenance. Also, false alarm charge\$174 in Dec. Additional work will be necessary - trying to hold off until next fiscal year.				
5.100.583	Security								

[illegible]

Unitarian Universalist Fellowship - Gainesville FL									
Treasurer's Report as of February 2022 for General Fund									
Wednesday, March 16, 2022									
Account #	Account Name	Period Activity February	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD	Annual Budget	Annual Budget Remaining	
5.100.620	Ministers Housing Allowance	4,000.00	4,000.00	32,000.00	32,000.00	0.00	48,000.00	16,000.00	
5.100.630	Ministers, In Lieu of Self Employment Tax	423.76	424.00	3,390.08	3,392.00	(1.92)	5,088.00	1,697.92	
5.100.640	Ministers Pension Fund	553.93	554.00	4,431.44	4,432.00	(0.56)	6,648.00	2,216.56	
5.100.650	Ministers Health Insurance	371.98	811.00	2,356.19	6,488.00	(4,131.81)	9,730.00	7,373.81	
5.100.670	Ministers Professional Expenses	(211.90)	554.00	4,677.02*	4,432.00	245.02	6,648.00	1,970.98	
5.100.680	Contributions to Ministers Sabbatical Fund	575.00	575.00	4,600.00	4,600.00	0.00	6,900.00	2,300.00	
5.100.710	Congregational Administrator Salary	3,505.60	3,038.00	25,284.84*	24,304.00	980.84	36,458.00	11,173.16	
5.100.712	Congregational Administrator-Professional Expenses	0.00	304.00	100.00	2,432.00	(2,332.00)	3,648.00	3,548.00	
5.100.720	Choir Director Salary	1,320.00	1,200.00	1,980.00	7,200.00	(5,220.00)	12,000.00	10,020.00	
5.100.722	Music Director's Professional Expenses	50.00	120.00	50.00	720.00	(670.00)	1,200.00	1,150.00	
5.100.725	Pianist/Accompanist - Payroll	0.00	920.00	5,821.86	7,360.00	(1,538.14)	11,034.00	5,212.14	
5.100.728	Audiovisual Technician	390.00	455.00	3,768.75*	3,640.00	128.75	5,460.00	1,691.25	
5.100.731	Director of RE Salary	1,896.00	1,642.00	13,724.60*	13,136.00	588.60	19,706.00	5,981.40	
5.100.732	Director of Religious Education-Professional Exp.	0.00	164.00	0.00	1,312.00	(1,312.00)	1,968.00	1,968.00	
5.100.740	Child Care	132.60	368.00	437.59	2,208.00	(1,770.41)	3,680.00	3,242.41	
5.100.820	Staff Pensions	468.13	455.00	3,745.04*	3,640.00	105.04	5,462.00	1,716.96	
5.100.910	Payroll Tax Expenses	554.18	500.00	3,900.56	3,960.00	(59.44)	5,960.00	2,059.44	
	Total Compensation & Related Expenses	\$15,568.61	\$17,623.00	\$122,582.61	\$137,568.00	(\$14,985.39)	\$208,062.00	\$85,479.39	
	Total Expenses from General Fund	\$26,025.36	\$28,491.00	\$194,382.01	\$215,144.00	(\$20,761.99)	\$324,113.00	\$129,730.99	
	Total Expense	\$26,025.36	\$28,491.00	\$194,382.01	\$215,144.00	(\$20,761.99)	\$324,113.00	\$129,730.99	
Difference		(\$2,096.14)	\$7,765.00	(\$45,664.17)	(\$7,929.00)		(\$7,874.00)		
* = Income/Expense exceeds amount budgeted to date									

