



# Unitarian Universalist Fellowship of Gainesville

UUFG Governing Board Meeting Agenda  
September 24, 2024 – 6:30 pm to 8:30 pm

## UUFG Covenant

In our relationships to one another, we covenant to:

- Respect and value every person in our congregation during times of agreement and disagreement,
- Minister to each other, celebrate our joys and give support in times of sorrow,
- Make decisions through a democratic process, participate, and respect the outcomes of the collective wisdom,
- Set a positive example for children through our words, actions and instructions, while cherishing them as unique individuals,
- Give our time, energy, voices and economic resources to the common good,
- In all things be guided by our Unitarian Universalist principles.

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, trust and respect.*
  - d. Personal Check-In
  - e. Confirm agenda and roles (timekeeper, gratitude notes, external observer)
2. [6:40 pm] Congregational Input 10 min
3. [6:50 pm] Consent Agenda 20 min
  - a. Admin Report August 2024 (Att. 1)
  - b. Treasurer's Report August 2024 (Att. 2)
  - c. RE Report (Att. 3)
  - d. Fellowship Council Report (Att. 4)
  - e. Board Meeting Minutes July 2024 (Att. 5)
4. [7:10 pm] Discussion, Action Items, Visioning 10 min
  - a. Social Justice Circle- "It Can't Happen Here" rescheduling
  - b. Perfume/cologne issues at services
5. [7:20 pm] Leadership and Governance 45 min
  - a. Proposed policy revisions
    - i. GOV-4 (third reading) (Att. 6)
    - ii. Removal of GOV-5 (first reading) (Att. 7)
    - iii. Removal of GOV-6 (first reading) (Att. 7)
  - b. Foundation Report and appointments (Att. 8)
  - c. Affirmations of previous appointments for record keeping (Kristin)



## Unitarian Universalist Fellowship of Gainesville

- i. Pete Turner to the Foundation for a first term from March 2023 to June 2026
  - ii. Jeanne Gossman to the Foundation for a second term from July 2023 to June 2026
  - iii. Sandra Topp to the Foundation for a second term from July 2024 to June 2027
  - d. Affirmation of Ministerial contract for record keeping (Att. 9)
  - e. Foundation Policy change (second reading) (Att. 10)
  - f. Personnel policy and records discussion (Att. 11)
- 
- 6. [8:05 pm] Facilities 15 min
    - a. GRU pricing
    - b. Tree removal (Att. 12)
- 
- 7. [8:20 pm] Wrap up 10 min
    - a. Emerging Concerns
    - b. Calendaring and Action Items
    - c. Gratitude notes
    - d. Board Process – external observer
    - e. Next meeting October 22, 2024
- 
- 8. [8:30] Adjournment



# Unitarian Universalist Fellowship of Gainesville

To: Governing Board  
From: Cam Pierce  
Date: September 19, 2024  
RE: Monthly Congregational Admin Report to the Board

## Membership Numbers

Currently, we have 151 members and 26 supporting friends. This past month, Martha Davis changed her status from supporting friend to member. Hazel and Mike Haslett changed their status from members to supporting friends.

## Sunday Service Attendance

### Sundays, August 2024 –

- Average in person attendance for four Sundays: 78
- Average YouTube visits for four Sundays: 56
- Total average participation for four Sundays with both YouTube and in person numbers: 134
- Current YouTube subscribers: 342

Date	YouTube	In-Person Attendance	Total
8/4/2024	56	73	129
8/11/2024	54	85	139
8/18/2024	58	66	124
8/25/2024	56	86	142

### Sundays, August 2023 –

- Average in person attendance for four Sundays: 69
- Average YouTube visits for four Sundays: 64
- Total average participation for four Sundays: 133
- Current YouTube subscribers: 267

Date	YouTube	In-Person Attendance	Total
8/6/2023	75	64	139
8/13/2023	46	79	125
8/20/2023	66	64	130
8/27/2023	69	67	136

# Attendance

08/03/2024	Youth Group Cooking Party	J Chase	6
08/03/2024	Worship Team	Anna Deyle/Erin Parish	13
08/04/2024	HUUGG / Humanist Class	K Anderson	13
	CYREC	J Chase	3
	Sunday Service - in person		60
	Sunday Service - online		56
	Childcare/Children/RE	J Chase	10k + 3a
	Youth Group	J Chase	
08/06/2024	Morning Meditation	D DePuydt	7
08/06/2024	Worship Team	Anna Deyle/Erin Parish	6
08/08/2024	UUFG Men's Lunch Group	T Bullock	10
08/09/2024	Parents Night Out	J Chase	16k + 5a
08/10/2024	Buildings & Grounds Work Morning		5
08/10/2024	Friends of the Courtyard	P Maloney	6
08/11/2024	Sunday Service - in person		57
	Sunday Service - online		54
	Childcare/Children/RE -	J Chase	11k +3as
	Youth Group/bake sale	J Chase	6youth +2av
	Midlers	J Chase	4k + 2av
	Newcomers Orientation	J Kendall	
08/12/2024	Care Team	J Wright	11
08/13/2024	Morning Meditation	D DePuydt	8
08/13/2024	Safety Team	J Coron	4
08/13/2024	Fellowship Council	T Mareci	cancelled
08/14/2024	Young Adult Group	K Hagan	
08/18/2024	HUUGG / Humanist Class	K Anderson	7
	Sunday Service - in person		58
	Sunday Service - online		58
	Childcare/Children/RE -	J Chase	6k +2a
	Social Justice Circle	M Bahr	8
08/20/2024	Finance Committee	J Wright	9
08/25/2024	Sunday Service - in person		60
	Sunday Service - online		56
	Childcare	J Chase	10k + 2a
	Middlers Class	J Chase	5k + 2a
	Youth Group	J Chase	4 y + 3a
08/27/2024	Morning Meditation	P Turner	9
08/27/2024	Governing Board	E Parish	16
08/28/2024	Young Adult Group	K Hagan	

# UUFG Office Notes

## Solar Power GRU Billing Issue

Our most recent GRU bill shows a large increase in the electrical portion of the bill, rising from the \$35/month that we have been paying for the meter to well over \$800 this month. I have spoken to Steve Elliot at GRU, who informed me that because of an apparent spike in one 15-minute period this past month, our billing schedule has changed for the next 11 months. We are seeking more information to determine what recourse we have to dispute this bill.

## Safety Committee

The Safety Team is near completion of its review and revision of our Emergency Operations Plan document. We still have two trail cameras and several video surveillance signs to install.

## Mailings & Communications

The Worship Team has selected a variety of Touchstone themes from different years, so we will be purchasing additional Touchstones materials and “recycling” some themes that we have used in the past.

I have asked the board to consider whether it wishes to continue sending out anniversary letters, and if so to approve language.

## Website

Recent updates include updates to the calendar on our homepage and the installation of a widget that allowed me to upload our google calendar to a new page in our members section.

In installing the new calendar page, I discovered that our members section was *not* actually password protected. Anyone who performed a google search for something in our members section (e.g., “UUFG Governing board agendas”) could go to that page without having to enter a password, and from that page access all other pages in the ‘members section.’ The original architects of our website had mistakenly assumed that because a parent page is password protected, that the subpages would also be protected. To fix this problem, I installed two more widgets that have enabled creation of a truly password protected members section .

## Finance

I participated in our monthly Finance Committee meeting, preparing financial reports for their review and for the board agenda. For the last meeting, I also provided the Finance Committee documentation of our online payment activity over the past year. I also worked with Mary Anthony and Paul Avery to help identify possible

## Pensions

Per my conversations with Mary, and since I am the person entering pension data into the Empower site, I am the main contact for Empower. The UUA is requiring that all UU congregational Governing Boards pass a motion to approve certain changes to the contract with Empower.

## Front Sign

I have been changing messages on the front sign to reflect upcoming service titles or speakers.

**Rentals**

Our main renters are Gainesville Bridge Club and Joy of the Lord Outreach Ministries. In October we will host Life Line Screenings. This past August 20, our Social Hall space was the voting location for Precinct 22, and I have been in consultation with the Supervisor of Elections office in preparation for the November 5 election. Joy of the Lord remains behind on rental payments as Boise Jackson works through chronic health issues. They have been able to pay around \$400 per month toward their bill. I will keep the board and Rev. JeKaren posted on developments as Joy of the Lord manages their financial situation.

This month I have also been in dialogue with Actors Warehouse regarding reading performances of “It Can’t Happen Here,” and I’ve calendared one upcoming wedding and one memorial service.

**Personal Time**

I still have four personal days from the 2023-2024 fiscal year to use up. I don’t currently have any scheduled days off until Thursday, October 17 and Friday, October 18 when I will again be traveling to Charlotte to see my son.

Unitarian Universalist Fellowship - Gainesville FL									
Treasurer's Report as of August 2024 for General Fund									
Wednesday, September 11, 2024									
Account #	Account Name	Period Activity August 2024	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget	Annual Budget Remaining	
<b>Income</b>									
<b>Income to General Fund</b>									
<b>Sustaining Gifts-Members &amp; Friends</b>									
4.100.030	Current Years Pledges	18,319.39	24,396.00	32,662.78	48,792.00	(16,129.22)	292,748.00	260,085.22	
4.100.050	Sunday Collect/Unidentified G	670.54	950.00	2,406.70*	1,900.00	506.70	11,394.00	8,987.30	
	<b>Total Sustaining Gifts-Members &amp; Friends</b>	<b>\$18,989.93</b>	<b>\$25,346.00</b>	<b>\$35,069.48</b>	<b>\$50,692.00</b>	<b>(\$15,622.52)</b>	<b>\$304,142.00</b>	<b>\$269,072.52</b>	
<b>Miscellaneous Income</b>									
4.100.210	Rental Income	660.00	917.00	2,595.00*	1,834.00	761.00	11,000.00	8,405.00	
4.100.300	Special Activities and Auction	0.00	1,333.00	0.00	2,666.00	(2,666.00)	16,000.00	16,000.00	
4.100.330	Interest	45.09	292.00	90.04	584.00	(493.96)	3,500.00	3,409.96	
4.100.430	Book Cart Income	1,000.00	25.00	1,000.00*	50.00	950.00	300.00	(700.00)	
	<b>Total Miscellaneous Income</b>	<b>\$1,705.09</b>	<b>\$2,567.00</b>	<b>\$3,685.04</b>	<b>\$5,134.00</b>	<b>(\$1,448.96)</b>	<b>\$30,800.00</b>	<b>\$27,114.96</b>	
	<b>Total Income to General Fund</b>	<b>\$20,695.02</b>	<b>\$27,913.00</b>	<b>\$38,754.52</b>	<b>\$55,826.00</b>	<b>(\$17,071.48)</b>	<b>\$334,942.00</b>	<b>\$296,187.48</b>	
	<b>Total Income</b>	<b>\$20,695.02</b>	<b>\$27,913.00</b>	<b>\$38,754.52</b>	<b>\$55,826.00</b>	<b>(\$17,071.48)</b>	<b>\$334,942.00</b>	<b>\$296,187.48</b>	
<b>Expense</b>									
<b>Expenses from General Fund</b>									
<b>Programs</b>									
5.100.110	Membership	48.00	67.00	48.00	134.00	(86.00)	800.00	752.00	
5.100.120	UU Leadership	118.99	50.00	118.99*	100.00	18.99	600.00	481.01	
5.100.130	Social Justice	0.00	125.00	50.00	250.00	(200.00)	1,500.00	1,450.00	
5.100.140	RELATE	0.00	8.00	0.00	16.00	(16.00)	100.00	100.00	
5.100.150	CUUPS	0.00	21.00	0.00	42.00	(42.00)	250.00	250.00	
5.100.240	RE Program Activities	436.63	183.00	436.63*	366.00	70.63	2,200.00	1,763.37	
5.100.270	Background Checks	0.00	50.00	51.25	100.00	(48.75)	600.00	548.75	
5.100.280	Hospitality Budgeted	0.00	17.00	0.00	34.00	(34.00)	200.00	200.00	
5.100.300	Special Activities and Auction Expenses	0.00	83.00	0.00	166.00	(166.00)	1,000.00	1,000.00	
5.100.310	Worship - Sunday Services	43.80	617.00	98.77	1,234.00	(1,135.23)	7,400.00	7,301.23	
5.100.320	Music Program	135.00	0.00	135.00*	0.00	135.00	2,000.00	1,865.00	
5.100.410	Canvass Expenses	0.00	0.00	0.00	0.00	0.00	500.00	500.00	
5.100.430	Book Cart Expense	0.00	8.00	0.00	16.00	(16.00)	100.00	100.00	
	<b>Total Programs</b>	<b>\$782.42</b>	<b>\$1,229.00</b>	<b>\$938.64</b>	<b>\$2,458.00</b>	<b>(\$1,519.36)</b>	<b>\$17,250.00</b>	<b>\$16,311.36</b>	
<b>Administration &amp; Operational Support</b>									
5.100.010	Board Discretionary Funds	0.00	83.00	0.00	166.00	(166.00)	1,000.00	1,000.00	
5.100.020	Pastoral Care Expense	0.00	17.00	0.00	34.00	(34.00)	200.00	200.00	
5.100.030	Contributions to Reserves	417.00	417.00	834.00	834.00	0.00	5,000.00	4,166.00	
5.100.520	Denominational Dues	1,422.83	1,423.00	2,846.00	2,846.00	0.00	17,078.00	14,232.00	
5.100.525	Insurance	3,283.40	1,583.00	3,352.15*	3,166.00	186.15	19,000.00	15,647.85	
5.100.530	Office Expense	879.11	583.00	1,190.66*	1,166.00	24.66	7,000.00	5,809.34	
5.100.540	Bookkeeper	0.00	250.00	0.00	500.00	(500.00)	3,000.00	3,000.00	
5.100.545	Telephone & Internet	512.11	625.00	1,021.22	1,250.00	(228.78)	7,500.00	6,478.78	
5.100.550	Utilities - Electricity & Water	893.03	1,250.00	1,585.55	2,500.00	(914.45)	15,000.00	13,414.45	
5.100.560	Waste Disposal	215.24	217.00	215.24	434.00	(218.76)	2,600.00	2,384.76	
5.100.570	Custodial Service	900.00	900.00	1,800.00	1,800.00	0.00	10,800.00	9,000.00	
5.100.572	Custodial Supplies	0.00	69.00	0.00	138.00	(138.00)	825.00	825.00	
5.100.575	Facilities Maintenance	702.45	792.00	1,854.45*	1,584.00	270.45	9,500.00	7,645.55	
5.100.580	Backflow and Fire Suppression	82.00	333.00	398.62	666.00	(267.38)	4,000.00	3,601.38	
5.100.583	Security & Safety	1.62	58.00	1.62	116.00	(114.38)	700.00	698.38	





