



Unitarian Universalist Fellowship of Gainesville

UUFG Governing Board Meeting Agenda

May 2 – 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 March 28, 2022 Board Meeting (Att. 4)
 - e. Fellowship Council Report (Att. 5)

Motion: *To approve the consent agenda*
4. [6:55 pm] Discussion, Action Items, Visioning 30 min
 - a. Discus: *Unlocking the Power of Covenant*
 - b. Year-end Minister's Fellowshiping Review (Att. 6)
- [7:25 pm] *Management and Facilities* 15 min
 - c. Update on Rental Agreement and Guidelines
 - d. Covid policy change: *As Unitarian Universalists, we respect both community needs and individual decisions. We know that some UUFG members are re-evaluating their personal responses to the pandemic, given the changed circumstances of the world and the advice of the CDC. Whether you decide to continue masking or you've decided to discontinue masks indoors, you are welcome here. We ask you to be considerate of others and their decisions.*
- [7:40 pm] *Leadership and Governance* 20 min
 - e. Policy on Hiring at UUFG under 18 (Att. 7)
 - add exception with Board approval
 - change age limit from 18 to 16
 - take off age restrictions all together
 - f. Developing leaders for UUFG – Harry Mangle
 - g. Add a liaison to the Board from Social Justice so it has integration in Board
 - h. Focus on democracy

continue

5. [8:00 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. [8:15 pm] Adjournment

PRESIDENT'S REPORT
MAY 2, 2022
April UUFG Board Meeting

The Ministerial Installation held on April 24th was very meaningful to Rev Christe, all invited ministers and the members and friends of UUFG. Elizabeth Ann Terry gave the words from the UUA. Each congregation stands on its own and yet is part of the UUA. There were also words from the Southern Region, from TRUUST, AUUMM, BLUU, UUMA, and the sermon by Rev Connie Simon. The congregation was charged to support our settled minister.

I am still working on the members of the Board for 2022-2023. It will be announced at the Annual Meeting on May 22.

In faith,

Martha Soles
President
UUFG Board



Unitarian Universalist Fellowship of Gainesville

To: Governing Board
From Minister & Staff
Date: 3/24/2022
RE: Monthly Report for April 2022

Membership

Our database currently shows 151 members, down from 156 members as reported in March.

- Olivia Stryker died on March 26.
- Karen and Steve Atlas changed their status from members to supporting friends.
- Susan Chandler has joined the UU Church of Birmingham, AL.
- Barbara Kelleher resigned her membership.

We have 28 supporting friends, up from 24 last month.

Last year's membership in April was 158.

March Attendance

Sundays, March 2022 – As Covid conditions continued to improve in Alachua County, our services were held each Sunday inside the combined Sanctuary and Phillips Hall spaces of the Fellowship Hall. Not counting the March 20 service, for which we do not have in person attendance, attendance and clicks averaged around 129 per service. Our YouTube channel now has 185 subscribers.

Date	YouTube	In-Person Attendance	Total
3/6/2022	67	54	121
3/13/2022	77	63	140
3/20/2022	70	Not available	70
3/27/2022	80	46	126

Sundays, March 2021 – Average clicks for the three services for which we have both Facebook and YouTube numbers is 232. We had 101 YouTube subscribers.

Date	Facebook	YouTube	Total
03/07/2021	200	46	246
03/14/2021	205	n/a	
03/21/2021	186	33	219
03/28/2021	168	64	232

Attendance

03/01/2022	Morning Meditation	P Turner	7
03/01/2022	UU Elders	H Arata	3
03/01/2022	Worship Team	L Stewart	not available
03/01/2022	Picketing for Peace	M Bahr	11
03/03/2022	Menu Planning	M Anthony	2
03/03/2022	Chalice Choir	D Nirenberg	11
03/05/2022	RELATE - Social Groups Orientation	S Powers	10
03/05/2022	Friends of the Courtyard	P Caren	5
03/06/2022	Sunday Service - online		67
03/06/2022	Sunday Service - in person		55
03/06/2022	Coffee Hour		
03/08/2022	Morning Meditation	P Turner	8
03/08/2022	Fellowship Council	D DePuydt	6
03/10/2022	RELATE Meeting	Liz Stewart	not available
03/10/2022	UUFG Men's Lunch Group	T Bullock	5
03/10/2022	Menu Planning	M Anthony	2
03/10/2022	Chalice Choir	D Nirenberg	11
03/11/2022	TGIF	R Dinklage/Palmers	8
03/13/2022	Sunday Service - online		77
03/13/2022	Sunday Service - in person		64
03/13/2022	Coffee Hour		not available
03/13/2022	Resonance Rehearsal		6
03/13/2022	Common Read Discussion	M Moyer	not available
03/15/2022	Morning Meditation	P Turner	6
03/16/2022	Safety Committee	C Pierce	5
03/16/2022	Touchstone Small Group	T Mareci	6
03/17/2022	Menu Planning	M Anthony	2
03/17/2022	Chalice Choir	D Nirenberg	11
03/12/2022	Buildings & Grounds Work Morning	M Roberts	7
03/18/2022	Messy Playdate	L Chase	26
03/19/2022	UU Book Circle	M Soles	6
03/20/2022	Sunday Service - online		70
03/20/2022	Sunday Service - in person		N/A
03/20/2022	Courtyard Dedication		70+
03/20/2022	Social Justice Circle	M Bahr	
03/20/2022	Literati Book Club	L Stewart	not available
03/21/2022	Popcorn & a Movie	M Bahr	not available
03/22/2022	Morning Meditation	P Turner	6
03/22/2022	Widening the Circle of Concern	C Lunsford	2
03/23/2022	Menu Planning	M Anthony	2
03/23/2022	Young Adult Group	C Turner	4

03/27/2022	Sunday Service - online		80
03/27/2022	Sunday Service - in person		46
03/28/2022	Governing Board		9
03/29/2022	Morning Meditation	P Turner	8
03/31/2022	Choir Rehearsal	D Nirenberg	13

UUFG Office Notes

Rentals

Recent rentals include a Celtic music concert on April 8. The Gainesville Bridge Club meets every Monday and may begin a Friday afternoon session as well later in May. Florida Native Plant Society rented in April and will again use our Phillips Hall in May. Helen Kirklin, our violin teacher, rented our Sanctuary for her students' recitals, concluding her rentals of our facilities except for occasional lessons.