Unitarian Universalist Fellowship - Gainesville FL						
Consolidated Fund Activity Report for February 2022						
Tuesday, March 15, 2022						
Account #	Account Name	Beg Balance	Receipts	Disbursements	Transfers/JE's	End Balance
3.100.100	General Fund Balance	37,372.97	23,929.22	26,025.36	0.00	35,276.83
3.100.301	Ministers Discretionary Pass Through Fund	1,232.45	65.00	0.00	0.00	1,297.45
	Balance					
3.100.321	Minister's Sabbatical Fund Balance	17,857.58	0.00	0.00	575.00	18,432.58
3.202.100	Music Support Fund	1,777.28	0.00	0.00	0.00	1,777.28
3.203.110	Memory Garden Fund	1,947.11	0.00	0.00	0.00	1,947.11
3.203.120	Courtyard Fund Balance	5,124.52	300.00	300.00	0.00	5,124.52
3.204.110	Book Cart Fund	10.00	0.00	0.00	0.00	10.00
3.206.100	<i>Foundation Grants</i>					
3.206.130	Front Sign Repair Fund (Grant) Balance	533.06	0.00	0.00	0.00	533.06
3.206.131	Office Furniture Replacement Fund (Grant) Balance	28.01	0.00	0.00	0.00	28.01
3.206.133	Fire Circle Renovation Fund Balance	755.00	0.00	0.00	0.00	755.00
3.206.140	UU Leadership Fund - Balance	409.47	0.00	0.00	0.00	409.47
3.206.141	OWL Fund (Grant) Balance	1,728.92	0.00	0.00	0.00	1,728.92
3.206.186	Security (grant) Balance	2,262.17	0.00	0.00	0.00	2,262.17
3.206.211	Labyrinth Repair (grant) Balance	2,500.00	0.00	0.00	0.00	2,500.00
3.210.100	<i>CYREC</i>					
3.210.110	RE Fund Balance	2,531.13	8.00	0.00	0.00	2,539.13
3.210.120	Youth Support Fund Balance	1,763.09	0.00	0.00	0.00	1,763.09
3.216.100	<i>Social Justice Fund</i>					
3.216.110	Social Justice Unallocated Funds	2,225.93	0.00	0.00	0.00	2,225.93
3.216.150	Pineridge Fund	1,101.98	0.00	0.00	0.00	1,101.98
3.216.160	Share The Plate Balance	449.00	361.00	0.00	0.00	810.00
3.400.100	<i>Future Funding & Capital Reserve Accounts</i>					
	<i>Balance</i>					
3.404.110	Res. Fd for Large Scale Maintenance-Balance	58,455.22	0.00	0.00	416.67	58,871.89
3.500.100	Land & Building Fund	1,105,900.00	0.00	0.00	0.00	1,105,900.00
3.500.150	Furnishings & Equipment Fund	62,670.00	0.00	0.00	0.00	62,670.00
3.500.200	UUFG Foundation Balance	520,714.71	0.00	24,137.78	0.00	496,576.93
3.500.250	Ministers Discretionary Fund Bank Account	6,887.43	(174.89)	0.00	0.00	6,712.54
	Balance					
	Total	\$1,836,237.03	\$24,488.33	\$50,463.14	\$991.67	\$1,811,253.89

Unitarian Universalist Fellowship - Gainesville FL
Consolidated Fund Narative Report
February, 2022

Account #			Account Name	Name	Source	Purpose/Variance
3.100.100			General Fund Balance			Beginning Bal is last month's ending balance. Receipts are the total income for the month. Disbursements are the total expenses for the month. End Balance equals the beginning balance, plus income minus expenses.
3.100.301			Ministers Discretionary Fund Balance	Rev Christe	Donations	This is a pass-thru account. We transfer this money to a separate checking account.
3.100.321			Ministers Sabbatical Fund Balance	Board	General Fund	Reserved for a substitute Minister when our Minister goes on Sabbatical (Yrs 4-7)
3.201.110			Hospitality Fund Balance	Heather McAuslane/Martha Soles		No expenses due to Covid
3.202.100			Music Support Fund	Beverly Sanders/Rev Christe		No expenses due to Covid
3.203.110			Memory Garden Fund	Pete Turner & Tamara Evonne	Donations	For the maintenance of the memory garden.
3.203.120			Courtyard Fund Balance	Pat Caren	Donations	Funds have been raised to purchase benches, in addition to improvements and maintenance to the courtyard.
3.204.110			Book Cart Fund	Paul Hargrave	Sales	This income of \$10 will be reallocated from this fund into the General Fund.
3.206.100			Foundation Grants			
	3.206.130		Front Sign Repair Fund	Marilyn Roberts	Foundation	Refurbish Front Street Sign.
	3.206.131		Office Furniture Replacement	Cam Pierce	Foundation	Replacermnt of Admin office furniture - in progress
	3.206.132		Fellowship Hall Door Fund	Marilyn Roberts	Foundation	Add door to audio/visual room - work in progress
	3.206.133		Fire Circle Renovation Fund	Marilyn Roberts	Foundation	Fire Circle improvements - work in progress
	3.203.134		Video/Projection Package Fund	Rev. Christe	Foundation	This fund has been depleted.
	3.206.140		UU Leadership Fund - Balance	LDC	Foundation	Classes and training.
	3.206.141		OWL Fund (Grant) Balance	Heather Arata	Foundation	OWL training and programs.
	3.206.186		Security Grant Balance	Jeff Dunn & Marilyn Roberts	Foundation	For improvements to the campus as requested by the Safety & Security Committee.
	3.206.211		Labyrinth Repair (grant) Balance	Debra Neill-Mareci	Foundation	For Labyrinth repairs and maintenance
3.210.100			CYREC			
	3.210.110		RE Fund Balance	Heather Arata		To benefit children & youth.

