



Unitarian Universalist Fellowship of Gainesville

UUFG Governing Board Meeting Agenda

8 October 2025 – 7:00 pm to 9:00 pm

1. **[7:00 pm] Gathering and Meeting Preparation** **10 min**
 - a. Welcome, Call to Order, Quorum
 - b. Chalice Lighting
 - c. Board Covenant: *Inspired by our Unitarian Universalist values and 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. **[7:10 pm] Congregational Input** **10 min**
3. **[7:20 pm] Consent Agenda** **10 min**
 - a. Minutes of Board Meeting, September 10 (Attachment 1)
 - b. Minutes of Special Congregation Meeting, September 28 (Attachment 2)
 - c. President's Report (Attachment 3)
 - d. Treasurer's Report August 2025 (Attachment 4)
 - e. Fellowship Council Report (Attachment 5)
 - i. Important decision in 3. Governance and Community Decisions
 - f. Congregational Admin Report (Attachment 6)
 - g. Director of Lifespan Faith Development Report (Attachment 7)
 - i. Children and Youth Volunteer & Staff Code of Ethics
 - ii. Mandated Reporting in Florida - A Guide for Volunteers
 - iii. Mandated Abuse Reporter Quick Reference: What You Should Do
 - h. Safety Team Charter, 3rd reading (Attachment 8)
 - i. Senior Childcare Provider Job Description, 2nd reading (Attachment 9)
 - j. Contracting Pastoral Ministry Working Group Report (Attachment 10)
4. **[7:30 pm] Governance and Finances** **45 min**
 - a. Implement budget approved by the Congregation on 28 September 2025.
 - i. Motion to implement Congregation approved budget and employ Congregational Administrator and Director of Lifespan Faith Development full time (1.0 FTE).
 - b. Peggy Maloney resigned from the Governing Board on 30 September 2025.
 - c. Procedure for appointment of new trustee
 - i. Bylaws 6.3 (b) Governing Board Vacancies: In the event of a vacancy, the Governing Board shall, in consultation with the Leadership Development Committee, make an interim appointment to fill the position until the next Annual Meeting. Tom Mareci contacted Elizabeth Stewart on 3 October about a recommendation for a new Board Trustee.
 - d. Governance Working Group Report (Attachment 11)
 - i. AMP-5 - Lay Chaplains, 2nd reading
 - ii. Move GOV-14 - Governing Authority, to the Personnel Manual, 1st reading
 - iii. GOV-15 Acceptance of Gifts, 1st reading
 - iv. FAP-4 - Policy on Ad Hoc Fundraising, 1st reading
 - v. Introduction of the Personnel Manual, 1st reading



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- vi. Remove AMP-4 - Singles Group, 1st reading
vii. Remove UU Connections Charter, 1st reading
5. **[8:15 pm] Action Items** **10 min**
a. Discuss “Recommendations for Future Potential Ministry Negotiations” from Contracting Pastoral Ministry Working Group Report in Attachment 10.
6. **[8:25 pm] Facilities** **5 min**
a. Critical need to appoint a Facilities Committee Choir (Co-Chairs). Tom Mareci has been assisting with facilities, but many issues need a group decision.
7. **[8:30] Visioning** **20 min**
a. Congregation discussion of UUFG Mission, Vision, and Covenant. Shall we use CommUUnity Conversations as the venue?
b. Should UUFG join with Gainesville’s Westminster Presbyterian Church in the national suit to protect safe spaces from U.S. Immigration and Customs Enforcement (see below).