						Unitarian Universalist Fellowship - Gainesville, FL
						Budget Variance Report
						August 2024
Account #	Account Name					
Income						
Income to General Fund						
Sustaining Gifts-Members & Friends						
4.100.030	Current Years Pledges					August receipts are under budget for the month by \$6076.
4.100.050	Sunday Collect/Unidentified Giving					August receipts are under budget by \$279.
Miscellaneous Income						
4.100.210	Rental Income					Main rental income from the Gainesville Bridge Club and Joy of the Lord Outreach Ministries.
4.100.300	Special Activities-Auction					
4.100.330	Interest					
4.100.430	Book Cart Income					\$1000 transferred in August -- money that has accumulated in the Book Cart Fund since the 2022-2023 FY.
Expense						
Expenses from General Fund						
Programs						
5.100.110	Membership					
5.100.120	UU Leadership					Books & bookmarks purchased in August
5.100.130	Social Justice					
5.100.140	RELATE					
5.100.150	CUUPS					
5.100.240	RE Program Activities					Pride tabling, Glowforge crafting supplies
5.100.270	Background Checks					
5.100.280	Hospitality Budgeted					
5.100.300	Special Activities and Auction Expenses					
5.100.310	Worship - Sunday Services					
5.100.320	Music Program					Grand piano tuning
5.100.410	Canvass Expenses					
5.100.430	Book Cart Expense					
Administration & Operational Support						
5.100.010	Board Discretionary Funds					
5.100.020	Pastoral Care Expense					
5.100.030	Contributions to Reserves					Monthly payment
5.100.520	Denominational Dues					Monthly payment
5.100.525	Insurance					Premium payments to Liberty Mutual. August premium is basically a double payment
5.100.530	Office Expense					Includes contracts with Konica Minolta, MailChimp and Office 365. August also had furniture for minister's office, stamps, etc.
5.100.540	Bookkeeper					Contract with Mignon Craig, bookkeeper
5.100.545	Telephone & Internet					Includes contract with Cox Communications, webhosts and other related services
5.100.550	Utilities - Electricity					GRU/electric & water expenses. Our monthly payments have gone down thanks to the solar panels, but in August we paid a one-time
5.100.560	Waste Disposal					Contract with Waste Pro
5.100.570	Custodial Service					Contract with One Guy Cleaning & Repair, Inc., Juan Rivera proprieter
5.100.572	Custodial Supplies					
5.100.575	Facilities Maintenance					August expenses include new thermostat, mower battery, and motion detection light installation on the lawn mower shed.
5.100.580	Backflow and Fire Suppression					
5.100.583	Security & Safety					
5.100.585	Pest Control					Melrose Pest Control's annual termite treatment was performed in September
5.100.595	VANCO, Online Platform and Bank Fees					Vanco manges most of our online donations. The other online platforms we use include Venmo, PayPal and Stripe.

[illegible]

**Unitarian Universalist Fellowship - Gainesville FL**  
**Consolidated Fund Activity Report for August 2024**

**Wednesday, September 11, 2024**

Account #	Account Name	Beg Balance	Receipts	Disbursements	Transfers/JE's	End Balance
3.100.100	General Fund Balance	79,946.61	20,695.02	28,293.24	(520.00)	71,828.39
3.100.321	Minister's Sabbatical Fund Balance	27,908.58	0.00	0.00	0.00	27,908.58
3.100.700	Minister's Housing Fund Balance	0.00	520.00	0.00	0.00	520.00
3.201.120	CUUPS Support Fund Balance	631.00	0.00	0.00	0.00	631.00
3.202.100	Music Support Fund	1,978.10	0.00	0.00	0.00	1,978.10
3.203.110	Memory Garden Fund	702.11	0.00	0.00	0.00	702.11
3.203.120	Courtyard Fund Balance	2,500.16	0.00	0.00	0.00	2,500.16
3.203.130	Solar Panel Fund Balance	(147.75)	147.75	0.00	0.00	0.00
3.203.140	Interim Ministry Fund Balance	49,421.00	0.00	0.00	0.00	49,421.00
3.203.145	Board Special Holding Fund Balance	24,652.00	0.00	0.00	0.00	24,652.00
3.203.150	Labyrinth Fund Balance	2,000.00	0.00	0.00	0.00	2,000.00
3.204.110	Book Cart Fund	1,079.90	0.00	1,000.00	0.00	79.90
3.206.100	<i>Foundation Grants</i>					
3.206.113	Youth Room Update (Grant) Fund Balance	259.38	0.00	0.00	0.00	259.38
3.206.115	Banned Books (Grant) Fund Balance	73.95	0.00	0.00	0.00	73.95
3.206.116	Security Camera Grant Balance	256.83	1.62	258.45	0.00	0.00
3.206.140	UU Leadership Fund - Balance	4,536.33	0.00	0.00	0.00	4,536.33
3.206.189	Hospitality Supply (grant) Balance	742.00	0.00	0.00	0.00	742.00
3.206.190	Memory Garden (grant) Balance	2,075.00	0.00	0.00	0.00	2,075.00
3.210.100	<i>CYREC</i>					
3.210.110	RE Fund Balance	1,971.18	0.00	0.00	0.00	1,971.18
3.210.120	Youth Support Fund Balance	1,070.91	511.60	0.00	0.00	1,582.51
3.210.125	OWL Fund Balance	3,118.07	319.00	40.00	0.00	3,397.07
3.210.160	Playground/Coffee Fund Balance	95.00	0.00	0.00	0.00	95.00
3.216.100	<i>Social Justice Fund</i>					
3.216.110	Social Justice Unallocated Funds	3,290.26	0.00	0.00	0.00	3,290.26
3.216.160	Share The Plate Balance	762.39	587.27	762.39	0.00	587.27
3.400.100	<i>Future Funding &amp; Capital Reserve Accounts</i>					
	<i>Balance</i>					
3.404.110	Res. Fd for Large Scale Maintenance-Balance	54,411.57	0.00	0.00	417.00	54,828.57
3.500.100	Land & Building Fund	1,043,432.00	0.00	0.00	0.00	1,043,432.00
3.500.150	Furnishings & Equipment Fund	62,670.00	0.00	0.00	0.00	62,670.00
3.500.155	Solar Fund Bank Account Balance	147.75	0.00	0.00	(147.75)	0.00
3.500.200	UUFG Foundation Balance	476,678.83	0.00	0.00	0.00	476,678.83
3.500.250	Ministers Discretionary Fund Bank Account	6,265.99	0.00	0.00	0.00	6,265.99
	Balance					
<b>Total</b>		<b>\$1,852,529.15</b>	<b>\$22,782.26</b>	<b>\$30,354.08</b>	<b>(\$250.75)</b>	<b>\$1,844,706.58</b>

**Unitarian Universalist Fellowship - Gainesville**  
**Consolidated Fund Narrative Report**  
**August 2024**

Account #	Account Name	Name	Source	Purpose
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. Note board approved creation of the "Board Special Holding Fund" and the transfer of \$24,652 from the General Fund to that line item.
3.100.301	Ministers Discretionary Fund Balance	Mary Anthony/Leah Cobb Lee/Rev. JeKaren Olaoya	Donations	This is a pass-thru account. We transfer this money to a separate checking account that the minister manages.
3.100.321	Ministers Sabbatical Fund Balance	Board	General Fund	Originally money reserved for a substitute Minister when our Minister goes on Sabbatical (Yrs 4-7) . Will be used to cover interim ministry expenses in coming years.
3.100.700	Minister's Housing Fund Balance	Mary Anthony	General Fund	Board approved creating a fund for Rev. JeKaren's hotel expenses, transferring \$520/month from the general fund in August, September, October & November.
3.201.120	CUUPS Support Fund Balance	Debra Neill-Mareci	Donations	For Sacred Oak CUUPS group for ritual expenses and fire circle upkeep
3.202.100	Music Support Fund	Beverly Sanders, Choir President	Donations/Events	For music program expenses not covered by the budgeted line item. This month shows income from concert
3.203.110	Memory Garden Fund	Pete Turner & Tamara Evonne	Donations	For the maintenance of the memory garden. Main expenses are name plates for deceased members and shrub spraying.
3.203.120	Courtyard Fund Balance	Peggy Maloney	Donations	Funds remaining from drive to purchase benches and landscaping the courtyard. Funds are used for improvements and long-term maintenance of the courtyard.
3.203.130	Solar Panel Fund Balance	Mary Anthony	Donations	Pass through account used for donations for our solar panel project. Money is transferred into our Solar Panel checking account. The negative starting balance of -\$147.75 was exactly the amount that was transferred into this line item from the Solar Panel bank account when it was closed out in August.
3.203.140	Interim Ministry Fund	Mary Anthony	Donations	Donated funds held to help pay salary and expenses of an interim minister.
3.203.145	Board Special Holding Fund Balance	Mary Anthony	General Fund transfer	Board authorized fund to use in case we need additional funding for FY 2024-2025 expenses.
3.203.150	Labrynth Fund	Debra Neill-Mareci	Donations	Funds to maintain and improve our labyrinth. Money transferred in July from Foundation grant line item per Denis Whittaker & family.
3.204.110	Book Cart Fund	Paul Hargrave	Sales	Book purchase income. In August, we transferred \$1000 from the fund, reflecting collections over the past several fiscal years.
	<b><i>Foundation Grants</i></b>			
3.206.113	Youth Room Update Fund	James Chase	Foundation	Fall 2022 grant to purchase new furniture, etc., for Youth Room. Youth room purchases are nearly complete, with the remaining balance to be returned to the Foundation.
3.206.115	Banned Books Fund	Mary Bahr	Foundation	Fall 2023 grant
3.206.116	Security Camera Fund	Jonathan Coron	Foundation	Fall 2023 grant for video cameras for security on UUFG grounds. Purchases are complete.
3.206.140	UU Leadership Fund	LDC	Foundation	
3.206.189	Hospitality Supply Fund	Debra Neill-Mareci & Hazel Hazlett	Foundation	Spring 2024 grant to purchase new plates and supplies for the kitchen. No receipts have been submitted.
3.206.090	Memory Garden (grant) Fund	Joy Avery	Foundation	Spring 2024 grant to have camillias professionally trimmed