Unitarian Universalist Fellowship - Gainesville FL
Consolidated Fund Narative Report
February, 2022

Account #	Account Name	Name	Source	Purpose/Variance
	3.210.120	Youth Support Fund Balance	Janese Nix & Mary Bahr	Fundraisers (pancake breakfasts, CON fees, car washes, etc. To support Youth Group activities and events
3.216.100		<i>Social Justice Fund</i>		
	3.216.110	Social Justice Unallocated Funds	Alice Primack	Directed donations To cover costs not budgeted for external events, membership fees to other organizations, etc.
	3.216.150	Pineridge Fund	Alice Primack	Directed donations To pay for Pineridge expenses exclusively.
	3.216.160	Share The Plate Balance	Alice Primack	Directed Donations These monies are paid out to approved charities.
3.400.100		Future Funding & Capital Reserve Accounts Balance		
3.404.110		Res. Fd for Large Scale Maintenance- Balance	Facilities/Board	Board This account is for large maintenance items, ie: air conditioners; roof replacement; exterior painting; etc. Iminent projects include exterior painting of all buildings, and improvements to air quility especially for choir room and high use-low ceiling rooms ie: common room and fellowship hall.
3.404.140		Sanctuary Sound Improvement Fund Balance	Rev. Christe	Bequest Thjis fund has been depleted. This money will be used to improve the Sanctuary's Audio-Visual System, speakers, microphones, etc. Intended as seed money for major improvements.
3.500.100		Land & Building Fund		This is an old assessment of the value of the land and buildings.
3.500.150		Furnishings & Equipment Fund		This is an old value of furnishings and equipment.
3.500.200		UUFG Foundation Balance		This number is provided by the Foundation/ UUA, updated monthly.
3.500.250		Ministers Discretionary Fund Bank Acct Bal.	Rev. Christe	Donations This is the balance in the Minister's Discretionary Fund Bank Acct, updated monthly.