<https://pres-outlook.org/2025/05/community-organizations-and-houses-of-worship-across-the-nation-sue-trump-administration-to-preserve-the-sanctity-of-safe-spaces/>
8. **[8:50 pm] Wrap up** **10 min**
a. Emerging Concerns
b. Action Items and Calendaring (see Governing Board Calendar)
c. Gratitude notes; Peggy Maloney for service on the Governing Board
d. Board Process – external observer
e. Next meeting November 12, 2025
9. **[9:00] Adjournment**
-

Items for future agenda

- Auction plan
- Pledge Drive plan

Governing Board Calendar 2025-26

- Sumara Powers ordination: 11 October at 3 pm
- Winter Governing Board Retreat: 10 January
 - Plan 2026-27 budget
- Auction: **Date?**
- Pledge Drive: **Date?**
- Congregational Annual Meeting: **Date?**
- Summer Governing Board Budgeting Retreat: **Date?**



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UUFG Board Meeting- Minutes

September 10, 2025

1. [7:00 pm] Gathering and Meeting Preparation 10 min

- a. Welcome, Call to Order, Quorum
- b. Chalice Lighting and Reading (African Proverb)
- c. Board Covenant: *Inspired by our Unitarian Universalist values and 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)

Board Members in attendance: Tom Mareci, Kristin Stevens, Beverly Sanders, Katelin Rhan, Norden Lucke, George Dondanville, Peggy Maloney.

Congregants in attendance: Jim Wright, Ellen Cecil, Judith Kendall, David Willkomm, Debra Neill-Mareci

Motion: Move to approve agenda. George moves, Peggy seconds. Unanimous.

Assign roles: Ellen Cecil as external process observer; David Willkomm as timekeeper; Beverly Sanders as gratitude notes writer; Kristin Stevens taking notes for Katelin until she arrives.

Consent agenda: corrections to name spellings needed in minutes.

Motion: Move to approve the consent agenda. Kristin moves, Norden seconds.

Unanimous.

2. [7:10 pm] Congregational Input 10 min

3. [7:20 pm] Consent Agenda 10 min

- a. Minutes of Board Meeting, August 13 and August 21 (Attachment 1)
- b. President's Report (Attachment 2)
- c. Treasurer's Report July 2025 (Attachment 3)
- d. Fellowship Council Report (Attachment 4)
- e. Congregational Admin Report (Attachment 5)
- f. Director of Lifespan Faith Development Report (Attachment 6)
- g. Bookkeeper. Mignon Craig, resignation effective 31 December 2025



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4. [7:30 pm] Governance and finances

60 min

- a. Budget projections for 2025-26 and 2026-27 (Attachment 7)
 - i. Executive Session about Staff Appointments
- b. Plan for Congregational meeting on September 28
 - i. Revised budget
 - ii. Alice Primack Memorial Award
 - iii. Participate in emergency response (question of involvement).

4a. Budget: Jim Wright presents.

- Added \$5K for special events
- Increased childcare \$3-4K
- Bev clarified how we calculate health insurance
- Broke out pension and payroll tax by position to get total costs per position
- Unrestricted cash-on-hand: \$134,714. This includes the Jean LeMire bequest, the previous minister housing fund, and the Board holding fund.
- Two proposed budgets: 1) conservative where there are no increased hours for staff, and 2) “aggressive” where the Congregation Administrator (CA) and the Director of Lifespan Faith Development (DLFD) are increased to full-time.
 - Both assume general 5% increase in most budget items, 3.5% COL salary increases, we will hire/call full-time resident minister in Jan 2026
 - Key difference: CA/DLFD hours, salary amounts, amount of money needed from unrestricted cash-on-hand to balance budget each year.
- Beverly created up to 5-year projections to see what type of pledge/income growth is needed for sustainability. Concluded that we need 7%-10% growth to support staff full-time with a full-time minister.
- All the expenses, admin, and operations costs are the same in either conservative or aggressive budget.
- Compensation is the only difference is the budget for the DLFD and CA.
- *Increase in salary and all benefits related to this salary go up
- How sustainable is all of this?
 - Aggressive budget fulltime with min and no growth we have 2 years
 - We need 10% growth in order to sustain Jim’s aggressive budget
 - Projection of membership over last 6 years is 3 percent increase.
 - Last 9 years from pledge campaign average increased by 7%
- Executive session starts at 7:52PM and ended at 8:27PM