Jordan Key and Jason Johnson of The Aegis Institute met with Rev. Christe Lunsford 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 met to to discuss our Fellowship's rental policy, though questions remain concerning the implementation of the new policy.

UUFG Building Usage

Messy Playdates has resumed for twice-monthly gatherings on our Fellowship's playground. Our Touchstones discussion group meets monthly in the Common Room, and David Willkomm has started a Art/Craft discussion group that meets twice monthly in our Phillips Hall.

Mailings & Communications

We sent the March Touchstones journals. Cam sent out anniversary letters to all members who have joined the Fellowship in April, 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.

Cam also produced the installation Order of Service under the guidance of Rev. Christe, with thanks to Heather Arata and Liz Stewart for their sharp editorial eyes.

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. He created paper documents and online forms and publicity materials for our current stewardship drive, as well as entering incoming pledges in our accounting database.

Safety Committee

Our Safety Committee met in April at the Fellowship. Among other issues, the committee discussed safety orientation for ushers and welcome team members before the installation, future first aid and CPR training courses funded by a generous UUFG Foundation Grant. The committee also important recruitment issues, particularly the need for a Fire Safety Coordinator.

Facilities

The installation was a joyful occasion that brought the Fellowship together not only on the day of, but in the weeks of preparation that went into the event.

Office Help

Liz Stewart has continued volunteering time in the office to assist with a variety of tasks.

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

Message from Rev. Christe Lunsford

Beloveds,

Having nearly completed another church and our celebration of shared ministry – I can say that my heart is full.

At the same time these last 2 years have been a lot... as your minister I have taken on a lot of roles to keep the Fellowship together. I am glad to say that we have come through to this place better than anyone could expect or anticipate. I feel we are now poised to re-dedicate and launch this community back into its fullness.

It is my role as your minister to be your cheerleader, your spiritual guide, your partner in reflection and discernment. However what I am not is your cruise director. It is up to each of you to plan and engage in this faith community and its work in the world.

That means engaging in the many opportunities to serve this community. All of our committees are in need of people to serve. And we may need to let some groups/committees/projects go so that we can be successful in other initiatives. We may need to restructure how the communities ministry occurs.

What I do know is that we are in need of deep leadership development and while that team is beginning again, we are in need of people to serve on the board, on worship, in RE, and on membership.

I will be reaching out over time asking each and everyone of you where you might serve the community. Not all the tasks are visible or sexy but they are all necessary to continue bringing Unitarian Universalism to North Florida.

We will be partnering with some of the smaller fellowships around Gainesville and we do have new folx joining us and this will make us stronger and if everyone helps, then the work for each individual will be less.

I have faith that this community is ready and willing... please consider this an official ask and lets get this community back together in love.

In Faith
Rev. Christe

Unitarian Universalist Fellowship - Gainesville FL
Treasurer's Report as of March 2022 for General Fund