Unitarian Universalist Fellowship - Gainesville FL					
Balance Sheet as of February 28, 2022					
Wednesday, March 16, 2022					
Account #	Account Name	Beginning Balance		YTD Balance	
Assets					
Cash					
1.000.130	Ameris Bank-Checking	120,619.96		81,205.26	
1.000.140	Ameris Bank-Money Market	60,663.23		60,693.82	
	Total Cash	\$181,283.19		\$141,899.08	
Fixed Assets					
1.000.310	Building & Land	1,105,900.00		1,105,900.00	
1.000.320	Equipment	62,670.00		62,670.00	
	Total Fixed Assets	\$1,168,570.00		\$1,168,570.00	
Other Assets					
1.000.410	UUFG Foundation	515,540.80		496,376.93	
1.100.250	Ministers Discretionary Fund Account	9,867.21		6,712.54	
	Total Other Assets	\$525,408.01		\$503,089.47	
	Total Assets	\$1,875,261.20		\$1,813,558.55	
Liabilities					
Current Liabilities					
2.000.110	Accounts Payable/Vendors	3.25		2,280.30	
2.000.120	Payroll Taxes Payable	24.36		24.36	
	Total Current Liabilities	\$27.61		\$2,304.66	
	Total Liabilities	\$27.61		\$2,304.66	
Fund Balance					
3.100.100	General Fund Balance	80,941.00		35,276.83	
3.100.301	Ministers Discretionary Pass Through Fund Balance	239.00		1,297.45	
3.100.321	Minister's Sabbatical Fund Balance	13,832.58		18,432.58	
3.201.110	Hospitality Fund Balance	63.14		0.00	
3.202.100	Music Support Fund	1,777.28		1,777.28	
3.203.110	Memory Garden Fund	1,826.31		1,947.11	
3.203.120	Courtyard Fund Balance	3,288.86		5,124.52	
3.204.110	Book Cart Fund	0.00		10.00	
3.206.100	Foundation Grants				
3.206.130	Front Sign Repair Fund (Grant) Balance	533.06		533.06	
3.206.131	Office Furniture Replacement Fund (Grant) Balance	2,115.00		28.01	
3.206.132	Fellowship Hall Door Fund Balance	2,080.00		0.00	
3.206.133	Fire Circle Renovation Fund Balance	500.00		755.00	
3.206.134	Video/Projection Package Fund Balance	2,724.75		0.00	
3.206.140	UU Leadership Fund - Balance	609.47		409.47	
3.206.141	OWL Fund (Grant) Balance	2,000.00		1,728.92	
3.206.186	Security (grant) Balance	2,818.17		2,262.17	
3.206.211	Labyrinth Repair (grant) Balance	2,500.00		2,500.00	
	Total Foundation Grants	\$15,880.45		\$8,216.63	
3.210.100	CYREC				
3.210.110	RE Fund Balance	2,454.95		2,539.13	
3.210.120	Youth Support Fund Balance	1,763.09		1,763.09	
	Total CYREC	\$4,218.04		\$4,302.22	
3.216.100	Social Justice Fund				
3.216.110	Social Justice Unallocated Funds	1,745.93		2,225.93	
3.216.150	Pineridge Fund	1,101.98		1,101.98	
3.216.160	Share The Plate Balance	255.01		810.00	
	Total Social Justice Fund	\$3,102.92		\$4,137.91	
3.400.100	Future Funding & Capital Reserve Accounts Balance				
3.404.110	Res. Fd for Large Scale Maintenance- Balance	55,538.53		58,871.89	
	Total Future Funding & Capital Reserve Accounts Balance	\$55,538.53		\$58,871.89	

Unitarian Universalist Fellowship - Gainesville FL			
Balance Sheet as of February 28, 2022			
Wednesday, March 16, 2022			
Account #	Account Name	Beginning Balance	YTD Balance
3.404.140	Sanctuary Sound Improvement Fund Balance	347.47	0.00
3.500.100	Land & Building Fund	1,105,900.00	1,105,900.00
3.500.150	Furnishings & Equipment Fund	62,670.00	62,670.00
3.500.200	UUFG Foundation Balance	515,740.80	496,576.93
3.500.250	Ministers Discretionary Fund Bank Account Balance	9,867.21	6,712.54
	Total Fund Balance	\$1,875,233.59	\$1,811,253.89
	Total Liabilities and Fund Balance	\$1,875,261.20	\$1,813,558.55

UUFG Governing Board Meeting Minutes 28 Feb 2022

Board members present: Rose Cole, Bev Giordano, Leah Cobb Lee, Martha Soles

Board members absent: Diane DePuydt, Erin Parish, Chris Vulpe

Congregants present: Debra Neill-Mareci, Harry Mangle, Judith Kendall

1. Gathering and Meeting Preparation

Welcome, Call to Order, Quorum

- a. Martha called the meeting to order at 6:32 pm. We have a quorum.
- b. Chalice Lighting and Reading by Martha.
- c. Board Covenant: All members read, *"Inspired by our Unitarian Universalist principles, together we guide our congregation and its mission and vision with transparency, gratitude, and respect."*
- d. Personal check-in
- e. Confirm and assign role: Rose is timekeeper; Rose is writing gratitude cards.
- f. Confirm agenda/any updates – Rose asked to pull out the January 2022 meeting minutes for separate discussion.