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Tom and George would like to be on the search committee for a minister

Board cannot be on a settled minister search however they can for a contract

Kristin move's Motion: Present the full-time staff budget to the congregation for approval at the special congregational meeting on 9/28/25 Norden 2 nd passes unanimously

	A	B	C	D	E	F	G	H	I	J
31										
32	net reserves 0%		\$143,172.00	\$42,273.00	-\$65,487.85	-\$180,282.10	-\$302,285.57			
33	net reserves 1%		\$143,172.00	\$45,323.00	-\$56,307.35	-\$161,859.79	-\$271,479.05			
34	net reserves 3%		\$143,172.00	\$51,423.00	-\$37,763.35	-\$124,275.86	-\$207,999.15			
35	net reserves 5%		\$143,172.00	\$57,523.00	-\$18,975.35	-\$85,693.97	-\$141,968.04			
36	net reserves 7%		\$143,172.00	\$63,623.00	\$56.65	-\$46,099.48	-\$73,310.18			
37	net reserves 8%		\$143,172.00	\$66,673.00	\$9,664.15	-\$25,917.94	-\$37,972.28			
38	net reserves 10%		\$143,172.00	\$72,773.00	\$29,062.15	\$15,222.90	\$34,769.93			
39	net reserves 15%		\$143,172.00	\$88,023.00	\$78,624.65	\$122,697.28	\$229,140.71			
40										
41										



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AutoSave OFF Projection.xlsx • Saved to this PC								
File Home Insert Draw Page Layout Formulas Data Review View Automate								
<div> <div>Cut Copy Paste Format Painter</div> <div>Clipboard</div> <div>Font</div> <div>Align</div> </div>								
Q38								
	A	B	C	D	E	F	G	H
18	pledge inc	1.07	305000	326350	349195	373638	399793	
19	pledge inc	1.08	305000	329400	355752	384212	414949	
20	pledge inc	1.1	305000	335500	369050	405955	446551	
21	pledge inc	1.15	305000	350750	403363	463867	533447	
22								
23	deficit 0%		-14685	-69318	-75390.3	-81614.5	-87994.2	
24	deficit 1%		-14685	-66268	-69259.8	-72372.7	-75610	
25	deficit 3%		-14685	-60168	-56815.8	-53332.7	-49714	
26	deficit 5%		-14685	-54068	-44127.8	-33538.8	-22264.8	
27	deficit 7%		-14685	-47968	-31195.8	-12976.3	6798.59	
28	deficit 8%		-14685	-44918	-24638.3	-2402.3	21954.9	
29	deficit 10%		-14685	-38818	-11340.3	19340.5	53556.3	
30	deficit 15%		-14685	-23568	22972.2	77252.4	140453	
31								
32	net reserves 0%		175053	105735	30344.7	-51269.8	-139264	
33	net reserves 1%		175053	108785	39525.2	-32847.5	-108457	
34	net reserves 3%		175053	114885	58069.2	4736.45	-44977.6	
35	net reserves 5%		175053	120985	76857.2	43318.3	21053.6	
36	net reserves 7%		175053	127085	95889.2	82112.8	89711.4	
37	net reserves 8%		175053	130135	105497	103094	125049	
38	net reserves 10%		175053	136235	124895	144235	197792	
39	net reserves 15%		175053	151485	174457	251710	392162	
40								

4bii- Alice Primack Memorial Award

- Family would like a plaque along with the \$1000 to go to the award winner. Social justice picks a team of people who win's the award.
- Prior approval does not need a congregational vote. We will inform the congregation. Social just is possibly planning a public event to present this. This award will be announced at Alices memorial service

5. [8:30 pm] Action Items

20 min

- LUUMEN Chair appointment; Aaron Eliot-Gaines (Attached 8)
- Senior Child Care Provider job description (Attached 9)
- Communications Committee Charter, third reading (Attachment 10).
- Policy AMP-5 Lay Chaplains revision, first reading (Attachment 11)
- Safety Team Charter, 2nd reading (Attachment 12)
- Report from Working Group to discuss contracting with David Etherington
- Request that Board members occasionally service as outside greeters before Sunday service



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(August 19th email from Judith Kendall).