Monday, April 11, 2022	Account #	Account Name	Period Activity March	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	14,134.10	23,000.00	154,135.46	207,000.00	(52,864.54)	276,000.00	121,864.54
4.100.030		Sunday Collect/Unidentified G	4,891.81	1,250.00	12,222.70*	8,750.00	3,472.70	12,500.00	277.30
		Total Sustaining Gifts-Members & Friends	\$19,025.91	\$24,250.00	\$166,358.16	\$215,750.00	(\$49,391.84)	\$288,500.00	\$123,141.84
Miscellaneous Income									
4.100.210		Rental Income	490.00	1,667.00	1,845.00	6,668.00	(4,823.00)	11,667.00	9,822.00
4.100.300		Special Activities-Auction	0.00	0.00	0.00	10,000.00	(10,000.00)	15,000.00	15,000.00
4.100.330		Interest	2.58	6.00	35.49	54.00	(18.51)	72.00	36.51
4.100.430		Book Cart Income	0.00	0.00	0.00	666.00	(666.00)	1,000.00	1,000.00
		Total Miscellaneous Income	\$492.58	\$1,673.00	\$1,880.49	\$17,388.00	(\$15,507.51)	\$27,739.00	\$25,858.51
		Total Income to General Fund	\$19,518.49	\$25,923.00	\$168,238.65	\$233,138.00	(\$64,899.35)	\$316,239.00	\$148,000.35
		Total Income	\$19,518.49	\$25,923.00	\$168,238.65	\$233,138.00	(\$64,899.35)	\$316,239.00	\$148,000.35
Expense									
Expenses from General Fund									
Programs									
5.100.110		Membership	10.45	67.00	32.83	603.00	(570.17)	800.00	767.17
5.100.120		UU Leadership	0.00	50.00	440.61	450.00	(9.39)	600.00	159.39
5.100.130		Social Justice	0.00	108.00	1,087.35*	972.00	115.35	1,300.00	212.65
5.100.140		RELATE	0.00	25.00	0.00	225.00	(225.00)	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	9.10	250.00	1,140.81	2,250.00	(1,109.19)	3,000.00	1,859.19
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	350.00	(343.00)	500.00	493.00
5.100.310		Worship - Sunday Services	455.40	334.00	1,701.82	3,249.00	(1,547.18)	4,500.00	2,798.18
5.100.320		Music Program	28.99	167.00	2,000.00*	1,503.00	497.00	2,000.00	0.00
5.100.410		Canvas 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	500.00	0.00	1,000.00	(1,000.00)	1,000.00	1,000.00
		Total Programs	\$503.94	\$1,551.00	\$6,566.87	\$12,152.00	(\$5,585.13)	\$16,550.00	\$9,983.13
Administration & Operational Support									
5.100.010		Board Discretionary Funds	0.00	25.00	0.00	225.00	(225.00)	300.00	300.00
5.100.020		Pastoral Care Expense	0.00	17.00	0.00	153.00	(153.00)	200.00	200.00
5.100.030		Contributions to Reserves	416.67	417.00	3,750.03	3,759.00	(2.97)	5,000.00	1,249.97
5.100.520		Denominational Dues	1,371.91	1,372.00	12,347.19	12,348.00	(0.81)	16,463.00	4,115.81
5.100.525		Insurance	2,295.10	1,167.00	11,187.43*	10,503.00	684.43	14,000.00	2,812.57
5.100.530		Office Expense	411.84	583.00	4,875.38	5,247.00	(371.62)	7,000.00	2,124.62
5.100.535		Pianist/Accompanist - Contractor	1,000.00	0.00	1,750.00*	0.00	1,750.00	0.00	(1,750.00)
5.100.540		Bookkeeper	337.50	208.00	1,337.50	1,872.00	(534.50)	2,500.00	1,162.50
5.100.545		Telephone & Internet	685.90	661.00	5,646.93	5,949.00	(302.07)	7,935.00	2,288.07
5.100.550		Utilities - Electricity & Water	1,583.46	1,333.00	12,192.28*	11,997.00	195.28	16,000.00	3,807.72
5.100.560		Waste Disposal	167.89	189.00	1,447.94	1,653.00	(205.06)	2,220.00	772.06
5.100.570		Custodial Service	770.00	770.00	6,930.00	6,930.00	0.00	9,240.00	2,310.00
5.100.572		Custodial Supplies	176.96	63.00	292.02	567.00	(274.98)	750.00	457.98
5.100.575		Facilities Maintenance	0.00	833.00	8,785.62*	7,497.00	1,288.62	10,000.00	1,214.38
5.100.580		Backflow and Fire Suppression	1,505.50	280.00	3,959.12*	3,079.00	880.12	3,409.00	(550.12)
5.100.583		Security & Safety	0.00	125.00	555.98	1,125.00	(569.02)	1,504.00	948.02
5.100.585		Pest Control	0.00	75.00	400.00	1,075.00	(675.00)	1,300.00	900.00
5.100.595		VANCO and Bank Fees	105.85	140.00	1,107.63	1,260.00	(152.37)	1,680.00	572.37
		Total Administration & Operational Support	\$10,828.48	\$8,268.00	\$76,565.08*	\$75,233.00	\$1,332.08	\$99,501.00	\$22,935.95
Compensation & Related Expenses									
5.100.610		Ministers Salary	1,539.33	1,539.00	13,853.97*	13,851.00	2.97	18,472.00	4,618.03

Unitarian Universalist Fellowship - Gainesville FL
Treasurer's Report as of March 2022 for General Fund

Monday, April 11, 2022

Account #	Account Name	Period Activity March	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	36,000.00	36,000.00	0.00	48,000.00	12,000.00
5.100.630	Ministers, In Lieu of Self Employment Tax	423.76	424.00	3,813.84	3,816.00	(2.16)	5,088.00	1,274.16
5.100.640	Ministers Pension Fund	553.93	554.00	4,985.37	4,986.00	(0.63)	6,648.00	1,662.63
5.100.650	Ministers Health Insurance	484.87	811.00	2,841.06	7,299.00	(4,457.94)	9,750.00	6,888.94
5.100.670	Ministers Professional Expenses	200.00	554.00	4,877.02	4,986.00	(108.98)	6,648.00	1,770.98
5.100.680	Contributions to Ministers Sabbatical Fund	575.00	575.00	5,175.00	5,175.00	0.00	6,900.00	1,725.00
5.100.710	Congregational Administrator Salary	2,804.48	3,038.00	28,089.32*	27,342.00	747.32	36,458.00	8,368.68
5.100.720	Congregational Administrator-Professional Expenses	0.00	304.00	100.00	2,756.00	(2,656.00)	3,648.00	3,548.00
5.100.722	Choir Director Salary	1,320.00	1,200.00	3,300.00	8,400.00	(5,100.00)	12,000.00	8,700.00
5.100.722	Music Director's Professional Expenses	0.00	1,200.00	50.00	840.00	(790.00)	1,200.00	1,150.00
5.100.725	Planist/Accompanist - Payroll	0.00	920.00	5,821.86	8,280.00	(2,458.14)	11,034.00	5,212.14
5.100.731	Audiovisual Technician	360.00	455.00	4,128.75*	4,095.00	33.75	5,460.00	1,331.25
5.100.731	Director of RE Salary	1,516.80	1,642.00	15,241.40*	14,778.00	463.40	19,706.00	4,464.60
5.100.732	Director of Religious Education-Professional Exp.	0.00	164.00	0.00	1,476.00	(1,476.00)	1,968.00	1,968.00
5.100.740	Child Care	135.92	368.00	573.51	2,576.00	(2,002.49)	3,680.00	3,106.49
5.100.820	Staff Pensions	468.13	455.00	4,213.17*	4,095.00	118.17	5,462.00	1,248.83
5.100.910	Payroll Tax Expenses	469.49	500.00	4,370.03	4,460.00	(89.95)	5,960.00	1,589.95
	Total Compensation & Related Expenses	\$14,851.71	\$17,623.00	\$137,434.32	\$155,191.00	(\$17,756.68)	\$208,962.00	\$70,627.68
	Total Expenses from General Fund	\$26,184.23	\$27,432.00	\$220,566.24	\$242,576.00	(\$22,009.76)	\$224,113.00	\$103,646.76
	Total Expense	\$26,184.23	\$27,432.00	\$220,566.24	\$242,576.00	(\$22,009.76)	\$224,113.00	\$103,646.76
	Difference	(\$6,668.74)	(\$1,509.00)	(\$52,327.89)	(\$9,435.00)		(\$52,327.89)	