2. Congregational Input –

- a. Debra Neill-Mareci presented a proposed budget for the ministerial installation. With the Board's approval, she will submit a grant request to the UUFG Foundation to cover the estimated \$12,000 expenditure. (Any funds not used would be refunded to the Foundation.) Rose recognized Debra's effort in putting together this information. **Motion:** Martha moved that the Board accept this grant request proposal; Rose seconded; unanimous approval.
- b. Judith Kendall expressed concerns about the proposal to remove the age limit for childcare workers and the potential for violating child labor laws. She also had concerns about moving services inside, as Gainesville is still in the CDC's red risk zone. Martha stated the rationale for moving our services related to the amount of work required to set up outside services. Attendees will still wear masks and observe social distancing.) **Action item:** Martha will discuss these concerns with Rev Christe, who made the decision to move services inside.
- c. Harry Mangle also expressed concerns about moving services inside. He also noted that the new member welcome ceremony is scheduled for March 13. Rather than having social event after the ceremony, he proposed giving that amount to a charitable cause (unless someone donates money for a social event). Judith and Harry suggested taking up a special collection during the service this week for Ukraine. Rose thinks we should channel any collected

money through the UUA. **Action Plan:** Harry will reach out to UUA about sending funds to Ukraine.

3. Consent Agenda

- a. President's Report (Att. 1)
- b. Minister and staff report (Att. 2)
- c. Treasurer's Report (Att. 3)
- d. Minutes of Jan 31, 2022, Board Meeting (Att.4) – pulled for discussion
- e. Fellowship Council Report (Att. 5)
- f. **Motion:** Martha moved to pull the January 2022 meeting minutes from the consent agenda, vote on rest of agenda, and then put the minutes back in the consent agenda; Bev seconded; unanimous approval. **Motion:** Martha moved to approve the amended consent agenda; Leah seconded; unanimous vote.

Minutes of the January 2022 Board meeting corrections: section 4E - Rose is not working on the budget; Section 4H – Rose was not assigned to interview anyone on the Leadership Development Committee. (Line through the changes.) **Motion:** Bev moved to approve the corrected minutes; Martha seconded; unanimous vote.

4. Discussion/Action Items/Visioning

- a. Discussion- *Unlocking the Power of Covenant*-Chapter 5 (deferred until next month's meeting)

Management and Facilities:

- b. Building usage. Rentals. Updated Rental Agreement and Guidance – Cam and Rev. Christe working on this, but it is not yet completed. Prices have not been worked out, and Cam is using temporary rates at present. Rose thinks we should have a member-attorney review out final agreement, and Leah agrees. Tabled for now.

Visioning

- c. Installation of Minister Ceremony update - see previous discussion with Debra Neill-Mareci.
- d. Rose noted that we are \$43,000 in the red on pledges. **Action Items:** Send reminders about using qualified charitable donation to fund pledges. Need to have an approach to deal with these people ; agenda item for next month.

Leadership and Governance

- e. Policy on Hiring Childcare Providers (Att. 6). Current helpers are only 16 years old and can't be paid. We would like to pay them. Suggestions include adding an exception with Board approval, changing age limit from 18 years to 16 years, or removing the age restriction all together. **Motion:** Martha moved to

approve a change to hiring Childcare Providers, removing the age restriction altogether. Leah seconds; unanimous approval.

- f. Developing leaders for UUFG –Add a Trustee to Board from Social Justice so it has integration with Board. Deferred until March meeting.

Action Item: Martha to talk with Chris, Erin, Leah, and Bev about extending their terms on the Board.

- g. Reopening church – *Graph for COVID Guidance* (Att. 7). Community is currently in the high risk category, which is lower than previous months. The Board previously authorized Rev. Christe to make decisions about reopening the church for services.

5. Wrap Up

- a. Emerging Concerns – none
- b. Calendaring & Action Items – May 22 Annual Meeting
- c. Gratitudes– Debra Neill-Mareci for gathering information for Foundation grant application for ministerial installation
- d. Board Process – external observer (none). Martha pleased with participation and efficiency of meeting.
- e. Personal Check-out

- 6. Adjournment – the meeting adjourned at 7:45 PM. The next meeting of the Board will be on March 28, 2022, at 6:30 PM.