**Unitarian Universalist Fellowship - Gainesville**  
**Consolidated Fund Narrative Report**  
**August 2024**

Account #	Account Name	Name	Source	Purpose
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	<b><i>CYREC</i></b>			
3.210.120	RE Fund Balance	James Chase	Donations/fund raising activities	To benefit children & youth. February activity reflects t-shirt purchases and sales.
3.210.120	Youth Support Fund Balance	James Chase	Fundraisers (pancake breakfasts, CON fees, car washes, etc.)	To support Youth Group activities and events. The youth had a successful fundraiser in August.
3.210.125	OWL Fund Balance	James Chase	Payments & fundraisers	Funds received to pay for OWL training and classes
3.201.160	Playground/Coffee Fund Balance	James Chase	Fundraisers	To support playground equipment and supplies
	<b><i>Social Justice Fund</i></b>			
3.216.110	Social Justice Unallocated Funds	Mary Bahr	Directed donations	To cover costs not budgeted for external events, membership fees to other organizations, etc.
2.216.160	Share The Plate Balance	Mary Bahr	Directed Donations	Donations collected typically as Sunday offering on the third Sunday of the month and as directed donations through online payment porrtals.
	<b><i>Future Funding &amp; Capital Reserve Accts.</i></b>			
3.404.110	Res. Fd for Large Scale Maintenance- Balance	Facilities/Board	Board	This account is for large maintenance items (e.g., major fire suppresson system repair, air conditioners, roof replacement, exterior painting, etc.) In FY 2024-25, we are paying \$417/month into the fund.
3.500.100	Land & Building Fund			Assessment using Alachua County Property Appraisers figures per 2023.
3.500.150	Furnishings & Equipment Fund			This is an old value of furnishings and equipment.
3.500.155	Solar Fund Bank Account Balance	Leah Cobb Lee & Mary Anthony	Donations	Money transferred from Solar Panel Fund pass through account to pay for the installation of solar panels. In August, Mary Anthony transferred the remaining \$147.75 into our checking account, closing the Solar Panel bank account.
3.500.200	UUFG Foundation Balance	Foundation	Foundation	This number is provided by our Foundation's treasurer, updated as new figures are made available
3.500.201	Foundation Donation Fund Balance			Pass through account to process donations to the Foundation
3.500.250	Ministers Discretionary Fund Bank Acct Bal.	Leah Cobb Lee & Mary Anthony	Donations	This is the balance in the Minister's Discretionary Fund Bank Acct, updated monthly. No changes in August.

Unitarian Universalist Fellowship - Gainesville FL			
Balance Sheet as of August 31, 2024			
Wednesday, September 11, 2024			
Account #	Account Name	Beginning Balance	YTD Balance
<b>Assets</b>			
<b>Cash</b>			
1.000.130	Ameris Bank-Checking	186,909.39	98,970.82
1.000.140	Ameris Bank-Money Market	81,604.88	81,694.92
1.000.155	Solar Fund - Checking	147.75	0.00
	<b>Total Cash</b>	<b>\$268,662.02</b>	<b>\$180,665.74</b>
<b>Fixed Assets</b>			
1.000.310	Building & Land	1,105,900.00	1,043,432.00
1.000.320	Equipment	62,670.00	62,670.00
	<b>Total Fixed Assets</b>	<b>\$1,168,570.00</b>	<b>\$1,106,102.00</b>
<b>Other Assets</b>			
1.000.160	CDs - Certificates of Deposit	0.00	75,000.00
1.000.410	UUFG Foundation	476,678.83	476,678.83
1.100.250	Ministers Discretionary Fund Account	597.99	6,265.99
	<b>Total Other Assets</b>	<b>\$477,276.82</b>	<b>\$557,944.82</b>
	<b>Total Assets</b>	<b>\$1,914,508.84</b>	<b>\$1,844,712.56</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
2.000.120	Payroll Taxes Payable	5.98	5.98
	<b>Total Current Liabilities</b>	<b>\$5.98</b>	<b>\$5.98</b>
	<b>Total Liabilities</b>	<b>\$5.98</b>	<b>\$5.98</b>
<b>Fund Balance</b>			
3.100.100	General Fund Balance	105,228.34	71,828.39
3.100.301	Ministers Discretionary Pass Through Fund Balance	5,668.00	0.00
3.100.321	Minister's Sabbatical Fund Balance	27,908.58	27,908.58
3.100.700	Minister's Housing Fund Balance	0.00	520.00
3.201.120	CUUPS Support Fund Balance	631.00	631.00
3.202.100	Music Support Fund	1,703.00	1,978.10
3.203.110	Memory Garden Fund	814.11	702.11
3.203.120	Courtyard Fund Balance	2,500.16	2,500.16
3.203.130	Solar Panel Fund Balance	(147.75)	0.00
3.203.140	Interminim Ministry Fund Balance	49,421.00	49,421.00
3.203.145	Board Special Holding Fund Balance	0.00	24,652.00
3.203.150	Labyrinth Fund Balance	2,000.00	2,000.00
3.204.110	Book Cart Fund	1,079.90	79.90
3.206.100	<i>Foundation Grants</i>		
3.206.113	Youth Room Update (Grant) Fund Balance	259.38	259.38
3.206.115	Banned Books (Grant) Fund Balance	73.95	73.95
3.206.116	Security Camera Grant Balance	256.83	0.00
3.206.140	UU Leadership Fund - Balance	4,536.33	4,536.33
3.206.189	Hospitality Supply (grant) Balance	742.00	742.00
3.206.190	Memory Garden (grant) Balance	2,075.00	2,075.00
	<i>Total Foundation Grants</i>	<i>\$7,943.49</i>	<i>\$7,686.66</i>
3.210.100	<i>CYREC</i>		
3.210.110	RE Fund Balance	1,971.18	1,971.18
3.210.120	Youth Support Fund Balance	1,070.91	1,582.51
3.210.125	OWL Fund Balance	3,056.42	3,397.07
3.210.160	Playground/Coffee Fund Balance	95.00	95.00
	<i>Total CYREC</i>	<i>\$6,193.51</i>	<i>\$7,045.76</i>
3.216.100	<i>Social Justice Fund</i>		
3.216.110	Social Justice Unallocated Funds	3,290.26	3,290.26
3.216.160	Share The Plate Balance	280.12	587.27
	<i>Total Social Justice Fund</i>	<i>\$3,570.38</i>	<i>\$3,877.53</i>
3.400.100	<i>Future Funding &amp; Capital Reserve Accounts Balance</i>		
3.404.110	Res. Fd for Large Scale Maintenance- Balance	53,994.57	54,828.57
	<i>Total Future Funding &amp; Capital Reserve Accounts Balance</i>	<i>\$53,994.57</i>	<i>\$54,828.57</i>
3.500.100	Land & Building Fund	1,105,900.00	1,043,432.00
3.500.150	Furnishings & Equipment Fund	62,670.00	62,670.00
3.500.155	Solar Fund Bank Account Balance	147.75	0.00
3.500.200	UUFG Foundation Balance	476,678.83	476,678.83
3.500.250	Ministers Discretionary Fund Bank Account Balance	597.99	6,265.99
	<b>Total Fund Balance</b>	<b>\$1,914,502.86</b>	<b>\$1,844,706.58</b>
	<b>Total Liabilities and Fund Balance</b>	<b>\$1,914,508.84</b>	<b>\$1,844,712.56</b>

**September Staff Report - Sunday Sept 15, 2024**

James Chase

**First Sunday of the Month -****CommUUnity Conversations:**

Our first CommUUnity Conversations meeting was a success, with over 30 adults attending. These take place on the First Sunday of the month, after service.

Feedback has been overwhelmingly positive so far. I plan to develop a team of facilitators and schedule Crisis Intervention training to ensure we are equipped to handle any emotional or mental health needs that arise. I will also be updating our agreements to align with state-mandated reporting laws for child or elder abuse.

**Messy Playdates**

Messy Play Dates also take place on the first Sunday of each month and have become a wonderful addition to our children's lives. These playdates offer a vibrant, sensory-rich environment where kids can play, learn boundaries, develop communication skills, and grow together. Our October Messy Playdate will have a Halloween theme, and the children are already looking forward to it!

**RE Sundays - 2nd and 4th Sundays of the Month -****Chalice Kids (Ages 3-7)**

Our younger kids are thriving with a flexible curriculum. After service, we enjoy some outdoor playtime, followed by "Snack and Story-time." The story varies—it might be a book, an impromptu puppet show, or another creative format. We conclude with a values-based discussion to connect the story to Unitarian Universalist faith formation.

**Middlers (Ages 8-11):**

Our Middlers have been engaging in the tabletop game *No Thank You, Evil!* (similar to Dungeons & Dragons), which has sparked lively discussions around JETPIG values. Their teamwork and creativity have been wonderful to witness. Michael Bass has been a fantastic secondary volunteer for this group and has expressed interest in continuing. I'm currently seeking an additional lead teacher to ensure the program isn't dependent on my availability.

**Youth Group:**

The Youth Group is doing well. They're planning their September outing and are collaborating with the Young Adults to organize our upcoming Halloween event. We have several fantastic volunteers for this group, though more are always welcome!

**Humanist Circle:**

Under Kay Anderson's leadership, the Humanist Circle now meets at the same time as our Children and Youth Religious Education (RE) programming. This has been a great change, as it provides caregivers with a supportive community while their children are in class.

**Admin Stuff -****Childcare Safety Policies:**

I have completed our Childcare Safety Policies and a Childcare and Religious Education Orientation. These documents have been shared with Judith in New Membership and distributed to most caregivers registered in our RE programs. This is intended to be useful to all interested in RE - Not just families with children and teens.

**UUFG Children and Youth Community Hub:**

The "UUFG Parents" Facebook group has been renamed to the "UUFG Children and Youth Community Hub" to be more inclusive of diverse family structures. We have updated group rules and removed inactive families to enhance the safety of our community.

**CYREC Structure update:**

To better accommodate our members' busy schedules, CYREC will now conduct most voting and discussions through our Facebook group. This allows more time for conversation and thoughtful decision-making. We will continue to meet monthly for check-ins and emergent discussions.

**OWL Training:**

Our OWL training is on track for October 11-14, but it has been relocated to UCG. I'm working closely with Tammy Hershel, whose expertise has been invaluable. We'll be sharing the financial responsibility with UCG, and the training promises to be fantastic. A special thank you to our Foundation Committee for approving an out-of-cycle grant to provide scholarships to all our OWL trainees who needed financial assistance. This has made the training more accessible for our congregation!

**CUUPs Group:**

I've been working with Debra Neill-Mareci to revitalize our CUUPs group. This feels like an important development for Faith Formation within our community, as it will open the doors for folks who are looking for a community of worship in Earth Based faiths.

Debra has been instrumental in managing the administrative side, ensuring a smooth transition while keeping us in covenant with the congregation. We met on September 15th with Katelin Rahn, who will serve as President, Debra as Secretary, and I will act as interim Vice President (primarily as staff liaison and assisting with social media). We are planning upcoming events, starting with a Fire Circle cleanup.

**Sunday Reports**

I've been working to improve communication within our congregation by sending out weekly reports each Sunday afternoon. These reports include the book or theme for our "Moment for All Ages," along with updates on upcoming programming. Additionally, I've been posting more frequently from our Religious Education Facebook page and will continue to do so as consistently as possible.

**Volunteer Drive**

Currently, I am seeking additional volunteers to support our programs, as things are not yet fully sustainable. I'm hopeful that the growth in our CUUPs group will bring in individuals who are both



willing and able to assist with our children and youth. I am incredibly grateful to all our volunteers, especially those who step in at the last minute when needed. Your support is deeply appreciated—thank you!