* = Income/Expense exceeds amount budgeted to date

Unitarian Universalist Fellowship - Gainesville FL	
Budget Variance Report	
March 2022	
Account #	Account Name
Income	
Income to General Fund	
Sustaining Offi-Members & Friends	
4.100.020	Current Year Budgets
4.100.050	Sunday Collect/Unidentified G
Miscellaneous Income	
4.100.210	Rental Income
4.100.300	Special Activities-Auction
4.100.330	Interest
4.100.430	Book Cart Income
Expenses	
Expenses from General Fund	
Programs	
5.100.110	Membership
5.100.120	UU Leadership
5.100.130	Social Justice
5.100.140	RELAYE
5.100.150	CLUPS
5.100.240	REF Program Activities
5.100.270	Background Checks
5.100.280	Hospitality Budgeted
5.100.310	Sunday Services
5.100.320	Music Program
5.100.410	Campus Expenses
5.100.420	Funraising Expenses
5.100.430	Book Cart Expense
Administration & Operational Support	
5.100.010	Board Directorary Funds
5.100.020	Pastoral Care Expense
5.100.030	Contributions to Reserves
5.100.320	Denominational Dues
5.100.325	Insurance
5.100.330	Office Expense
5.100.335	Plants/ Accompanist - Contractor
5.100.340	Bookkeeper
5.100.345	Auditorial Contractor
5.100.350	Telephone & Internet
5.100.360	Utilities - Electricity
5.100.360	Waste Disposal
5.100.370	Custodial Service
5.100.372	Custodial Supplies
5.100.375	Facilities Maintenance
5.100.580	Backflow and Fire Suppression
<p>YTD Pledges are significantly less than budgeted.</p> <p>Under budget due to few in person services.</p> <p>Under budget due to Covid restrictions.</p> <p>An auction has not been held this year due to Covid</p> <p>Under budget as book cart has been closed due to Covid restrictions.</p> <p>Over budget</p> <p>Money was not budgeted for background checks.</p> <p>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</p> <p>Cost is higher than projected.</p> <p>A pianist has been hired, but is an independent contract not a salaried employee.</p> <p>Slightly over budget</p> <p>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 malnenance. 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.</p> <p>Over budget as there was a leak repaired over the Window Room & a waterline installed. In addition to regular maintenance. Also, false alarm charges \$174. In Dec. Additional work will be necessary - trying to hold off until next fiscal year.</p>	

Unitarian Universalist Fellowship - Gainesville FL
Budget Variance Report
March 2022

Account #	Account Name		
5.100.583	Security		
5.100.585	Pet Control		
5.100.595	VANCO and Bank Fees		
Compensation & Related Expenses			
5.100.610	Ministers Salary		
5.100.620	Ministers Housing Allowance		
5.100.630	Ministers, in Lien of Self Employment Tax		
5.100.640	Ministers Pension Fund		
5.100.650	Ministers Health Insurance		
		Health Ins is under-budget as Minister is on spouses plan. The UUA plan was budgeted at a higher rate.	
5.100.670	Ministers Professional Expenses		
5.100.680	Contribution to Minister's Sabbatical Fund		
5.100.710	Office Administrator Salary		
5.100.712	Office Administrator-Professional Expenses		
5.100.720	Choir Director Salary		
5.100.725	Music Director's Professional Expenses		
5.100.725	Pianist/Accompanist		
5.100.728	Audio/visual Technician		
5.100.731	Director of RE Salary		
5.100.732	Director of Religious Education-Professional Exp.		
5.100.740	Child Care		
5.100.820	Staff Pensions		
5.100.910	Payroll Tax Expenses		
		Slightly over budget	
		Reserve for a substitute minister when settled minister goes on sabbatical, between years 4-7	
		Overbudget due to compensation to employee for a payroll error in last fiscal year.	
		We went many months without a choir director that is why we are under budget in this category	
		New Pianist is being paid as a contractor	
		Slightly over budget	
		Overbudget due to compensation to employee for a payroll error in last fiscal year.	
		Child care workers have not been hired yet.	
		Slightly over budget	

Unitarian Universalist Fellowship - Gainesville FL
Consolidated Fund Activity Report for March 2022