Respectfully submitted,
Beverly Giordano,
UUFG Board Secretary

Fellowship Council Meeting March 8, 2022

Attending: Liz, Harry, Marilyn, Alice, Samara, Diane

AGENDA

5:30 Chalice Lighting - Volunteer?
 5:35 Check-ins from members
 5:45 Q & A on submitted committee reports
 6:00 Updates t.d.b.
 6:15 **Ongoing Business:** Bringing new members onto our committees
 6:30 Discussion: *Widening Circles* book, Living Our Values pp 67-76.
 7:00 Closing words and extinguish chalice - Volunteer?

SUMMARY

Diane did the chalice lighting, Rev Christie was on leave, Samara was there to represent the RELATE Team, Continuing discussion of how to get more people involved in our committee activities. Harry suggests a fun event to learn about all the committees, Liz suggested that to be fun it should also be the theme of the service rather than a separate activity after the service or on a different day. No conclusions. Group continued discussion of the "Widening Circles..." book, chapter on Living our Values. Meeting adjourned at 6:35

COMMITTEE REPORTS

Social Justice

Alice Primack

In March the Social Justice Council concludes our Common Read discussions of *My Grandmothers Hands*, with discussion led by Madelyn Moyer. Our monthly movie on zoom is *Summer of Soul*. We have our second monthly informal meeting of the Social Justice Circle, adding this to our practice in addition to monthly more formal meetings with agendas. A special activity is making paper cranes after the March 6th Sunday service, because of the war in Ukraine. We are leading Demonstrations for Peace each Tuesday afternoon at the corner of NW 16th Blvd and NW 43rd Street, along with Vets for Peace.

Several of us have served on the Alachua County Community Remembrance Project committee with others citywide. Social Justice is co-sponsoring a healing program on March 11, and we are helping with the program on March 12 to erect a marker from the Equal Justice Institute (EJI) memorializing lynching victims in Gainesville during Reconstruction. The program will feature a talk by the great-granddaughter of Ida B. Wells, as well as talks by representatives from the EJI.

Membership and Safety Committee Reports

Harry Mangle

Membership Committee

- As of March 1st, total UUFG membership remains unchanged at 156.
- On February 20th after the service, Judith Kendall conducted our first in person UU and UUFG Orientation since March 2020. We were delighted to have five enthusiastic participants.

- On March 13th we are excited to welcome five new members who joined UUFG since March 2020:
 - Dave Kramek, Jon Kramek, Mary Kramek, Alder MoonOak, and Renee Richter
 - Their mentors will introduce them, they will sign the UUFG Membership book, there will be a new member and congregation ceremony, and they will be welcomed to the congregation. Hopefully, congregants will have a chance to introduce themselves to the new members.
- On Saturday, March 5th, the RELATE team hosted a get together for members and friends between the ages of 18- 50 to explore the possibility of forming age-centered fun and fellowship groupings. This meeting was held because of conversations between the Membership Committee and RELATE team primarily about the lack of a viable Young Adult group at UUFG.

Safety Committee

- Sunday Safety Workshop on February 16th was a success. Crime prevention coordinator Bret Traywick shared his thoughts on ways that we might continue to experience a safe Sunday worship experience. The importance of awareness of potential dangers was emphasized as well as calling Gainesville Police Department and 911 quickly when a negative situation is experienced. Thirteen individuals from UUFG attended.
- To complete the requirements of the Board-adopted Emergency Operation Plan we need the following volunteers and will be actively recruiting them in the next few months:
 - Fire Safety Coordinator- who facilitates effective fire emergency preparations and responses. This volunteer will coordinate with the safety committee to achieve the outcomes in the Fire Emergency section of the EOP.
 - Foyer Monitor – who will remain in the Foyer to provide entry for late UUFG members and friends during worship service. They will also monitor the front of the Fellowship for any potential problems.
 - Religious Education (RE) Monitor- who is assigned to the Religious Education Program to aid the director and volunteers in any emergency as well as monitor the RE area for any potential problems.
 - Safety Committee Members – who are charged by the Governing Board to provide for the safety of the congregation, minister, staff and the security of the Fellowship grounds, buildings, and property.
- Those interested in any of the four volunteer opportunities above should contact safety@uufg.org

Facilities Report

Marilyn Roberts

Today a new concrete sidewalk was poured at the entrance to the sanctuary. In addition a 24" wide circle of concrete was poured around the fire pit to support the new concrete benches.