**UUFG Fellowship Council MINUTES****Sept 10 2024 7:00 – 8:30 pm ZOOM**

Members present: Tom Mareci, Katelin Rhan, Erin Parish, Marilyn Roberts, Susan Christy, Bev Sanders, Jonathan Coron, Pat Caren, Mary Bahr, Debra Neill-Mareci; other congregants in attendance

1. Check-in: Introductions
2. Updating of Policy and Procedures progress; overview of processes
3. New Strategic Planning Committee, headed by D Neill-Mareci
4. Upcoming proposed needs and activities
  - a. Committees' Fair to acquaint congregation of volunteer activities and needs
  - b. Need for short written report from all committees/working groups on what they are currently doing and future ideas
  - c. Need for more communication on current committees/activities for congregations; suggested- poster(s) in Phillips Hall and other UUFG places with committee name, contact person, brief explanation of what they do
  - d. Need to advertise events: use of sanctuary monitors for ads
  - e. Listserv of committee heads for communication purposes, inform Tom Mareci: group name and members
  - f. Fellowship Council future activities
    - i. UUFG Thanksgiving dinner – who can lead?
    - ii. Intergenerational events? Create/publicize. Joy Avery a contact?
    - iii. Staging of play by Sinclair Lewis: It Could Happen Here: Social Justice
    - iv. Congregational potluck luncheons: Fall (Oct 20?) and Spring
5. Review of procedures: congregation events approved via Fellowship Council; outside groups/people brought in must have Board approval; outside groups necessitate informing Safety Committee,
6. Discussion of Basic Organization Chart of UUFG: questions regarding what committees are under what groups.
7. Discussion of how to have the UUFG Events calendar on the UUFG website for all leaders to see room availability and upcoming events; talk to Office Admin Cam
8. Discussion of planning meeting for all UUFG events for the 2024-2025 year so major events and space/support needs can be formulized with all UUFG committees being aware space reservations
9. Meeting adjourned at 8:30 pm.



## **UUFG Governing Board Meeting**

August 27, 2024. 6:31pm – 8:46pm

Board members present: Rev JeKaren Olaoya, Tom Mareci, Mary Anthony, Erin Parish, Norden Lucke, Tim Christy, Kristin Stevens

Board Members absent: Leah Cobb Lee, Tom Mareci led meeting due to Leah Cobb Lee being absent

Congregants present: Mary Bahr, Kay Anderson, Michael Bass, Judith Kendall, David Willkomm, Mary Keith, Jim Wright, Liz Stewart, Debra Neill-Mareci

Roles: Mary Anthony – timekeeper, Rev JeKaren Olaoya – gratitude notes, Debra Neill-Mareci – external observer

### **Congregational Input:**

- Mary Bahr spoke about “It Can’t Happen Here” reading and Social Justice Committee, shared Actors Warehouse will be spending \$150.00/performance on rights.
- Judith Kendall asked to comment when GOV-4 and the congregational covenant was discussed on behalf of Membership Committee, and when the Finance Committee charter was discussed to talk about the stewardship team.
- Kristin Stevens spoke about past Board minutes and e-votes.
- Debra Neill-Mareci discussed Strategic Planning Committee and volunteered to lead start up.

1. Consent Agenda: Mary Anthony makes **motion** to approve consent agenda with removal of section 4e. Tim Christy seconds. **Passes** unanimously.
2. Identity and Pronouns Workshop: Mary Anthony makes **motion** that as part of onboarding, all staff and lay leaders, participate in a workshop on identity and pronouns, which will also be required to be repeated

annually. Also a future series of workshops for the congregation. Norden Lucke seconds. **Passes** unanimously.

Social Justice Circle – “It Can’t Happen Here” reading:

Mary Anthony makes **motion** that the Board recommend that the reading of “It Can’t Happen Here” by Sinclair Lewis be done at UUFG in October.

Tom Mareci seconds. **Passes** unanimously.

Mary Anthony makes **motion** that any extra funds made be used for Pineridge community. Tim Christy seconds. **Passes** unanimously.

3. Ministerial Discretionary Fund (MDF): Finance Committee recommended moving \$2500.00 into MDF several weeks ago, since then, MDF is above \$6000.00 due to contributions. Board decided can revisit contributing to MDF if gets below certain amount. Mary Anthony makes **motion** to remove Rev Christe Lunsford from MDF and add Rev JeKaren Olaoya. Tim Christy seconds, **Passes** unanimously.
4. Long Term Planning: Mary Anthony makes **motion** to start Strategic Planning Committee with Debra Neill-Mareci as head, with a charter by November. Tim Christy seconds. **Passes** unanimously.
5. Appointment of Right Relations Team Chair: Mary Anthony makes **motion** to make Kay Anderson Right Relations Committee Team Chair. Tom Mareci seconds. **Passes** unanimously.
6. Policy revisions: Tom Mareci makes **motion** to accept Gov 2 as policy on 3<sup>rd</sup> reading. Mary Anthony seconds. **Passes** unanimously. Tom Mareci makes **motion** to remove Gov 9 from Policy and Procedures Manual. Mary Anthony seconds. **Passes** unanimously. Tom Mareci makes **motion** to remove Gov 13, election tie breaking, because we are governed by Robert’s Rules of Order. Norden Lucke seconds. **Passes** unanimously. 2<sup>nd</sup> reading of Gov-4, members and supporting friends. Judith Kendall speaking on behalf of the Membership Committee, expressed concern about changing Gov- 4 because it contains our covenant and our covenant was possibly voted on by congregation.

After discussion, it was decided to take covenant out of Gov 4 and make it a separate document.

7. Finance Committee proposed charter: Judith Kendall brings up point that Finance Committee should be the ones putting together the Stewardship Team in the future. Jim Wright agrees that should be part of Finance Committee and will take back to Finance Committee to discuss further. Mary Anthony makes **motion** to accept Finance Committee changes to charter. Tim Christy seconds. **Passes** unanimously.
8. Appointment of Trustee: Tom Mareci makes **motion** to accept nomination of Kristin Stevens as Board Trustee to fill in til June 30. Kristin will resign from UF Foundation. Tim Christy seconds. **Passes** unanimously.
9. Changes to UUA retirement plan: Mary Anthony makes **motion** to accept the changes in the UUA retirement plan. Tim Christy seconds. **Passes** unanimously.
10. Board meeting minutes compliance: Discussion on recording minutes. Erin Parish decided did not need to record minutes for self.
11. Board retreat: Leadership Development Committee scheduled Board retreat for September 28.
12. Anniversary letter: Tom Mareci, will defer to when Leah Cobb Lee is back
13. Action Items: \*Rev. JeKaren to start planning identity and pronoun workshops for staff and congregation.  
\*Mary Anthony to remove Rev. Christe Lunsford from MDF and add Rev. JeKaren Olaoya.  
\*Debra Neill-Mareci to re-start Strategic Planning Committee with charter by November.  
\*Finance Committee will put together Stewardship Team in the future.

14. Gratitude Notes: Rev. JeKaren to write notes to Gene Cowell, Mary Keith and Joe Rowe for helping lead Humanist Group. Tom Mareci for leading this Board meeting due to Leah Cobb Lee's absence because of family emergency.

Next Board meeting Sept. 24

Adjourned 8:46pm

Respectfully submitted by

Erin Parish Board Secretary

## GOV-4 Membership and Supporting Friends

Annual Review: Governing Board, ~~with substantive changes presented by Membership Committee~~

Initial Approval: December 13, 2005

Latest Revision: ~~March 16, 2020~~ September 24, 2024

### Purpose

This policy defines supporting friends, outlines expectations and a covenant for members and supporting friends, and how to review membership of UUFG. Articles III, V, and VI of UUFG Bylaws define~~To specify~~ criteria, for and rights, ~~and expectations for~~ of membership ~~at UUFG.~~

### Policies

**~~Criteria for Membership: Refer to Articles III and V of UUFG Bylaws.~~**

**3.1. Members and Supporting Friends agree to and act in accordance with**~~Enter into the Congregational Covenant. to:~~

- ~~—Respect and value every person in our congregation during times of agreement and disagreement;~~
- ~~—Minister to each other, celebrate joys, and give support in times of sorrow;~~
- ~~—Participate in making decisions through a democratic process and respect its outcomes;~~
- ~~—Set a positive example for children through words, actions, and instructions while cherishing them as unique individuals;~~
- ~~—Give time, energy, voices and economic resources to the common good;~~
- ~~—In all things, be guided by Unitarian Universalist principles.~~

**10.2. Supporting Friends:**

- a. Are individuals who participate in the life of the Fellowship ~~Remain affiliated with UUFG and make a pledge of financial support, without the commitment to become a member. A case-by-case exception may be made by the minister or Governing Board designee.~~
- b. Receive ~~U.S. mail and~~ written or electronic communications from UUFG, as appropriate.
- c. Do not have the voting rights of members ~~as detailed in Section B and~~ cannot serve as elected leaders.
- ~~—Is the only non-member category of affiliation.~~
- ~~d. **Rights of Membership:** Members may serve in leadership positions and 90 days after their date of membership are eligible to participate fully and vote at congregational meetings on matters of Fellowship business. Such business includes, but is not limited to, approval of the budget, election of leaders, and calling a minister.~~

**13.3. Expectations of Members and Supporting Friends:**

- a. Presence: As possible, pParticipate in worship and fellowship on Sunday mornings, ~~as possible.~~
- b. ~~Participation:~~ Participate in the life of UUFG in ways that are meaningful for each member. Participate in activities that enhance growth and connection with the community. Volunteer in some way that works best for the member to help carry out the work of the congregation.
- c. Pledge: ~~Make an annual pledge of to~~ financially support the Fellowship through an annual commitment. ~~as members' circumstances allow and, barring unforeseen circumstances, pay that pledge. A case-by-case exception may be made by the minister or Governing Board designee.~~
- d. Practice: ~~Nurture their spirit in order to help heal our world. Practice the UU religion by modeling~~ liberal religious values and principles to help nurture and heal our world.

**13.4. Lists of Membership and Supporting Friends will be reviewed annually.****Procedures****1. Those wishing to become a UUFG Member:**

- a. Are encouraged to participate in a wide range of UUFG events and activities ~~over a period of time. Youth between ages 13 and 18 are encouraged to complete UUFG's Coming of Age classes.~~
- b. Will follow ~~the a p~~Path to ~~m~~Membership ~~as outlined~~ defined by the Membership Committee and Minister that includes religious education.
- c. May be recognized and welcomed during a Sunday Service.

**2. Changes to financial pledges and exceptions to contributions:**

- a. Notify the Treasurer of any change to financial pledge.
- b. On a case-by-case basis, the minister or a Governing Board designee may grant an exception.

**2.3. Removal of Members ~~from the Membership List~~ and Supporting Friends:**

- a. Request to Resign of be Removed: Upon receipt by the Minister, ~~Office~~ Administrator, President, or ~~M~~membership ~~C~~committee of a verbal or written request to resign or be removed, the ~~office a~~Administrator ~~will effect~~ removes ~~es~~ at from the individual membership list. An ~~effort will be made to appropriate method for obtaining~~ feedback for the cause of resignation ~~will be designated by the Membership Committee.~~ These individuals will be notified of their removal and invited to return if their circumstances change.
- b. ~~Removal as a Result of Moving: The Office Administrator will notify the Membership Committee of any member who has left the Gainesville area or cannot be reached.~~



- ~~e.b.~~ Removal for Non-support ~~or Non-attendance~~: The Treasurer will notify the Membership Committee of any member or supporting friend who has not made a ~~pledge for the upcoming year~~ financial contribution. As a result of no pledge ~~or~~; no contribution of record in the current year, ~~or not currently attending UUFG~~, the Minister or Membership Committee chair will attempt to contact the ~~member~~ individual. Prior to removal, the Membership Committee will work with the ~~Office~~ Administrator to send a follow-up letter with a deadline for responding before removal. ~~Pursuant to this contact, a~~ An exception may be made by the Minister or Governing Board's designee to keep this member in an active status. These individuals will be notified of their removal and invited to return if their circumstances change.
- ~~d.c.~~ Removal for Cause: Although removal for cause is taken as a last resort, the Governing Board may remove individuals, ~~from membership~~ or deny affiliation or membership, ~~to potential members~~ when their behavior is dangerous or disruptive ~~or harmful~~. These individuals will be notified of their removal.
- ~~e.~~ Reporting: The Membership Committee will report to the Governing Board the names of the ~~members~~ individuals who are being recommended for removal. Official removal of ~~members~~ individuals from ~~the affiliation or~~ membership ~~list~~ will be done by action of the Governing Board.
- ~~f.d.~~ Notification: ~~The Membership Committee will direct the Office Administrator to notify persons who have been removed from membership. Such members, except those who have been removed for cause, will be invited to return if their circumstances change.~~

## **GOV-4 Members and Supporting Friends**

Annual Review: Governing Board

Initial Approval: December 13, 2005

Latest Revision: September 24, 2024

### **Purpose**

This policy defines supporting friends, outlines expectations and a covenant for members and supporting friends, and how to review membership of UUFG. Articles III, V, and VI of UUFG Bylaws define criteria for and rights of membership.