Tuesday, April 19, 2022

Account #	Account Name	Beg Balance	Receipts	Disbursements	Transfers/IE's	End Balance
3.100.100	General Fund Balance	35,279.15	19,518.49	26,184.23	0.00	28,613.41
3.100.301	Ministers Discretionary Pass Through Fund	1,297.45	65.00	1,297.45	0.00	65.00
	Balance					
3.100.321	Minister's Sabbatical Fund Balance	18,432.58	0.00	0.00	575.00	19,007.58
3.202.100	Music Support Fund	1,777.28	0.00	361.28	0.00	1,416.00
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	0.00	437.47	0.00	4,687.05
3.204.110	Book Cart Fund	10.00	0.00	0.00	0.00	10.00
3.206.100	Foundation Grants					
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)	28.01	0.00	0.00	0.00	28.01
	Balance					
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	CYREC					
3.210.110	RE Fund Balance	2,539.13	60.00	0.00	0.00	2,599.13
3.210.120	Youth Support Fund Balance	1,763.09	0.00	0.00	0.00	1,763.09
3.216.100	Social Justice Fund					
3.216.110	Social Justice Unallocated Funds	2,225.93	0.00	60.00	0.00	2,165.93
3.216.150	Pineridge Fund	1,101.98	0.00	0.00	0.00	1,101.98
3.216.160	Share The Plate Balance	810.00	532.00	0.00	0.00	1,342.00
3.400.100	Future Funding & Capital Reserve Accounts					
	Balance					
3.404.110	Res. Fd for Large Scale Maintenance-	58,871.89	0.00	6,544.00	416.67	52,744.56
	Balance					
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	496,576.93	0.00	9,562.74	0.00	487,014.19
3.500.250	Ministers Discretionary Fund Bank Account	6,712.54	1,297.45	0.00	0.00	8,009.99
	Balance					
Total		\$1,811,256.21	\$21,472.94	\$44,447.17	\$991.67	\$1,789,273.65

**Unitarian Universalist Fellowship - Gainesville FL
Consolidated Fund Narrative Report
March, 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 Chrste	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 Chrste		Music program expenses
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	<i>Foundation Grants</i>			
3.206.130	Front Sign Repair Fund	Marilyn Roberts	Foundation	Refurbish Front Street Sign.
3.206.131	Office Furniture Replacement	Cam Pierce	Foundation	Replacement 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
3.206.134	Video/Projection Package Fund	Rev. Chrste	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	<i>CYREC</i>			
3.210.110	RE Fund Balance	Heather Arata		To benefit children & youth.

Unitarian Universalist Fellowship - Gainesville FL
Consolidated Fund Narrative Report
March, 2022

Account #	Account Name	Name	Source	Purpose/Variance
3.210.120	Youth Support Fund Balance	Janeese 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. In March sidewalk cement was replaced and the fire circle had concrete installed.
3.404.140	Sanctuary Sound Improvement Fund Balance	Rev. Christie	Bequest	This 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. Christie	Donations	This is the balance in the Minister's Discretionary Fund Bank Acct, updated monthly.

Unitarian Universalist Fellowship - Gainesville FL			
Balance Sheet as of March 31, 2022			
Tuesday, April 19, 2022			
Account #	Account Name	Beginning Balance	YTD Balance
Assets			
Cash			
1.000.130	Ameris Bank-Checking	120,619.96	66,044.36
1.000.140	Ameris Bank-Money Market	60,663.23	60,698.72
	Total Cash	\$181,283.19	\$126,743.08
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	486,814.19
1.100.250	Ministers Discretionary Fund Account	9,867.21	8,009.99
	Total Other Assets	\$525,408.01	\$494,824.18
	Total Assets	\$1,875,261.20	\$1,790,137.26
Liabilities			
Current Liabilities			
2.000.110	Accounts Payable/Vendors	3.25	3.25
2.000.115	Accounts Payable/Pass-Through	0.00	836.00
2.000.120	Payroll Taxes Payable	24.36	24.36
	Total Current Liabilities	\$27.61	\$863.61
	Total Liabilities	\$27.61	\$863.61
Fund Balance			
3.100.100	General Fund Balance	80,941.00	28,613.41
3.100.301	Ministers Discretionary Pass Through Fund Balance	239.00	65.00
3.100.321	Minister's Sabbatical Fund Balance	13,832.58	19,007.58
3.201.110	Hospitality Fund Balance	63.14	0.00
3.202.100	Music Support Fund	1,777.28	1,416.00
3.203.110	Memory Garden Fund	1,826.31	1,947.11
3.203.120	Courtyard Fund Balance	3,288.86	4,687.05
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	2,599.13
3.210.120	Youth Support Fund Balance	1,763.09	1,763.09
	Total CYREC	\$4,218.04	\$4,362.22
3.216.100	Social Justice Fund		
3.216.110	Social Justice Unallocated Funds	1,745.93	2,165.93
3.216.150	Pineridge Fund	1,101.98	1,101.98
3.216.160	Share The Plate Balance	255.01	1,342.00
	Total Social Justice Fund	\$3,102.92	\$4,609.91
3.400.100	Future Funding & Capital Reserve Accounts Balance		
3.404.110	Res. Fd for Large Scale Maintenance- Balance	55,538.53	52,744.56

Unitarian Universalist Fellowship - Gainesville FL			
Balance Sheet as of March 31, 2022			
Tuesday, April 19, 2022			
Account #	Account Name	Beginning Balance	YTD Balance
	<i>Total Future Funding & Capital Reserve Accounts Balance</i>	<i>\$55,538.53</i>	<i>\$52,744.56</i>
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	487,014.19
3.500.250	Ministers Discretionary Fund Bank Account Balance	9,867.21	8,009.99
	Total Fund Balance	\$1,875,233.59	\$1,789,273.65
	Total Liabilities and Fund Balance	\$1,875,261.20	\$1,790,137.26

UUFG Governing Board Meeting Minutes

28 March 2022

Board members present: Rose Cole, Diane DePuydt, Bev Giordano, Leah Cobb Lee, Erin Parish, Martha Soles, and Rev Christe Lundgren

Board members absent: Chris Vulpe

Congregants present: Alder MoonOak, Jeanne Gossman

1. Gathering and Meeting Preparation

Welcome, Call to Order, Quorum

- a. Martha called the meeting to order at 6:34 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: Diane is timekeeper; Martha is writing gratitude cards.
- f. Confirm agenda/any updates

2. Congregational Input – none

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 Feb 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)
- h. **Motion**: Martha moved to approve the consent agenda; Rose seconded; unanimous vote.