5a. LUUMEN Chair appointment; Aaron Eliot-Gaines

- Kristin moves to appoint Aaron as LUUMEN chair Tom 2nd Motion passes Unanimously

5b. Senior Child Care Provider job description (Attached 9)

- 1st reading: Discussion on Senior Childcare experience needs to change from 2+ years to 4+ years This is just formalizing Katie's job description

5c. Communication Charter

- Communication Committee charter 3rd reading
- Kristin's moves to approve the communication charter Norden 2nds passes unanimously

5d. Policy AMP-5 Lay Chaplain revision

- 1st reading of lay Chaplain changes what experience they should have, nomination by minister/current lay chaplains or LDC Board will provide a signed letter of appointment additional duty will assist with other liturgical roles supervision is under minister or Board Clarify professional expectation. Coven and commissioning instead of just for Sunday services there is a ritual that could also be a congregational meeting. Possibly explore contracting with David E to train lay chaplains

5e. Safety Team Charter

- 2nd reading Safety Team Charter
- Added in supporting friends they need to be approved by the board all members need a background check and remove the redundant last sentence

5f. Report from Working Group to discuss contracting with David Etherington

- Meeting with David 9/11

5g. Request that Board members occasionally service as outside greeters before Sunday service (August 19th email from Judith Kendall).

- Request from Judith ask the board members serve as greeters and host hospitality Katelin George and Tom are willing to help with this

6. 8:50 pm] Facilities

5 min

- a. Critical need to appoint a Facilities Committee Chair (Co-Chairs)

7. [8:55] Visioning

If time allows

- a. Congregation discussion of UUFG Mission, Vision, and Covenant. Shall we use



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CommUUnity Conversations as the venue?

- b. Fellowship Council Charter, revise responsibilities?
- c. Question of political candidate petitioning (tabling) in Phillips Social Hall
- d. Question of US Flag Display
- e. Should UUFG join with Gainesville's Westminster Presbyterian Church in the national suit to protect safe spaces from U.S. Immigration and Customs Enforcement (see below).

<https://pres-outlook.org/2025/05/community-organizations-and-houses-of-worship-across-the-nation-sue-trump-administration-to-preserve-the-sanctity-of-safe-spaces/>

Board discussed how do we go about spending the board discretionary funds Do we make a motion or just chat? It was decided that we would discuss issue then make a motion

Kristin moves and Peggy 2nds Motion move to spend \$355 of the board discretionary budget on congregation poster materials related to Mission, Vision, Covenant and UU values and principles passes unanimously

- Reflection is this going to appear likes a creed statement- our covenant is how we relate to each other
- At some point the communication committee will have sticky notes available for member to provide feedback to the documents

Items 7c and 7d and potentially 4biii will go to Fellowship Council

- 7e. Should UUFG join with Gainesville's Westminster Presbyterian Church in the national suit to protect safe spaces from U.S. Immigration and Customs Enforcement (see below). Social justice needs to present this at the cong meeting on 9/28 we at least need a motion Should UUFG join with Gainesville's Westminster Presbyterian Church in the national suit to protect safe spaces from U.S. Immigration and Customs Enforcement (see below).
 - <https://pres-outlook.org/2025/05/community-organizations-and-houses-of-worship-across-the-nation-sue-trump-administration-to-preserve-the-sanctity-of-safe-spaces/>

8. [8:55pm] Wrap up

5 min

- a. Emerging Concerns
- b. Action Items and Calendaring (see Governing Board calendar)
- c. Gratitude notes
- d. Board Process – external observer
- e. Next meeting October 8, 2025