### **Policies**

- 1. Members and Supporting Friends agree to and act in accordance with the Congregational Covenant.**
- 2. Supporting Friends:**
  - a. Are individuals who participate in the life of the Fellowship and make a pledge of financial support, without the commitment to become a member.
  - b. Receive written or electronic communications from UUFG, as appropriate.
  - c. Do not have the voting rights of members and cannot serve as elected leaders.
  - d. Is the only non-member category of affiliation.
- 3. Expectations of Members and Supporting Friends:**
  - a. Presence: As possible, participate in worship and fellowship on Sunday mornings.
  - b. Participate in the life of UUFG in ways that are meaningful for each member. Participate in activities that enhance growth and connection with the community. Volunteer in some way that works best for the member to help carry out the work of the congregation.
  - c. Pledge to financially support the Fellowship through an annual commitment.
  - d. Practice liberal religious values and principles to help nurture and heal our world.
- 4. Lists of Membership and Supporting Friends will be reviewed annually.**

### **Procedures**

- 1. Those wishing to become a UUFG Member:**
  - a. Are encouraged to participate in a wide range of UUFG events and activities.
  - b. Will follow a path to membership defined by the Membership Committee and Minister that includes religious education.
  - c. May be recognized and welcomed during a Sunday Service.

**2. Changes to financial pledges and exceptions to contributions:**

- a. Notify the Treasurer of any change to financial pledge.
- b. On a case-by-case basis, the minister or a Governing Board designee may grant an exception.

**3. Removal of Members and Supporting Friends:**

- a. Request to Resign or be Removed: Upon receipt by the Minister, Administrator, President, or Membership Committee of a verbal or written request to resign or be removed, the Administrator removes the individual. An effort will be made to obtain feedback for the cause of resignation. These individuals will be notified of their removal and invited to return if their circumstances change.
- b. Removal for Non-support: The Treasurer will notify the Membership Committee of any member or supporting friend who has not made a financial contribution. As a result of no pledge or no contribution of record in the current year, the Minister or Membership Committee chair will attempt to contact the individual. Prior to removal, the Membership Committee will work with the Administrator to send a follow-up letter with a deadline for responding before removal. An exception may be made by the Minister or Governing Board's designee to keep this member in an active status. These individuals will be notified of their removal and invited to return if their circumstances change.
- c. Removal for Cause: Although removal for cause is taken as a last resort, the Governing Board may remove individuals, or deny affiliation or membership, when their behavior is dangerous or disruptive. These individuals will be notified of their removal.
- d. Reporting: The Membership Committee will report to the Governing Board the names of the individuals who are being recommended for removal. Official removal of individuals from affiliation or membership will be done by action of the Governing Board.

# Policy and Procedures Manual

## GOV-5 Strategic Planning Policy

Annual Review: Governing Board  
 Initial Approval: **February 18, 2007** – Nathan Stuart, Kate Walker, and John Gerber  
 Latest Revision: N/A

UUF maintains a long-range strategic plan to answer four key questions: 1) Who are we? 2) What are our ultimate goal(s)? 3) How are we going to achieve our goal(s)? 4) What resource and means will be employed to achieve our goal(s)?

The answers should be precise and clearly stated. The plan should identify the actions that must be taken in order to achieve specific milestones in 3, 5, and 10 years that are consistent with UUF's vision and mission.

The Strategic Planning Team is responsible for the development of the strategic plan and for an annual review and update of the plan. This review and update incorporates progress during the previous 12 months and any new information or priorities that have arisen during that time.

The Strategic Planning Team should seek information, needs, and advice from the Program Council Chair so that the needs of the Programs will be addressed and should encourage the Chair to participate in the development of the plan. In this way the actions of the Programs will fit into and contribute to the success of the plan. The plan will address as a minimum, but not necessarily limited to, membership, staffing, adult ministry, children and youth programs and religious education, physical space (indoor and outdoor), and infrastructure.

The Governing Board is responsible for allocating current resources to components of the strategic plan that require multiple years to plan and implement. For example, if a capital campaign is planned for Year 3, in Year 1 the Governing Board should establish the objective for Year 2, and provide a budget for Year 2 for a Capital Campaign Committee to begin its work.

The Governing Board in conjunction with the Program Council is responsible for allocating current resources to the current-year objectives of the strategic plan.

The Program Council, with the support of the Governing Board, is responsible for implementing the current-year objectives of the strategic plan.

### GOV-5.1 Strategic Planning Procedures

The Strategic Planning Team is responsible for the annual review and update of the strategic plan.

- The Strategic Planning Team meets in August to begin its work for the year.
- The Strategic Planning Team begins its assessment of critical strategic goals with the Committee on Ministry's regular assessments of the effectiveness of the various Fellowship ministries and programs.
- The Strategic Planning Team collects additional information from the Congregation regarding objectives accomplished the prior year, status of ongoing strategic plan items, and new objectives and expectations for 3, 5, and 10 years in the future, consulting:
  - Minister(s)
  - Governing Board
  - Program Council
  - Operating Committees
  - Small Groups

The Strategic Planning Team will endeavor to avoid duplicating the efforts of the Committee on Ministry but instead will seek data not included in the Committee on Ministry's assessments.

# Policy and Procedures Manual

- The Strategic Planning Team will present the updated plan to the Governing Board no later than its December meeting. The first presentation serves as the first opportunity for review and discussion of all members.
- The Governing Board will approve, no later than February, the updated strategic plan.
- The Program Council and Operating Committees will develop goals and objectives for the coming year consistent with the strategic plan

## **Non-Routine Suggestion for Initial Team Formation and Plan Development**

Nov 2006: Task Force presents recommended policies and procedures for SP at UUF

Jan 2006: Second GB meeting to discuss revisions, etc.

Feb 2007: GB Approval

May 2007: Nominating Committee brings candidates for SPC to congregation for approval.

June 2007: SPC begins work. This will require defining what the regular SPC will address, etc.

Aug 2007: Plan development and discussion with small groups

Dec 2007: Plan proposal to GB for beginning of 3-meeting cycle.

Jan 2007: Second meeting for discussion and revision

Feb 2007: GB approval of initial plan. SPC then begins to follow steady-state cycle of revisions as set out in policies/procedures (though it can probably be skipped in the immediate next year)

## **GOV-5.2 Strategic Planning Job Description**

The Governing Board approved this version of this job description on February 17, 2007.

### **Purpose**

The Strategic Planning Team develops and maintains the Fellowship's 3, 5, and 10 year strategic plan and assists the Governing Board and Program Council in prioritizing projects in the current year so that the Fellowship can fulfill its Ministry in the future.

### **Membership**

The Strategic Planning Team consists of six members serving staggered three-year terms. The Nominating Committee provides a slate of two (2) candidates for membership on the Strategic Planning Team at the Fellowship's Annual Meeting. An individual may serve no more than two consecutive terms and must wait at least two years before reappointment. One of the two members in his or her second year of service acts as Team Leader while the other acts as Secretary. The term of office of members of the Strategic Planning Team begins on 1 July.

### **Duties**

1. Leading the Governing Board, Program Council, and Congregation in an annual process of reviewing the desired state of the Fellowship's overall ministry in three, five, and ten years. The Strategic Planning Team follows procedure [Number Here] in performing this duty
2. Assisting the Governing Board, Program Council, and Operating Committees to identify the actions that the Fellowship needs to take in the current and upcoming year to realize its long-term goals.
3. Advocating for the resources necessary to accomplish the short-term actions necessary to realize the Fellowship's long-term goals. In particular, the Strategic Planning Team: Helps the Finance Committee, Governing Board, and Program Council allocations during the annual budgeting process to ensure that the Fellowship's top priority strategic projects receive the funding they need to be successful and Identifies the proper time and target for capital campaigns
4. Supporting individual programs as they develop, review, and/or update their own strategic plans

### **Meetings**

The Strategic Planning Team meets as necessary, and at least quarterly, to fulfill its duties. The Chair will announce all meetings and their agendas to the Congregation using UUF's primary communications channels. All meetings are open to members of the congregation.

# Policy and Procedures Manual

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## **GOV-6      Committee on Ministry**

Annual Review:	Governing Board
Initial Approval:	August 19, 2008
Latest Revision:	December 16, 2019

### **Policy**

The Unitarian Universalist Fellowship of Gainesville shall have a Committee on Ministry (COM). COM will maintain appropriate confidentiality and impartiality. COM will maintain an ongoing assessment of the function of all congregational agents of ministry, including the work of the congregation and its minister. COM is responsible for ministerial advisement, for ministerial professional development support, and for congregational assessment as defined in its charter.

# FOUNDATION

## Unitarian Universalist Fellowship of Gainesville

4225 NW 34th St. Gainesville, FL 32605

Directors: Bev Giordano, Jeanne Gossman, Sandra Topp, Pete Turner

Report to the UUFG Governing Board 9/07/2024

The UUFG Directors met September 7, 2024 and took the following 2 actions which now await UUFG Governing Board affirmation prior to implementation:

- 1). Rose Cole was selected as Education Director for a three-year term. She will fill the vacancy of Kristin Stevens' position. Rose has been a UUFG member for many years and previously served as Governing Board Treasurer. She brings broad-based experience and will be an asset to the Foundation.
- 2). The Foundation Directors approved a grant application by James Chase, Director of Religious Education to train OWL ( Our While Lives) facilitators. The plan is to train facilitators who will deliver OWL programs across three different age groups: children, youth and adults. The project budget and amount approved is \$3850.00.

The Foundation has funds for a fall grant cycle. The application will be available online and the deadline will be November 1, 2024. We will be publicizing the grant cycle the end of September.

Respectfully submitted,

Jeanne Gossman  
Financial Director

## Contract Ministerial Agreement

### THE BOARD of the UNITARIAN UNIVERSALIST FELLOWSHIP of GAINESVILLE, FLORIDA (“The Board”) AND THE REVEREND JEKAREN OLAOYA (“The Minister”) JOINTLY ENTER INTO THIS EMPLOYMENT AGREEMENT

## 1. GOALS, RESPONSIBILITIES, AND RELATIONSHIPS

### 1.1. Intention

The intention of this Agreement is to set forth the responsibilities and obligations of the Minister to the Board and of the Board to the Minister as we strive to dwell together in peace, to seek truth in love, and to serve one another and the larger community. It is recognized that no matter how carefully this Agreement is written and observed, the relationship between the Board and the Minister must be grounded on both sides in open communication, mutual trust, good faith, and an open and agreed-upon process.

### 1.2. Shared Leadership

- 1.2.1. The Minister and the Board share responsibility for the leadership and ministry of the Congregation. This relationship is one of discovery in a context of mutuality. The relationship of the Minister and the Congregation will be in accordance with the [Guidelines for the Conduct of Ministry](#) of the Unitarian Universalist Ministers Association.
- 1.2.2. Consistent with our understanding of the covenant that binds us in an evolving living tradition, the Congregation looks to its Minister to provide spiritual leadership, historical and theological grounding and perspective, assistance in setting and leadership in implementing its mission. Additional mutually-agreed-upon expectations of this full-time ministry include: oversight of the Congregation’s programs, leadership and supervision of the staff team, and administration of its business operations in collaborative partnership with the Board, Congregational committees/teams, and any staff.
- 1.2.3. Consistent with our understanding of the covenant that binds us in an evolving living tradition, the Minister looks to the Congregation to live out its mission and vision, demonstrate effective leadership, be open to change, broaden the meaning of community, and communicate issues or concerns that may arise in a forthright and respectful manner through established communication channels.
- 1.2.4. The Board, on behalf of the Congregation, commits to remaining in covenant with the Minister and holding members of the Board as well as the Congregation to behavior that is respectful of the Minister and of the office, and that is consistent with our shared values and Principles as Unitarian Universalists.
- 1.2.5. **Monitoring and Nurturing the Health of the Ministry:** The Board and the Minister will monitor and nurture the health of the ministries of the Congregation through regular reviews and assessments. The methodology of



such reviews will be collaboratively determined by the Board and the Minister and will reflect an understanding that program effectiveness hinges upon team effort. In determining the assessment methodology, the Board and Minister will also agree upon a process to periodically assess the work of the Minister.