4. Discussion/Action Items/Visioning

- a. *Unlocking the Power of Covenant*-Chapters 5 and 6 – what is needed to implement covenants? 1990 was the last time UUA provided education about *covenant*, so it is difficult to have discussions about covenants and covenantal relationships with other congregations. We have lost the relational piece of respecting each other/having civil discourse in the country and within the UU world. How do we regain our relational work? It is difficult to have relationships when we don't see/talk with each other (pandemic). Some people have trouble with the term *covenant*; other words for the same concepts (e.g., community, fellowship) – might be more accessible to people.

Rev Christe commented that this report (Report of the UUA Commission on Appraisal) was based on interviews with a small number of respondents to the call for interviews. There is an overall culture of “nice” – we don’t want to upset anyone, just let it go, not willing to have difficult conversations. It is difficult to do commission work when no one will respond. Extreme positions (e.g., religious right and left) are more powerful when there are no middle - the-road conversations. Will people show up for conversation? Our RELATE team has been trying to get people together for conversation for more than a year, but people do not show up. UUFG’s covenant is years old, but it is supposed to be a living document that can be revisited. UUFG’s covenant is lengthy and couldn’t be recited by a congregation. We don’t often talk about implied covenants (e.g., attire at services, clapping music, talking back to the sermon).

Management and Facilities:

- b. Update on Rental Agreement and Guidelines – no update at present. Will revisit next month. We have begun renting to return patrons. Requests coming in frequently.

Visioning

- c. Installation of Minister Ceremony update –Debra Neill-Mareci submitted a grant to the UUFG Foundation to cover the expenses of the installation. Ceremony will be inside; reception will be outside. Martha is in charge of the hospitality group. Anticipated attendance 200-300. People can sing as long as they are masked.
- d. Pledges – Rose reported that some the majority of people have been paying their pledges on time–However, we are \$43,999 under budget in pledges. There are 14 members who have not paid their pledges to date for a total of \$37,593. Rose is working on the budget for next year. General maintenance of the building and grounds are costing more with an aging building.

Leadership and Governance

- e. Submissions for Foundation funding – three grant proposals (installation; cabinets for social hall; safety classes) have been submitted to the Foundation but not yet reviewed/signed off on by the Board. Rose stated that the Foundation needs to speak to the congregation, because most people don’t understand the Foundation.
- f. Developing leaders for UUFG – we need people to fill Board positions; Martha has called people, but filling the positions is proving to be a chore. Diane noted that we have an inactive leadership development team that should be doing this work. Need to rewrite the charter of the Leadership Development Team. The Board should not be doing the

recruitment. Rev Christe has a lead on someone for Treasurer. Diane will continue as vice-president; Bev will continue as secretary.

- g. Should someone from Social Justice be a liaison to Board? Social Justice acts as its own entity; need to integrate it back into the Fellowship. Board position vs liaison? Ask Social Justice rep to be an at-large member of the Board or add another Trustee position on the Board? No decision made.
- h. Shared Leadership model – Rev Christe working to educate people about shared leadership. Rev Christe does not need to show up for every event. Every UUFG member has a ministry. How to share this and make it as a model in our congregation? What would it look like to have a co-presidency? Or a Treasurer who doesn't do the bookkeeping/creation of reports? Shared tasks among Board members to spread the work out and make it sustainable.
- i. General Assembly – June 22-26, 2022; need 4 delegates (volunteers or assigned people) in the room for the voting process. Leah was a delegate for the past two years. The meeting will be hybrid this year.
- j. **Action Item**: Cam will send out a request for volunteers. UUFG will try to cover registration costs for people who want to attend in person.
- k. Annual Meeting – proposed date May 22, 2022. Diane and Bev will not be available; could record the meeting for later transcription. By-laws state that we must have an annual meeting in the month of May; may want to amend for more flexibility. Need quorum of the Fellowship.

5. Wrap Up

- a. Emerging Concerns – none
 - b. Calendaring & Action Items – May 22 Annual Meeting
 - c. Gratitudes– Judith Kendall for courtyard dedication ceremony
 - d. Board Process – meeting was on time.
 - e. Personal Check-out
6. Adjournment – the meeting adjourned at 8:16 PM. The next meeting of the Board will be on May 2, 2022, at 6:30 PM.

Respectfully submitted,
Beverly Giordano,
UUFG Board Secretary

Fellowship Council Meeting April 12, 2022

SUMMARY

Attending : Alice, Liz, Bev, Harry, Samara, Liz, Marilyn, new membe, Jonathan Coron (safety), Rev. Christe and Diane

During the Q&A discussion about submitted committee reports, Harry asked Liz for clarification about her report and she replied about the need for more involvement from members of the fellowship and some of the trade-offs between having a service template vs highly original/creative services. The group was also updated on planning and activities for the upcoming Installation and about the three grants received from the UUFG Foundation. We discussed the chapter on Religious Professionals in the book *Widening the Circle of Concern*. Liz did our opening and closing "chalice lighting" and the meeting ended at 7pm. Committee reports are included below.