8A Emerging Concerns

- UUFG is expected to give a gift and cover the cost of the ordination of Samara Powers



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- Kristin moved and Tom 2nd to allocate \$5,000 from the general fund to cover Sameria Powers ordination passes unanimously
- Plans need to start being made for Auction
- Bev Giordano is planning to Co-Chair
- Steve Cecil for pledge drive and maybe Arron Broadwell

9. [9:00] Adjournment

Items for future agenda

- Finalize Alice Primack Award plans (responsibility of Social Justice Council?)
- Auction plan
- Pledge Drive plan
- Safety Team Charter, 2nd reading

Governing Board Calendar 2025-26

- Congregational Meeting to consider budget revisions: 28 September
- Sumara Powers ordination: 11 October at 3 pm
- Winter Governing Board Retreat: 10 January
 - Plan 2026-27 budget
- Auction:
- Pledge Drive:
- Congregational Annual Meeting:
- Summer Governing Board Budgeting Retreat



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UUFG Special Congregation Meeting September 28, 2025

1. 39 Voting Members were present for the meeting
 - a. 15 absentee ballots were received
2. We currently have 157 voting eligible members of UUFG
 - a. Corum was met
3. Beverly made the motion to approve the revised FY 25-26 budget Peggy 2nd the motion
 - a. The motion passed unanimously
4. Comments/Questions from the meeting
 - a. Will James have health insurance
 - i. Yes, they are on their partners' insurance
 - b. Is it difficult to get a minister
 - i. Yes, it is a process, and we are currently involved in the process with UUA to find a minister
 - c. Member was pleased to see that increase in salaries
5. Alice Primack Award
 - a. Tom made a motion to create the Alice Primack Social Justice award Jack Koulas 2nd
 - i. The motion passed unanimously
 - b. Comments/Questions
 - i. What is the plan for additional funding at the end of the initial 5-year term
 1. The request can be resubmitted to the foundation
 - ii. Is the award only for individuals in Alachua County
 1. Yes



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President's Report, Board Report for 8 October 2025 Governing Board Meeting

1. **Attendance at Staff Meeting:** I am attending UUFG weekly staff meetings to help coordinate staff activities. In lieu of a Minister/Chief of Staff to supervise staff, the Governing accepts that responsibility.
 - **September 11:**
 - Cam Pierce, James Chase, and I attended the staff meeting.
 - We decided that UUFG Staff meeting will be held each Thursday at 10 am in the UUFG Common Room. But Cam and James expressed willingness to meet via Zoom and in the evening as needed.
 - We discussed the Governing Board decision to recommend the revised budget to the Congregation during a special Congregation meeting on September 28. If the Congregation approves the recommended budget, the Board will allocate funds during the Board meeting on October 8.
 - Cam informed me of the formation of a Membership Working Group to review our membership rolls. This group consists of the following individuals:
 - Cam Pierce
 - Judith Kendall
 - Harry Mangle
 - Patrice Roth
 - We discussed the need to support a group of younger UUFG men to provide an opportunity and space for gathering and sharing. Tam (Chase?) is hoping to lead this group.
 - We discussed the need to perform background checks every 3 years.
 - **September 18:**
 - Cam Pierce, James Chase, Peggy Maloney, Beverly Sanders, and I attended the staff meeting.
 - We reviewed plans for the Congregational Meeting on September 28. Cam is working with Jim Wright and Beverly to finalize a budget for presentation. Beverly will prepare a short, written preamble to the budget for distribution to the congregation before the meeting.
 - Cam reported on the capacity to offer text messages using our MailChimp subscription. Currently Cam is the only text provider for UUFG, but Cam will add James as a provider and James will test the texting capabilities with families of children in the UUFG RE program.
 - James reported on the development of a "One Room School House" approach to child care based on the UUA program, Spirit Play. This development allows optimized use of our childcare staff capacity.
 - James reported on the need for a men's support group and a parents' support group.