**1.2.6. Anti-Racism, Anti-Oppression and Multicultural Awareness:** The Board and the Minister affirm our mutual commitment to address the systemic prejudices and biases found within all parts of society by, among other things, working to ensure that the Minister(s), members of the Congregation, and any staff are trained to understand, welcome and better serve a multiracial, multiethnic, increasingly diverse community and enhance the ability of each individual to live our values of justice, equity, and interdependence.

The Board and Minister(s) are committed to an ongoing process to address the ways systems of oppression within and beyond our Congregation are perpetuated and agree to collaborate on the development of a joint process of reflection and growth to ensure progress. This includes, but is not limited to, the ways in which the characteristics of dominant cultures live in our practices, systems procedures, and our very lives. When congregations call ministers who themselves hold historically or currently marginalized identities, the congregation understands that the minister must be free to determine the extent to which they are called to lead in dismantling injustices in which the minister holds a target identity.

**Ongoing Dialogue:** The Board and Minister recognize the different cultural, racial/ethnic, ability, gender, sexual orientation, generational, economic, social and theological experiences and identities that exist within our congregation. While the Board and Minister acknowledge that these differences are a source of great strength, our own limited skills to connect or our levels of discomfort with these differences may also contribute to concerns, disagreements, or organizational conflict.

The Board, the Minister, and the Committee on Ministry commit to open, truthful, and ongoing communication about the ways in which identity and power impact and shape the congregation. When issues, concerns, and conflicts arise, the Board and Minister commit to addressing the issues at hand, recognizing that conflict is an inherent part of making choices within a diverse faith community. Congregational Leaders will make space to thoughtfully consider how differences in identity, experience, or power might be a factor in any conflict. The Board and Minister will be guided by our Unitarian Universalist Principles and will hold themselves accountable to our shared values. To help create a path forward, the Board or Minister may seek an outside facilitator from the UUA or other mutually agreeable organization.

## 2. RESPONSIBILITIES

### 2.1. Services to the Board and Leadership Groups

**2.1.1. Board:** The Minister will be an *ex officio* member, without vote, of the Board. The Minister is regularly expected to bring to the attention of the Board matters significantly affecting the life, operation, and mission of the Congregation.

**2.1.2. Committees/Teams:** The Minister will be an *ex officio* member, without vote,

of all committees, task forces, or teams except a Ministerial Search Committee formed following the announcement of the Minister's departure. The Minister will confer, as needed, with each committee on how best to work together to serve the Mission of the Congregation. Attendance by the Minister at committee meetings is welcome, but not routinely expected.

## **2.2. Pulpit and Worship Services**

- 2.2.1. It is a basic premise of this Fellowship that the pulpit is free. The Minister is expected to express personal and faith values, views, and commitments consistent with the Principles of Unitarian Universalism without fear or favor.
- 2.2.2. The Minister has authority over all worship services whether or not the Minister is involved in planning or leading a given service. All services, including weddings and memorial services, conducted by outside officiants must be pre-approved by the Minister.
- 2.2.3. The Minister will lead or co-lead worship a minimum of 32 Sundays each year (at least 21 led in-person) as well as major religious holidays observed by the Fellowship. The Minister will be off and relieved of all responsibilities on at least one Sunday per month, in addition to Sundays while on vacation and study leave. In support of the health and growth of the Fellowship and the Minister, the Board agrees to allow the Minister to be relieved of all responsibilities for up to two additional Sundays to participate in denominational activities including the UUA General Assembly, UUA regional meetings; collegial gatherings of ministers, AUUMM, LREDA, AUUA and other religious professionals including TRUUsT and other identity-based gatherings, UUA/UUMA committees, or continuing education. The Minister will be expected to use sound judgment regarding the Sundays to take for these activities and to communicate the dates in advance to the Board.

**2.3. Other Ministerial Services** The Minister will conduct rites of passage, including weddings, child dedications, and memorial services as well as provide pastoral care services, including crisis intervention and visitation of the homebound, sick, dying, and bereaved, both directly and in conjunction with the Fellowship's pastoral care program. The Minister will maintain awareness of personal limitations and boundaries, and will refer members for professional counseling and other specialized services as appropriate. The Minister will provide such ministerial services and counseling to members of the Fellowship without fee or honorarium. The Minister may charge a fee when rites of passage, pastoral care services, and other ministerial services are provided to individuals not connected to the Fellowship. Any fees charged for such services belong to the Minister and not the Fellowship.

**2.4. Community Activities:** The Minister will serve in the community beyond the Fellowship and will inform the Fellowship of such action through periodic reports.

## **2.5. Relationship to Congregational Staff:**

- 2.5.1. **Minister's Role:** The Minister is Chief-of-Staff and is expected to supervise the day-to-day performance of all staff members. The Minister may delegate supervision of individual staff members. The Minister is responsible for ensuring appropriate staffing practices are followed including clear job descriptions, timely enrollment of eligible staff in offered benefit plans, annual compensation reviews, staff evaluations, and a dispute resolution process. The

minister has authority to hire, discharge, change the compensation of Fellowship staff or implement other major personnel-related changes in consultation with the Board.

**2.5.2. Relationship to Other Religious Professionals on Staff:** The Minister, in collaboration with Fellowship leaders, has primary responsibility for the vision and mission of the Fellowship. In recognition of the work done by Fellowship staff, the Minister will enter into a covenant with the other religious professionals on staff. Such covenant will delineate the roles and responsibilities of each as well as the means to resolve disagreements should they occur. The Minister, as staff lead, will foster a collaborative environment among staff and will take care that changing roles and relations of the shared professional leadership are reviewed, discussed and re-negotiated with clarity, respect, and honesty in the spirit of the UUMA Guidelines.

### **3. COMPENSATION, BENEFITS, AND PROFESSIONAL EXPENSES**

#### **3.1. Salary and the Allocations to Housing Allowance**

- 3.1.1. The Congregation will provide to the Minister a starting salary, including housing, of \$1,509.62 (per week) which on an annual basis is \$78,500. Salary and Housing shall be payable monthly; employment begins **July 1** with first monthly paycheck deposited on or by **August 1**).
- 3.1.2. Consistent with federal law, the Board will annually designate a portion of salary as a Housing Allowance once the Minister has ascertained the expected cost of housing.

#### **3.2. Employee Benefits and Professional Expenses:** Consistent with the UUA Compensation Guidelines (see [www.uua.org/compensation](http://www.uua.org/compensation)), the Fellowship agrees to provide an array of employee benefits including retirement, health, dental, life, and long-term disability insurance as follows:

- 3.2.1. **Relocation/Moving Expenses:** The Fellowship will reimburse reasonable relocation expenses up to a maximum of \$13,500 relocation to Gainesville, Florida. Reasonable expenses for the Minister and immediate family include the services of a professional moving company (or truck rental, packing supplies, and movers, if handled by the Minister and family), automobile mileage, transportation, temporary housing costs, and costs of moving household goods and personal effects to and from storage. An estimate of the cost of the move will be presented to the Fellowship's Treasurer in advance for approval. If excess relocation funds are available, the Fellowship may reimburse the Minister for other relocation expenses including pre-move house hunting, temporary housing, meals consumed in transit or while living in temporary housing, storage of household goods and personal effects, and related relocation expenses. All reimbursements/payments of relocation/moving expenses will be fully taxable under federal law and may be taxable under applicable state law.
- 3.2.2. **Payment-in-Lieu of Social Security/Medicare Tax:** The Congregation will make a monthly payment-in-lieu of the employer's FICA payment. This payment to the Minister is currently 7.65 percent of salary and housing up to the Social Security tax cap and 1.45% of the excess.

- 3.2.3. Retirement Contribution:** The Fellowship will make contributions to the UU Organizations Retirement Plan (or another qualified church retirement plan) as negotiated between the Governing Board and the Minister, in an amount up to 10% of the Minister's salary. If the UUA Retirement Plan, the amount of the Employer's Contribution and any Employer's Matching Contributions will be consistent with the commitments adopted by the Fellowship and submitted in the Fellowship's Participation Agreement to the UUA Office of Church Staff Finances. These commitments apply to all employees who have met the governing Plan's Year of Eligibility Service provision. All contributions will be submitted by the applicable federally regulated due date for each contribution type. All eligibility and participation requirements, benefits and other conditions will be determined by the Plan Sponsor pursuant to the applicable plan document and federal law. The total UUA retirement plan contribution will be \$8,500. (\$4,250 for the UUA Base Employer Contribution, and \$4,250 for the UUA Employer Matching Contribution.).
- 3.2.4. Insurance premiums:** UUFG will pay 80% of the premiums for individual coverage with the UUA Health Plan or up to 100% of premiums for individual coverage with another plan, to a maximum of \$15,000 annually.
- 3.2.5. Professional and out-of-pocket expenses:** The Fellowship will establish an Accountable Expense Reimbursement Account. In each budget year, the amount provided will be the greater of 10 percent of Salary or \$8,000. Reasonable expenses related to the Minister's ministry will be reimbursed from that account promptly upon submission of a timely reimbursement request with appropriate documentation. Reimbursable expenses include, but are not limited to, travel, automobile mileage, lodging, meals, incidentals, conference registration, UUMA and other professional dues, continuing education, clergy robes, books, periodicals, dues, and office equipment such as phones, computers, and printers. It will be the practice of the Fellowship to reimburse such expenses at the maximum rate allowed by the tax laws. Equipment purchased with these funds will be the property of the Fellowship, although such items may be subsequently purchased by the Minister from the Fellowship at the item's depreciated value.
- 3.3. Annual Review of Compensation:** The Board will review the Minister's salary, housing, and benefits annually, in consultation with any appropriate committee(s), taking into consideration such factors as merit in meeting or exceeding expectations, increases in the cost of living, changes in the cost of benefits, and the financial means of the Congregation. This review will also take into consideration how the Minister's and other staff compensation compares to the UUA Compensation Guidelines. Such recommendations will be considered as a part of the normal budgeting process.
- 3.4. Intellectual Property:** All notes, research, sermons, and other products of the Minister's work will be the sole property of the Minister. During the time of this ministry, the Minister grants to the Congregation a royalty-free, non-exclusive use of sermons and other public pieces created for the ministry.
- 3.5. UUA Training:** In addition to other employee-related expenses specified by this agreement, the Fellowship will pay the cost of the Minister's participation in the

Interim Ministers' accreditation training sponsored by the UUA.

#### **4. WORK WEEKS AND LEAVE PROVISIONS**

- 4.1. Work Week/Month:** The Minister is an exempt full-time professional and ministry is understood as a calling. The Minister and the Board will discuss the broad parameters of the Minister's schedule, understanding that the work of ministry is time-intensive and subject to unforeseen events. The minister is responsible for monitoring their time to ensure an appropriate balance of work and time off.

It is expected that the Minister will have, at a minimum, one day per week free of all Congregational responsibilities and one additional day devoted to study and writing wherein the Minister will be available only for emergencies.