Facilities is working with the courtyard team to repaint the large flower pots and touch up the fountain.

The February Sparkle Saturday focused on raking and removing leaves and soil building up on the sides of the building. The courtyard fountain is turned off awaiting a new part that Hans plans to install.

Worship Committee

Liz Stewart

- Haven't yet missed a service!! Even with Rev. Christe unavailable, we managed to pull off three services independently. Only we know the mistakes!
- Planning continues for the New Member Service this coming Sunday.
- The Courtyard Dedication is set for March 20th, when District UUA specialist Rev Marni Harmony will be in the pulpit.
- Attempting to add more variety to the services by enlisting the help of congregants. Opinions on that? Hoping to recruit more folks to WA Team.
- Preparations being done for Easter and Installation.

Policy for Meeting In Person

Rev. Christe Lunsford's Letter to the Congregation ***March 4, 2022***

Beloveds,

Throughout this pandemic, we all have worked to understand how to make decisions about what is risky and what is safer. We have often relied on science and the metrics published by health officials. We have been following our Covid Task Force's Covid guidance, which monitored the metrics of local case rates and test positivity rates in our community. This tool has made it much easier for us to be flexible and plan toward our future.

To better meet this current moment, we will join the UUA in retiring our previous guidance for meeting and will switch to a system of strategies that can help mitigate risk when meeting in person.

We will still monitor metrics specific to our city and county, but also balance that with the specific needs of our people. How is this different and why?

- We are now at a time in the pandemic when the case numbers are no longer a reliable indication of actual infection rates in a community. The rising use of rapid tests, whose results are not reported to cities and counties, means that the actual number of infected persons in each community is much higher than the official case rate derived from PCR tests.
- We are also at a time when COVID case numbers are not a measurement of risk of severe outcomes for many. Vaccinations continue to protect against severe outcomes for those age five and up. Further, following the Delta and Omicron waves, many adults and children will have some immunity from previous infections.
- While it's impossible to predict now if there will be surges of new variants, our near-term future looks more like a bumpy transition towards an endemic. In an endemic, local risk will vary significantly based on local outbreaks. The UUA will no longer be able to give guidance from a national level, so it is up to us to center our values and care for this community.

As Unitarian Universalists, we want to balance our priorities including: supporting those most at risk if exposed to COVID-19, meeting our communities' mental and emotional needs (especially after almost two years of an isolating pandemic), and tending to the well-being of our larger communities' institutions such as hospitals and schools.

As we move out of the current Omicron surge, we know life will be different. We will strive for both in-person and online participation options for all our UUFG programs, so that we might meet the needs of those who cannot risk being in-person due to COVID. And yes, that is extra work for all of our program volunteers/leaders and it will be crucial to lean into our deepest commitment to one another.

Here are some guideposts to pay attention to in your decision-making:

- What is the risk tolerance for you and your family as well as other members, lay leaders, and volunteers? We do have many congregation members whose lives would be at risk if they're infected with Omicron – please keep them in mind. And if you are experiencing symptoms, please consider participating from the comfort of your home.
- What is the risk tolerance among our staff? UUFG staff, myself included, should not be asked to work in person when this puts their lives or health at significant risk (or their household's health.)
- When should we mask? Please continue to N95 or KN94 masks when indoors. Once small groups are gathered – get consent from the group whether to continue masking. (Remember: It is safest to stay masked indoors).
- Sunday services will continue to expect N95 or KN94 masks and physical distancing. You won't be required to sign up in advance. Congregational singing is still not advised for large indoor events – so we will continue to hum.
- If we have religious professionals or volunteers who are not willing or able to be present in person, we will continue to explore ways that they can offer their ministry remotely.

I want to underscore our assumption that no one is able to determine another person's risk tolerance.