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No specific plan has been developed but options are being explored.

- **September 25:**

- Cam Pierce, James Chase, and I attended the staff meeting.
- Cam is working with James to test texting with the MailChimp program to communicate within the RE program.
- James reported that the Youth Group will be split into two groups: Ages 10-13 and ages 14-18. The Youth Group will have in-person meetings on the 1st and 3rd Monday and Zoom meetings on the 2nd and 4th Wednesday.
- I requested that James identify a youth that can light the chalice during the Special Congregation meeting on September 28.
- Cam reported that Sky Frog will begin tree work on October 8.
- We discussed the need for deep cleaning the Sanctuary restrooms. Also the need for cleaning the solar panels, and repairing the tears in the fabric of Sanctuary folding wall panels.

- **October 2:**

- Jame Chase, Cam Peirce, Katelin Rahn, Beverly Sanders, and I attended the Staff meeting.
- We discussed applying for a Google nonprofit account. I asked Cam to investigator how to apply and assess the capabilities of this account.
- We discussed providing the lock box code to members with a justified need and agreed to provide the code upon request.
- We reviewed Staff reports for September (which are in the October 8 Board Meeting Consent Agenda.
- Cam reported that a CPR training is scheduled for November 15th starting at 9 am at a cost of \$40/person.
- We agreed that future **Staff meeting will be held on Tuesdays at 1 pm.**

2. **Attendance at Committee Meetings:** I am attending a meeting of UUFG committees and affinity groups to get an overview of UUFG activities. I am encouraging each group to arrange for meetings to be open to the Congregation and offer a period for congregants to provide input, as the Governing Board and Fellowship Council provide during a 10-minute period at the state of meetings.

- **Safety Team meeting:** On Tuesdays at 10 am, I attended safety training webinars organized by James Chase and the Safety Team; Jonathan Coron and David Willkomm. Also, Debra Neill-Mareci attended these webinars. We are viewing and discussing webinars offered by the UUA in the UU Institute Leader Lab series (see below). This training continued for 7 weeks. The last webinar was devoted to the subject: Sexual Safe Congregation. I emailed Erin Parish of the Worship Team to suggest a Sunday service on human sexuality and safety. Erin responded that January 18 is reserved for a service on Safety.



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<https://www.uua.org/leaderlab/safer-training>

- **Care Team meeting**

- i. I attended the Care Team meeting on September 8. I spoke during the meeting and asked the Care Team to find a short period of time during their meetings when congregation members can address the care team.
- ii. The Care Team discussed creating a food pantry for members in need, create a grief support group, and a method to checkup on members.

- **Interfaith Immigrants Assistance Team**

- i. On September 17th, Judi Oltmans and I attend a meeting of this team at the Gainesville Quakers Church. This team consists of representatives of the Gainesville Quaker Church, Westminster Presbyterian Church, University Lutheran Church, and the Greater Gainesville International Center. This team is working to support immigrants in detention and those in need of jobs, housing, and other support.

3. **Facilities and Ground:** Since we do not have a Facilities and Grounds Committee, I have been working on facilities and grounds projects.

- I assisted Cam Pierce, Jonathan Coron, and Debra Neill-Mareci in replacing cove lights in the Sanctuary.
- Popcorn and a Movie: On Saturday the 27th of September, I setup the projector, DVD player and speaker system in the Phillis Social Hall, then run the “Great Dictator” movie for the Social Justice Circle. A total of 30 people attended the showing.

4. **Resignation of Peggy Maloney from the Governing Board.** On Tuesday morning, 30 September, I received an email message from Perry Maloney, copied to Judith Kendall, informing me that Peggy resigned from the Governing Board. On Friday, I contacted Elizabeth Stewart from the Leadership Development Committee to seek a replacement.