AGENDA

- 5:30 Chalice Lighting
- 5:35 Welcome and check-ins for members
- 5:50 Q & A on submitted committee reports
- 6:00 New Business: Installation
- 6:10 Other updates from Rev Christe
- 6:20 Ongoing Business: Bringing new members onto our committees
- 6:30 Discussion: *Widening the Circle of Concern*, Religious Professionals pp.77-86
- 7:00 Closing words and extinguish chalice

COMMITTEE REPORTS

Social Justice

Alice Primack

We continue our primary focus for this year, Democracy, with frequent events. On April 10 we are inviting candidates for various offices such as School Board and City Commission to come to the church after the Service and bring their petitions to get on the ballot, so that people can meet them and sign the petitions. Or if they cannot come, we will try to have petitions out to be signed anyhow.

We are planting a tree as a recognition of Earth Day. It will be in the Playground and will be in honor of Heather Arata (a surprise).

We are working on planning a large Voter Registration event in June, hoping to go together with other churches including Black churches.

Our Climate and Environment Focus Group is exploring Solar Energy for the church. They will also take the lead on a Sunday service on May 1st, about Ocean level rise.

Membership

Harry Mangle

- As of April 1st, total UUFG membership is 155, one less from last month as Olivia Stryker unfortunately passed away on 3-19-22.
- At the March 13th worship service, we officially welcomed the following new members who joined UUFG since March 2020: Dave Kramek, Jon Kramek, Mary Kramek, Alder MoonOak, and Renee Richter
- On Sunday, April 10th, 12:15- 1:30, Judith Kendall facilitated the monthly Step 2 activity in our “Path to Membership” for four participants. This activity is an orientation for visitors and newcomers to Unitarian Universalism and UUFG. Those attending the event are welcome to remain as visitors and continue participating in UUFG activities or register for Step 3 which is a more in-depth presentation of our faith traditions and UUFG. Step 3 is designed to help visitors decide if they want to join UUFG.
- In March, the Membership Team collaborated with the RELATE team on revitalizing the Young Adult Group, which had stopped meeting because of a lack of members. However, with the infusion of two new UUFG members the group is beginning to get back together. Its first activity, a board game night on Wednesday evening, March 23rd was held, and others are planned at 6:30 pm on the second Wednesdays of the month through July.

Worship Report

Liz Stewart

- continue to provide excellent Sunday services
- beginning to recruit new members in earnest
- preparing copy for website to promote Worship
- planning on shaking things up a little. Need honest feedback from everyone for guidance
- geared up for Installation

Safety

Jonathon Coron

- 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

Evaluator Form for Application for Renewal of Fellowship

A MESSAGE FROM THE MINISTERIAL FELLOWSHIP COMMITTEE:

We thank you for your significant role in the professional development of our Unitarian Universalist ministers as they move through the Preliminary Fellowship process. In completing this assessment, we call your attention to a document entitled: “Fulfilling the Call: A Model for UU Ministry in the 21st Century.” This was the product of a collaborative effort of the Unitarian Universalist Association, the UU Ministers Association, and the Education Development Center, Inc. This work undergirds the evolving paradigm shift in the way the Ministerial Fellowship Committee is doing its work in credentialing ministers and the way in which the UUMA will guide its members through lifelong professional learning.

We are moving from an historic “learned” ministry to a concept of “learning” ministry. We are using “Fulfilling the Call” as a rubric for our ministers to follow in their formation and throughout their arc of ministry. (see below) We believe that this learning is developmental, moving from basic competency to proficiency to, in some cases, and in some areas, exceptional. We understand that community-based ministries and parish-based ministries will have different areas of emphasis as they complete their paperwork and that the emphasis may change over time.

Therefore, we are asking you who partner with our ministers through the stages of preliminary fellowship to consider following a model of Appreciative Inquiry (see below) rather than solely rating the minister on a scale from “strength” to “satisfactory” to “area of growth” to “unsatisfactory.” Additionally, we’re also asking you to consider your organization’s/congregation’s overall mission/vision and leadership/ministry, as you undertake this task.

As you move through the following seven designated areas of competency, we ask for your thoughtful response to some selected tasks within the general area of competency.

- We ask for your feedback on where the minister is on the arc from basic competency toward proficiency.
- We ask that you give us examples of how this task was demonstrated, knowing that specifics are more helpful than generalities.
- We ask that you to provide suggestions for growth within these competencies and tasks. How can your congregation/agency companion this minister on a path toward proficiency in these various tasks?
- And, we ask that you to share with us your leadership and alignment of mission/vision with the particular tasks being assessed.

If this evaluation is by a board/committee, please provide the evaluation as a consensus report of the group. Do not provide individual ratings from each group member.

The section entitled “**Comments on congregational or organizational ownership and involvement in this area**” is your opportunity to express your assessment of the congregation or organization’s commitment and engagement in that area. For example, it may be noted that the congregation/organization has not done much in the area of social justice in the public square, but then recognize that there is not much commitment within the organization to engage in that area or that the focus of the organization has a different emphasis. “**Continuing Education/Action Steps**” is an opportunity to make concrete suggestions to the minister for appropriate continuing education or action steps that will strengthen that area of ministry. (i.e., take time management course, study system’s theory, etc.)

[Fulfilling the Call](#): A Model for Unitarian Universalist Ministry in the 21st Century:

[Appreciative Inquiry](#) Resource (YouTube)

When completed, all evaluations should be shared with the minister, the minister’s mentor and

Evaluator Form for Application for Renewal of Fellowship

both evaluating bodies.

Forms should be submitted as email attachments to mfc@uua.org.