With a virus known to cause potentially-disabling long-term symptoms even with a minor infection, it is understandable that there would be a wide range of risk tolerance in our community.

You may find that this shift to a less-defined metric makes decisions harder, especially recognizing the range of risk tolerance. Your personal risk decisions may change daily or hourly and that is ok.

In the event of another rapid COVID spike, we will most-likely revisit temporary restrictions. But for now, we are going to begin to build our community connections in how to move forward.

In Faith and Love,

Rev. Christe

**Unitarian Universalist Fellowship of Gainesville
Expectations for Childcare Providers
2017**

Goal: UUFG is committed to providing excellent childcare for the children of the Fellowship. We provide a safe environment, where all children and families are warmly welcomed with simple, planned activities that model our 7 UU Principles.

Knowledge, Skills, and Abilities

- a) Experience with providing childcare for infants to four year old children.
- b) Experience with providing childcare for children ages 4-14.
- c) Ability to work as part of a team with the Director of Religious Education, the Children and Youth Religious Education Committee, the Parents, and the board.
- d) Become knowledgeable about children's programming at the Fellowship, so that new families with small children feel welcome and comfortable leaving their children in Sunday morning childcare.
- e) Be at least eighteen years old and sufficiently mature.
- f) Welcoming personality and engaging with children.
- g) Basic knowledge of what it means to be a religious liberal and the ability to accept people of UU liberal faith tradition.

Responsibilities

Time: Sunday morning from 9:45 am to 1 pm. Be on time.
Additional hours may be requested for congregational events.
12 month position
4 Sundays off can be arranged with two weeks notice to the DRE.
Sick leave: please do not work if you are contagious, notify the DRE as soon as possible if you are too ill to work.
Keep an accurate time sheet. Submit to Supervisor monthly

Accountability: The Childcare Provider reports to the Director of Religious Education.

Responsibilities:

- a) Ensure the playground area is safe each week prior to children arriving
- b) Unlock RE classrooms and set out supplies as needed
- c) Ensure the nursery room is inviting and welcoming
- d) Be present in the nursery each Sunday by 9:45 am to receive infants and toddlers
- e) Provide a safe environment for children.
- f) Foster creative play and appropriate social interaction between the children by being engaged with children
- g) Keep electronics (cell phones, iPads, etc.) on silent and put away to encourage creative play.
- h) Be welcoming an inclusive of parents who chose to stay with their child in the nursery or on the playground
- i) Record nursery room attendance on Sunday mornings

- j) Greet parents when they drop off their children for childcare, with a special emphasis on greeting new parents and children. New families should be informed other the sign in and out procedure for the room
- k) Get to know new children in the nursery
- l) Clean up the nursery room after childcare
- m) In the event there are no children in the nursery, assist in an RE classroom and/or other duties as requested by the DRE
- n) Be present on the playground from approximately 12:10 pm – 1 pm to supervise children
- o) Keep the DRE informed of any issues that arise
- p) Log all injuries and issues in the incident log and speak with the DRE

UUFRC Children's Safety Policy:

- a) The childcare provider will be given a copy of the UUFG safety policy, information from the state of Florida regarding mandated reporting, and various forms needed to record incidents or injury.
- b) The childcare provider must consent to a criminal background check and pass a background check prior to commencing employment. The church will arrange for the background check and will pay for any fees associated with the background check.
- c) Childcare providers are not to bring guests to work with them.
- d) The childcare provider will monitor the childcare ratios for the nursery room and as parent volunteers to sty if those ratios are exceeded. The ratios are:
 - a. Preschool children: ages 2 to 4, 6 children to one care provider
 - b. Infants and Toddlers: ages 0 to 24 months, 3 children to one care provider.
 - c. In the case where there are mixed age groups of children, the ratio of care provider to children will satisfy each of the following above ratios within each age group. For example, if there is one child under 24 months of age and 11 children over the age of kindergarten, there should be two childcare providers; however, if there are three children under 24 months of age and 8 over the age of kindergarten, there should be three childcare providers.

I have read and understand the expectations of my position as a childcare provider and wish to accept employment at UUFG.

Signature_____Date_____

Print Name_____