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Attachment 4

Unitarian Universalist Fellowship - Gainesville FL									
Treasurer's Report as of August 2025 for General Fund									
Tuesday, September 16, 2025									
Account #	Account Name	Period Activity August 2025	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget	Annual Budget Remaining	
Income									
Income to General Fund									
Sustaining Gifts-Members & Friends									
4.100.030	Current Years Pledges	35,634.60	25,417.00	52,117.35*	50,834.00	1,283.35	305,000.00	252,882.65	
4.100.050	Sunday Collect/Unidentified G	1,372.04	1,083.00	2,119.70	2,166.00	(46.30)	13,000.00	10,880.30	
	Total Sustaining Gifts-Members & Friends	\$37,006.64	\$26,500.00	\$54,237.05*	\$53,000.00	\$1,237.05	\$318,000.00	\$263,762.95	
Miscellaneous Income									
4.100.210	Rental Income	1,901.00	1,500.00	3,587.50*	3,000.00	587.50	18,000.00	14,412.50	
4.100.300	Special Activities and Auction	0.00	1,083.00	0.00	2,166.00	(2,166.00)	13,000.00	13,000.00	
4.100.330	Interest	34.87	292.00	69.72	584.00	(514.28)	3,500.00	3,430.28	
	Total Miscellaneous Income	\$1,935.87	\$2,875.00	\$3,657.22	\$5,750.00	(\$2,092.78)	\$34,500.00	\$30,842.78	
	Total Income to General Fund	\$38,942.51	\$29,375.00	\$57,894.27	\$58,750.00	(\$855.73)	\$352,500.00	\$294,605.73	
	Total Income	\$38,942.51	\$29,375.00	\$57,894.27	\$58,750.00	(\$855.73)	\$352,500.00	\$294,605.73	
Expense									
Expenses from General Fund									
Programs									
5.100.110	Membership	0.00	67.00	0.00	134.00	(134.00)	800.00	800.00	
5.100.120	UU Leadership	262.76	50.00	262.76*	100.00	162.76	600.00	337.24	
5.100.130	Social Justice	300.00	125.00	300.00*	250.00	50.00	1,500.00	1,200.00	
5.100.140	RELATE	0.00	13.00	0.00	26.00	(26.00)	150.00	150.00	
5.100.150	CUUPS	0.00	21.00	0.00	42.00	(42.00)	250.00	250.00	
5.100.240	RE Program Activities	239.00	183.00	239.00	366.00	(127.00)	2,200.00	1,961.00	
5.100.270	Background Checks	0.00	167.00	0.00	334.00	(334.00)	2,000.00	2,000.00	
5.100.280	Hospitality Budgeted	131.93	42.00	131.93*	84.00	47.93	500.00	368.07	
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	300.00	333.00	651.80	666.00	(14.20)	4,000.00	3,348.20	
5.100.320	Music Program	135.00	167.00	135.00	334.00	(199.00)	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	
	Total Programs	\$1,368.69	\$1,259.00	\$1,720.49	\$2,518.00	(\$797.51)	\$15,600.00	\$13,879.51	
Administration & Operational Support									
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	73.00*	34.00	39.00	200.00	127.00	
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	1,558.00	1,558.00	3,116.00	3,116.00	0.00	18,697.00	15,581.00	
5.100.525	Insurance	3,915.81	1,917.00	4,102.81*	3,834.00	268.81	23,000.00	18,897.19	
5.100.530	Office Expense	651.84	583.00	963.39	1,166.00	(202.61)	7,000.00	6,036.61	
5.100.532	Audit Expense	0.00	5,000.00	0.00	5,000.00	(5,000.00)	5,000.00	5,000.00	
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	441.59	625.00	856.01	1,250.00	(393.99)	7,500.00	6,643.99	
5.100.550	Utilities - Electricity & Water	1,107.57	1,250.00	2,183.43	2,500.00	(316.57)	15,000.00	12,816.57	
5.100.560	Waste Disposal	234.97	241.00	469.65	482.00	(12.35)	2,888.00	2,418.35	
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	10.64	69.00	10.64	138.00	(127.36)	825.00	814.36	