Evaluator Form for Application for Renewal of Fellowship

Minister's Name: Rev. Christe Lunsford

Date: 5/30/2022

Select the ministerial setting that applies for this evaluation:

☒ Parish☐ Community/Entrepreneurial

Please select the evaluating body represented by this form:

☐ Supervisor☒ Board☐ Committee on Ministry (CoM)☐ Ministry Formation Team (MFT)

Congregation/Organization: Unitarian Universalist Fellowship of Gainesville, FL

Address: 4225 NW 34th St., Gainesville, FL 32608

Supervisor or Board/Committee Contact: Martha Soles

Email: [Click here](#)

Names of Board/CoM/MFT members, if applicable: Leah Cobb Lee, Rose Cole, Bev Giordano, Erin Parish, Martha Soles, Diane DePuydt, Chris Vulpe

Please note that fields for your text will expand to accommodate your entries. Comments should be no more than 400 words.

Area of Ministry:

1. Worship and Rites of Passage

Check One:

☐ Strength☐ Satisfactory☐ Area for Growth☐ Unsatisfactory☐ Not ObservedGeneral Comments: *Consider*

- *Knows how to prepare holistic, inclusive worship and rituals for life passages.*
- *Demonstrates awareness of multicultural and multigenerational approaches to worship.*
- *Prepares and delivers engaging sermons, homilies, and reflections.*
- *Works collaboratively with professional colleagues and lay worship leaders.*
- *Uses arts to create multisensory worship.*
- *Integrates theological theory and practice.*

[enter text](#)

Comments on congregational or organizational ownership and involvement in this area:

[enter text](#)

Recommended Continuing Education/Action Steps:

[enter text](#)**2. Pastoral Care and Presence**

Check One:

☐ Strength☐ Satisfactory☐ Area for Growth☐ Unsatisfactory☐ Not Observed

Evaluator Form for Application for Renewal of Fellowship

General Comments: *Consider*

- *Can provide pastoral care, recognizing differences between pastoral and therapeutic counseling.*
- *Demonstrates healthy personal boundaries and knowledge of professional ethics.*
- *Has awareness and skills to respond appropriately to sexuality, mental health, end of life, and relationship concerns.*
- *Understands cultural and generational needs in pastoral care.*

enter text

Comments on congregational or organizational ownership and involvement in this area:

enter text

Recommended Continuing Education/Action Steps:

enter text

3. Spiritual Development for Self and Others

Check One:

☐ Strength ☒ Satisfactory ☐ Area for Growth ☐ Unsatisfactory ☐ Not Observed

General **Comments:** *Consider*

- *Models spiritual depth in personal practice.*
- *Articulates philosophies and theories of teaching and learning.*
- *Models accountable engagement with diverse spiritual traditions and communities.*
- *Demonstrates understanding of multi-religious knowledge and practices.*

enter text

Comments on congregational or organizational ownership and involvement in this area:

enter text

Recommended Continuing Education/Action Steps:

enter text

4. Social Justice in the Public Square

Check One:

☐ Strength ☐ Satisfactory ☒ Area for Growth ☐ Unsatisfactory ☐ Not Observed

General **Comments:** *Consider*

- *Is engaged with critical justice issues in the local community and in the larger world.*
- *Can apply the lens of power and privilege in the areas of antiracism, anti-oppression, and multiculturalism.*
- *Understands basics of community organizing and value of broad-based coalitions.*

Evaluator Form for Application for Renewal of Fellowship

- *Connects the history of UU justice engagement to the present.*

enter text

Comments on congregational or organizational ownership and involvement in this area:

enter text

Recommended Continuing Education/Action Steps:

enter text

5. Administration

Check One:

☐ Strength ☐ Satisfactory ☐ Area for Growth ☐ Unsatisfactory ☐ Not Observed

General Comments: *Consider*

- *Is prepared to manage staff and volunteers.*
- *Has a basic understanding of budgets, stewardship, and fundraising (and the theology thereof).*
- *Understands role as a minister within a mission-based institution.*
- *Articulates understanding of conflict management and obstacles to healthy organizational functioning.*

enter text

Comments on congregational or organizational ownership and involvement in this area:

enter text

Recommended Continuing Education/Action Steps:

enter text

6. Serves the Larger Unitarian Universalist Faith

Check One:

☐ Strength ☐ Satisfactory ☐ Area for Growth ☐ Unsatisfactory ☐ Not Observed

General Comments: *Consider*

- *Collaborates with Unitarian Universalist and interfaith colleagues, including other religious professionals.*
- *Articulates historical influence of Christianity on North American culture, including Unitarian Universalism.*
- *Engages with Unitarian Universalism at the local, regional, national, and global levels.*

Evaluator Form for Application for Renewal of Fellowship

- *Articulates knowledge of current initiatives and issues within the faith movement.*
- *Demonstrates knowledge of UU history and polity.*
- *Contributes to on-going scholarship and support of professional ministry.*

enter text

Comments on congregational or organizational ownership and involvement in this area:

enter text

Recommended Continuing Education/Action Steps:

enter text

7. Leads the Faith into the Future

Check One:

☐ Strength ☐ Satisfactory ☐ Area for Growth ☐ Unsatisfactory ☐ Not Observed

General Comments: *Consider*

- *Experiments with emerging media technology.*
- *Articulates a vision for the future, assessing opportunities and challenges for Unitarian Universalism in a changing society.*
- *Explores new generational and multicultural expressions of Unitarian Universalism.*

enter text

Comments on congregational or organizational ownership and involvement in this area:

enter text

Recommended Continuing Education/Action Steps:

enter text

**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 of 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 stay 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 _____