- 4.2. Availability for Appointments:** The Minister will inform the Congregation of times when appointments may be scheduled.
- 4.3. Vacation and Study Leave:** In recognition that the Minister works, on average, six days each week, the Minister will be relieved of all responsibilities for a total of eight weeks per year. Four weeks will be taken as vacation while four weeks will be considered study leave. Should a Fellowship emergency arise requiring the Minister's return from vacation or leave, all reasonable costs of such return will be borne by the Fellowship. Reasonable time away for denominational & collegial gatherings is work time not study leave.
- 4.4. Sick Leave:** The Minister will be credited with 10 sick days per calendar year each January 1, and with sick days on a prorated basis at the beginning of the initial partial year. Sick leave may be used for the Minister's illness or for the illness of a member of the Minister's immediate family, parents or in-laws. Sick leave will be provided as required by state law.
- 4.5. Extended Medical Leave:** Should the Minister suffer an illness, injury, or disabling condition that continues after all accrued sick, vacation, and study leave has been exhausted, the Fellowship will place the Minister on "Extended Medical Leave." Extended Medical Leave will not extend beyond the earlier of the commencement of long-term disability benefit or 90 days following the exhaustion of all sick, vacation, and study leave. During Extended Medical Leave, vacation and study leave does not accrue. The Fellowship will continue to make its contributions toward all employee benefit payments (health, dental, life, long term disability, retirement, and payment-in-lieu-of FICA) as otherwise provided by this Agreement, and no less than 75 percent of the minister's salary and housing allowance. If the Minister recovers and is able to return to work full-time before the earlier of the 90-day period of Extended Medical Leave or the commencement of long term disability benefits, the Fellowship will retroactively pay the Minister the difference between 100 percent of salary, housing, payment-in-lieu-of-FICA, and retirement contribution and the amount already paid. [See Section 5 for termination provisions].
- 4.6. Life Insurance Upon Receipt of Long Term Disability Benefits:** In the event the Minister is approved for long-term disability benefits, the Fellowship will deem the Minister actively at work and continue to pay the life insurance premium for an additional six months of transitional disability leave in accordance with the



premium waiver provisions of the UUA Group Life Insurance contract. Unless otherwise agreed to by the Fellowship and the Minister, salary, housing, and other benefits will not be paid during disability leave.

**4.7. Parental Leave:** In consultation with the Board, the Minister may take parental leave after the birth or adoption of a child. The Minister may take 12 weeks of paid parental leave. In recognition of individual family needs, the Minister may take some or all of the parental leave prior to the birth/adoption of the child, following the birth/adoption of the child, or partially over an extended period of time during the year following the birth/adoption of the child. The Minister will be expected to communicate the dates of leave in advance to the Board.

**4.8. Leave for a Family Member:** The Minister may take up to 12 weeks of unpaid leave when needed to care for a family member (child, spouse/partner, parent, or in-law) with a serious health condition. The Minister must use any accrued sick, study, and/or vacation time during this leave. If accrued paid time off is exhausted, then the remaining leave will be unpaid. During periods of unpaid leave, the Fellowship will continue paying its required contributions toward the premiums for health, dental, life, and long term disability insurance, but not employer retirement contributions.

**4.9. Bereavement Leave:** Upon the death of an immediate family member (spouse/partner, child, parent, or in-law), the Minister may take up to 10 days of paid leave. For the death of a family member outside the immediate family, the Minister may take up to 5 days of paid leave.

## 5. EMPLOYMENT TERM AND TERMINATION<sup>1</sup>

**5.1. Term:** The Minister will serve the Congregation for a twelvemonth period beginning (July 1, 2024) and ending (June 30, 2025).

**5.2. Agreement Extension:** If the Congregation wishes to extend this agreement, the Board should notify the Minister by March 1.

**5.3. Termination by Resignation or Retirement:** The Minister may terminate voluntarily by providing ninety (90) days notice in writing to the Chair of the Board, and such termination will become effective at the expiration of the ninety (90) day period or any mutually agreed upon longer period. The Minister agrees to continue to perform all duties during such notice period and to take all necessary steps to effectuate an effective transfer of duties during that time. At its option and discretion, the Board may reduce or eliminate the ninety (90) day notice period and provide pay-in-lieu of notice for the time period that the notice is shortened or eliminated.

### 5.4. Termination Due to Death or Disability

**5.4.1. Termination Due to Death.** The Minister's employment will terminate upon the Minister's death. The Minister's beneficiaries will be entitled to receive any death benefits to which Minister is entitled under any insurance plans. In the case of the UU Retirement Plan, participants are 100 percent vested and beneficiary designations made by the participant are kept on file by the retirement plan Recordkeeper. Accrued vacation and study leave will be compensated in the financial equivalent to the Minister's beneficiaries.

**5.4.2. Termination Due to Disability:** In the event that the Minister is found

eligible for long-term disability benefits and/or is absent from work, or physically unable to perform duties at the conclusion of the Extended Medical Leave outlined in Section 4.7, the Congregation has the right to terminate the Minister's employment upon written notice to the Minister.

**5.5. Administrative Leave/Suspension:** The Board may place a Minister on administrative leave with pay at its discretion to allow for an investigation of any complaints or concerns.

5.5.1. If the personal or ethical behavior of the Minister results in the Minister being suspended from fellowship by the Ministerial Fellowship Committee, or charges filed by a law enforcement agency, then the Board may suspend the Minister from duties, with or without compensation, until the matter is resolved. If the suspension is without compensation, the Minister may draw down unused vacation or study leave. If the matter is resolved and the Minister is returned to service, then all leave time will be returned to the Minister, and the Minister will be fully compensated for any unpaid time

**5.6. Termination by the Board**

5.6.1. **Negotiated Resignation** The Board may negotiate the Minister's resignation. In exchange for a General Release of All Claims signed by the Minister, the Congregation will pay the financial equivalent of the Minister's unused vacation and continue the Minister's salary and housing.

5.6.2. **Dismissal by Fellowship Meeting.** In the absence of a specific provision in the Fellowship's bylaws, a Fellowship meeting may be called to consider a motion to dismiss the Minister. A majority of all members of the Fellowship, present and eligible to vote, will be necessary to conduct business and to pass any resolution regarding the dismissal of the Minister. If dismissed by vote of the Fellowship, the Minister may receive a financial settlement equal to three (3) month's salary, including housing allowance, benefits, and the financial equivalent of unused vacation and study leave in exchange for a General Release of All Claims executed by the Minister.

**Dismissal with Reason:** The Minister may be dismissed by the board with less than ninety (90) days' notice and without the severance payments described in this Agreement, if the Minister:

- 5.6.2.1. is convicted of a felony unless arising from civil disobedience;
- 5.6.2.2. has their ministerial fellowship with the UUA terminated or suspended;
- 5.6.2.3. is found by the Board of the Congregation to have engaged in one or more physically or sexually abusive acts toward any person.
- 5.6.2.4. is determined by the Board to have seriously neglected the ministerial responsibilities under this Agreement, improperly used Congregational funds for personal gain, and/or to have engaged in activities that egregiously violate the UUMA guidelines.

**5.7. Non-Disclosure/Confidentiality Clause:** The Board and the Minister agree that in any negotiated agreement, they will not include a non-disclosure and/or a Confidentiality clause. The Congregation and the Minister agree that the circumstances leading up to a termination need to be understood during the subsequent period of interim ministry and discussed with prospective ministerial

candidates.

**5.8. No Payment toward Benefits after Termination.** Following the Minister's employment termination under Section 5.5, whether or not for Cause, the Minister shall not be entitled to any further pay or contributions toward any insurance or retirement benefits or accrual of earned time except in exchange for a general release of all claims or as required by law.

## 6. DISPUTE RESOLUTION

**6.1. Mediation.** The Minister and the Fellowship will seek to resolve any disputes concerning the interpretation or performance of this Agreement or its validity or termination in keeping with UUA Principles. Either or both parties to this Agreement may request the assistance of the UUA Congregational Life Staff, a UUMA Good Officer, the UUA Office of Church Staff Finances, or a similar resource.

**6.2. Arbitration.** If an effort to mediate or otherwise resolve a dispute has been unsuccessful, then either or both parties may seek to solely and finally resolve the dispute by arbitration. Such arbitration shall be the exclusive remedy and will be before a tribunal consisting of one Unitarian Universalist Minister appointed by the Minister, one Unitarian Universalist Minister appointed by the Fellowship's Trustees, and a third individual appointed by the first two arbitrators. The tribunal will operate under procedural rules developed by the Unitarian Universalist Association's Ministries and Faith Development staff group.

## 7. AMENDMENT OF AGREEMENT AND CHOICE OF LAW

**7.1.** The terms of this Agreement may be changed by mutual consent of the Minister and the Board, unless otherwise provided for in the Congregational Bylaws. Change in the level of compensation will not alter the other terms of this Agreement. All changes must be in writing.

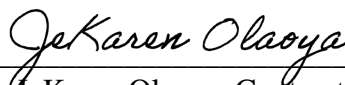
**7.2. Severability:** In the event any portion of this agreement is found to be unenforceable, invalid, or illegal, it can be severed, and the other provisions will remain in full force and effect.

**7.3.** This Agreement will be reviewed yearly by the Board and the Minister.

**7.4.** This Agreement is subject to the laws of the State of Florida and the bylaws and/or Constitution of the Congregation. It has been drawn, offered, and accepted in the spirit of the Principles and Purposes of the Unitarian Universalist Association.



Leah Cobb Lee, Governing Board President



Rev. JeKaren Olaoya, Contract Minister

Date: \_\_\_\_\_

Date: 06-03-24

cc: Regional Lead, Congregational Life Staff, UUA



**PROPOSED CHANGES TO POLICY 3.1 UNDESIGNATED GIFTS**  
**Submitted by UUFG Foundation**

The current language utilized to state the policy for undesignated gifts is ambiguous and confusing. With the consultation and input from Judith Kendall and Kristen Stevens, we drafted new language. The attached draft is to clarify intent and definitions. There are no changes to the substance of the policy. The changes are highlighted in yellow.

We are seeking Governing Board's approval of the proposed changes to policy 3.1 of the Foundation's policy and procedures manual. [See page 2 for current language.]

In Fellowship,

Jeanne Gossman  
Chair, UUFG Foundation

**Proposed Changes:**

**C.FF –Gifts and Bequests:**

**Pol. 3: The Foundation shall accept gifts, including tributes and bequests, of money, securities, or property given for its stated purposes.**

**Proc. 3.1 Bequests:** Bequests include bequeathments from wills, endowments from estates/trusts, annuities, etc. When bequests to UUFG are undesignated, they shall be divided equally between UUFG and the Foundation.

**Proc. 3.2 Tributes:** Tributes are gifts in memory or in honor of a person or event. When tribute donations are undesignated, they shall be considered gifts to the Foundation.

**Proc. 3.3:** Gifts and bequests with a specific purpose designated (other than a designation to the Foundation), payments on pledges for the operating budget, payments on capital campaign pledges, and all moneys received in worship service collection plates (except moneys designated to the Foundation) shall go to the congregation.

**Proc. 3.4 Acceptance of Gifts:** A donor may restrict a gift to a stated purpose, and the Directors shall spend the capital or income from such a restricted gift in accordance with such restrictions. Gifts may be accepted only for programs consistent with the mission of the Foundation. Unrestricted gifts to the Foundation shall be encouraged.

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report. The Financial Secretary shall process grant applications, write checks to UUFG for grants awarded, and track grant expenditures.

Proc. 2.5. The *Communications Secretary* shall communicate with the congregation about the Foundation's purpose and activities and shall publicize the Foundation through print and electronic means of communication.

Proc. 2.6. The *Education and Development Secretary* shall develop and execute a plan of contacting the members for the purpose of soliciting gifts and bequests.

### C.FF –Gifts and Bequests:

**Pol. 3: The UUFGF shall accept gifts and bequests of money, securities, or property given for the purposes of the Foundation.**

Proc. 3.1: All undesignated bequests shall be divided equally between the UUFG operating budget and the UUFG Foundation. All undesignated gifts in memory or in honor of an individual or an occasion shall be considered gifts to the UUFG Foundation.

Proc. 3.2: Gifts and bequests with a specific purpose designated (other than a designation to the Foundation), payments on pledges for the operating budget, payments on capital campaign pledges, and all moneys received in worship service collection plates (except moneys designated to the Foundation) shall go to the congregation.

Proc. 3.3 Acceptance of Gifts: A donor may restrict a gift to a stated purpose, and the Directors shall spend the capital or income from such a restricted gift in accordance with such restrictions. Gifts may be accepted only for programs consistent with the mission of the Foundation. Unrestricted gifts to the Foundation shall be encouraged.

**Pol. 4: Non cash gifts to the Foundation shall be considered by the Foundation Board of Directors.**

Proc. 4.1. When deemed necessary, the Directors shall consult legal counsel or other appropriate professionals.

**Proc. 4.2. The Foundation Financial Secretary shall complete a gift acceptance form (sample attached) for each non cash gift received and accepted by the Foundation.**

Proc. 4.3. Depositing of Gifts: Upon receipt of a non cash but negotiable gift, the Financial Secretary will deposit the gift to the appropriate account.

- a. Gifts of stocks or bonds will be deposited with the Unitarian Universalist Association Common Endowment Fund (UUCEF).
- b. Other valuable gifts (property, art work, etc.) will be disposed of after appropriate consultation with a professional.
- c. Proceeds from liquidations and cash gifts will be deposited in cash reserves or invested according to guidelines in Policy 7.

Proc. 4.4 Publicizing Gifts: The Communications Secretary will publicize the receipt of gifts with the permission of the donor.

Proc. 4.5 Securing appraisals and legal fees for gifts to the Foundation. It shall be the responsibility of the donor to secure an appraisal (when required) for all gifts made to the Foundation.

Proc. 4.6 Valuation of Gifts for development purposes. It is the responsibility of the donor to value a non cash, non-negotiable gift. The Foundation does not value gifts. The Foundation shall record a negotiable gift received by the Foundation at its valuation for gift purposes on the date of the gift.

Proc. 4.7 Responsibility for IRS filings upon sale of gift item. The Foundation is responsible for filing IRS Form 8282 upon the sale or disposition of any asset sold within two years of receipt by the

## Actionable Remedies for Personnel

In a review of Board minutes from June 2021 through July 2024, there were several concerning absences regarding personnel. Below are suggested actionable remedies:

1. **Expectations for Childcare Workers (job description):** Reasonable effort was made to change the age on the policy from 16 to 18.
  - a. Need to ensure that we are meeting Child Labor Laws, Statute 450.045 (2) ([http://www.leg.state.fl.us/Statutes./index.cfm?App\\_mode=Display\\_Statute&URL=0400-0499/0450/0450.html](http://www.leg.state.fl.us/Statutes./index.cfm?App_mode=Display_Statute&URL=0400-0499/0450/0450.html)), which states that "Any person who hires, employs, or suffers to work any minor shall post at a conspicuous place on the property or place of employment, where it may be easily read, a poster notifying minors of the Child Labor Law, to be provided by the division upon request." (Cam and James)
2. **Official Hiring of DRE/job title change to DLFD:** Affirm employment and job title of James Chase for # of hours at this year's pay rate.
  - a. If at all possible, get copy of e-vote motion and vote from sometime between June 15, 2022 and Aug. 29, 2022. (It was announced to the Fellowship on 8/14/22, so probably proximal to that.) Tim Christy, Leah Cobb-Lee and Norden Lucke were on the Board at that time.
  - b. Affirm job title that apparently changed to Director of Lifespan Faith Development (mentioned in 8/28/2023 Board meeting).
  - c. Need to get and approve new job description, unless it is the one on page F-5 of the P&P manual, approved 9/28/20.
3. **Official Hiring of Childcare Workers:** Affirm employment with # of hours and pay rate (\$17/hour?).
  - a. Gabby ?? (mentioned at Oct. 22, 2022 Board meeting)
  - b. Vicky Ducote (mentioned at Aug. 28, 2023 Board meeting)
  - c. Third childcare professional – no name (mentioned Nov. 23, 2023 Board meeting)
4. **Official Promotion of Tane Dekrey from Pianist to Choir Director/Pianist/Accompanist:** Affirm employment of Tane Dekrey for # of hours at this year's pay rate.
  - a. If at all possible, get copy of e-vote motion and vote from somewhere between 8/28/23 and 9/25/23.
  - b. Need to get and approve job description, unless it is the one on page F-12 of the P&P manual, approved 8/28/19 (assume it is not).
5. **Official Hiring of Ricardo SosaMelo as AV Tech:** Affirm employment of Ricardo SosaMelo for # of hours at this year's pay rate.
  - a. If at all possible, get copy of e-vote motion and vote from somewhere between 9/25/23 and 10/23/23.
  - b. Need to approve job description, if revised from previous version on page F-16 of the P&P manual, approved 6/14/21.
6. **Official Hiring of Rev. JeKaren Olaoya as Contract Minister**

- a. Although there was a motion in May 2024 to start negotiations for a one-year contract, neither the final salary and time frame, nor the final agreement are part of the official record.

# Policy and Procedures Manual

## PER-3 Hiring Authority

Annual Review: Personnel Committee  
 Initial Approval: November 19, 2009  
 Latest Revision: July 27, 2011

### Policy

1. The authority to approve staff positions and to hire UUFG personnel rests with the Governing Board. UUFG staff positions are defined as those positions, either permanent or temporary, for which there is an approved job description and for which the employee receives a signed contract. The authority to designate which positions require job descriptions and contracts rests with the Governing Board, which shall consult with and consider the recommendation of the Personnel Committee.
2. The Governing Board shall approve the establishment of all positions prior to hiring. The Governing Board shall approve all persons hired as employees, as opposed to independent contractors (see #3).
3. A supervisor may fill a position with an "independent contractor" providing funds are already budgeted or otherwise available for that function. If funding is not in place for an "independent contractor," the Governing Board must approve allocating funds as well as hiring that position. The Board treasurer has the authority to designate whether a person is hired as an employee or independent contractor in consultation with the Personnel Committee and the supervisor.

### PER 3.1: Procedures

#### **A. Part Time/ Full Time Exempt employees/Ongoing employed non-exempt employees**

(including but not limited to RE director, music director, office administrator)

1. **INITIATING THE PROCESS:** When the Governing Board (GB) determines the need for a new employee in one of the above categories, either to fill a vacancy in an existing position or to fill a newly created position, it shall direct the Personnel Committee to commence the hiring process.
2. **JOB DESCRIPTION:** The Personnel Committee will work with the appropriate committees and/or staff members to write a Job Description for a newly-created position, including a recommended salary range.
3. **ADVERTISING:**
  - a. The Personnel Committee will develop a hiring notice for any vacant position that needs to be filled.
  - b. Hiring notices will be advertised in appropriate UU venues such as the *Gazette*, News and Needs, FLUUA, and the UUA job vacancies list.
  - c. Flyers may be sent to various targeted audiences such as area churches, and appropriate departments at the University of Florida.
  - d. A notice may be placed on Craigslist.
  - e. If budgeted, an advertisement may be placed in the *Independent Florida Alligator*.
4. **APPLICATIONS:**
  - a. All applications and applicants' names will remain confidential.
  - b. The Personnel Committee will screen all applications and determine which candidates will be interviewed.
  - c. Any candidate must submit proof of eligibility to work in the USA.
5. **INTERVIEWS:**

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- a. The Interview Committee (IC) will consist of the Personnel Committee, the Senior Minister, the GB president or designee, and other members from the congregation as deemed appropriate by the Personnel Committee. Unless otherwise decided, the chair of the Personnel Committee shall chair the IC.
- b. The IC will determine a list of questions to ask. The interviews will be conducted so as to provide as much consistency from one interview to the next.
- c. The IC will determine if an interviewee should be called for a second interview.
6. SELECTING THE FINAL CANDIDATE:
  - a. The IC will select, by consensus or by vote, the candidate who best meets the qualifications of the position.
  - b. If no candidate receives strong support from the IC, the IC may re-open the application process.
7. SCREENING OF FINAL CANDIDATE: When the IC has selected the final candidate for the position,
  - a. The IC chair will contact the candidate's references and report to the IC at large.
  - b. All candidates must pass a basic four-point background check, which includes social security number verification, single county search (includes addresses, felonies and misdemeanors for that county), criminal super search national sex offender registry (state and federal), and OFAC terrorist search.
  - c. If the references and background check are satisfactory, the Personnel Committee will recommend the candidate to the GB for hiring.
8. OFFER AND NEGOTIATIONS:
  - a. The IC will contact the selected candidate and offer the position.
  - b. The IC will negotiate the salary and benefits with the candidate.
  - c. If the first choice candidate turns down the offer, the IC may either consider the second choice candidate or reopen the application process.
9. NOTIFICATION OF OTHER APPLICANTS
  - a. Letters of Rejection will be mailed by US Mail to the applicants not selected.
  - b. A UU member who has submitted an application but was not selected to be hired will be contacted by an IC member directly.
10. NOTIFICATION OF GOVERNING BOARD: Once a candidate has accepted the offer, the Personnel Committee will notify the GB so that the GB can approve the hiring.

## **B. Temporary/Part time/Occasional Employees**

1. INITIATING THE PROCESS:
  - a. When the Chief of Staff (CoS) determines the need for a new employee to fill a vacancy in an existing position, he/she will notify the Governing Board (GB) and commence the hiring process.
  - b. When the CoS is requesting the creation of a new position, he/she will get the approval of the GB before starting the hiring process.
  - c. Any supervisor wishing to hire an employee or independent contractor shall consult with the Treasurer or his/her designee prior to hiring to determine whether the person shall be hired as an employee or independent contractor.
2. JOB DESCRIPTION: The Personnel Committee will work with the appropriate committees and/or staff members to write a job description for a newly-created position, including a recommended salary range.
3. ADVERTISING:

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- a. Vacancies for hourly positions will be communicated to the congregation by posting a notice in the *Gazette* and/or sending an email to the News and Needs mailing list.
- b. Advertising outside the congregation may be done by word of mouth, electronic posting, such as Craigslist, and /or distributing notices to general or targeted audiences, such as other congregations, the University of Florida, etc.
4. APPLICATIONS:
  - a. All applications and applicants' names will remain confidential.
  - b. The CoS or the supervising staff member will screen all applications and determine which candidates will be interviewed.
5. INTERVIEWS:
  - a. All candidates will be interviewed in person by the staff member who supervises that position.
  - b. Other persons may participate in the interview, as deemed appropriate by the supervisor and CoS.
6. BACKGROUND CHECK:
  - a. All candidates must pass a basic four-point background check, which includes social security number verification, single county search (includes addresses, felonies and misdemeanors for that county), criminal super search national sex offender registry (state and federal), and OFAC terrorist search.
  - b. All candidates must submit proof of eligibility to work in the USA.
7. NOTIFICATION OF GOVERNING BOARD: Once a position has been filled, the COS will notify the GB so that the GB can approve the hiring.
8. SPECIAL PROVISIONS FOR GUEST MUSICIANS: Guest musicians will be hired by the Music Director. Guest musicians are exempt from the above provisions.
9. SPECIAL PROVISIONS FOR CHILD CARE WORKERS:
  - a. For purposes of child care workers, the Child Care Supervisor will compile a list of Board-approved persons from which to draw as child care is needed.
  - b. When a request is made for child care, the Child Care Supervisor will contact a person on the child care list depending on availability and the situation.
  - c. The Child Care Supervisor will make arrangements with the person who will provide child care to either have the door unlocked or obtain a key for that child care provider. Also, arrangements will be made for relocking the door and returning the key, if provided.

If a person on the child care worker list proves unsatisfactory, The Child Care Supervisor will remove them from the list and send them a letter to that effect, keeping a copy in the fireproof personnel filing cabinet. The Child Care Supervisor will also inform her supervisor that the action was taken.

## ADMINISTRATIVE HIRING PROCEDURES

1. All new employees, independent contractors, and guest musicians must complete a W-4 form (name, address, social security number) prior to being paid.
2. Independent contractors must sign a form explaining that UUFG will not withhold income tax or FICA, and that the Independent Contractor is responsible for paying his/her own payroll and FICA. The Treasurer will prepare this form, and it will be available from the Treasurer or in the office. This form will be retained in UUFG files.
3. UUFG will file a 1099 form for any person earning more than \$600 in a calendar year. At this point a determination will be made about retaining the person as an independent contractor or designating the person as an employee.



## Tree Removal Proposal

Marilyn Roberts is proposing the removal of a dying Sweet Gum tree located at the southeaster corner of our parking loop.

This tree was hit by lightning a year or so ago and is diseased and dropping limbs. While the tree is a bit off of the edge of the parking loop and wouldn't likely fall on anyone, it is a candidate for removal.

Marilyn has a bid from Sky Frog Tree Service for \$1500 to cut down and remove the tree. We have used Sky Frog successfully on a number of other projects here at UUFG.

Since we currently don't have a Facilities Chair to authorize such expenses, we are placing this proposal before the board for its consideration.

~ Cam Pierce