Unitarian Universalist Fellowship of Gainesville

Attachment 4

Unitarian Universalist Fellowship - Gainesville FL									
Treasurer's Report as of August 2025 for General Fund									
Tuesday, September 16, 2025									
Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under	Annual Budget	Annual Budget	
		August 2025				YTD+(-)		Remaining	
5.100.575	Facilities Maintenance	700.74	792.00	1,543.74	1,584.00	(40.26)	9,500.00	7,956.26	
5.100.580	Backflow and Fire Suppression	376.47	333.00	831.49*	666.00	165.49	4,000.00	3,168.51	
5.100.583	Security & Safety	107.50	58.00	107.50	116.00	(8.50)	700.00	592.50	
5.100.585	Pest Control	0.00	0.00	0.00	0.00	0.00	400.00	400.00	
5.100.590	Other Expenses inc Bank Fees	0.00	167.00	0.00	334.00	(334.00)	2,000.00	2,000.00	
5.100.595	VANCO, Online Platform and Bank Fees	132.50	167.00	438.73*	334.00	104.73	2,000.00	1,561.27	
	Total Administration & Operational Support	\$10,554.63	\$14,427.00	\$17,330.39	\$23,854.00	(\$6,523.61)	\$118,510.00	\$101,179.61	
Compensation & Related Expenses									
5.100.610	Ministers Salary	0.00	6,708.00	4,041.67	10,916.00	(6,874.33)	78,000.00	73,958.33	
5.100.620	Ministers Housing Allowance	0.00	0.00	2,500.00	2,500.00	0.00	2,500.00	0.00	
5.100.630	Ministers, In Lieu of Self Employment Tax	0.00	500.00	500.42	1,000.00	(499.58)	6,005.00	5,504.58	
5.100.640	Ministers Pension Fund	0.00	671.00	0.00	1,342.00	(1,342.00)	8,050.00	8,050.00	
5.100.650	Ministers Health Insurance	0.00	1,250.00	0.00	2,500.00	(2,500.00)	15,000.00	15,000.00	
5.100.660	Ministerial Transition Expense	0.00	1,125.00	0.00	2,250.00	(2,250.00)	13,500.00	13,500.00	
5.100.670	Ministers Professional Expenses	49.99	671.00	0.00	1,342.00	(1,342.00)	8,050.00	8,050.00	
5.100.710	Congregational Administrator Salary	3,688.26	3,833.00	7,413.80	7,666.00	(252.20)	46,000.00	38,586.20	
5.100.712	Congregational Administrator Professional Expenses	0.00	345.00	0.00	690.00	(690.00)	4,140.00	4,140.00	
5.100.713	Congregational Administrator Health Insurance	0.00	235.00	0.00	470.00	(470.00)	2,820.00	2,820.00	
5.100.720	Choir Director Salary	1,850.00	1,896.00	3,700.00	3,792.00	(92.00)	22,755.00	19,055.00	
5.100.722	Choir Director's Professional Expenses	0.00	171.00	0.00	342.00	(342.00)	2,050.00	2,050.00	
5.100.725	Pianist/Accompanist - Payroll	300.00	250.00	600.00*	500.00	100.00	3,000.00	2,400.00	
5.100.728	Audiovisual Technician	0.00	277.00	342.00	554.00	(212.00)	3,323.00	2,981.00	
5.100.735	Director of LFD Salary	3,361.80	3,369.00	6,723.60	6,738.00	(14.40)	40,425.00	33,701.40	
5.100.736	Director of LFD Professional Expenses	0.00	337.00	0.00	674.00	(674.00)	4,043.00	4,043.00	
5.100.737	Director of LFD Health Insurance	0.00	1,000.00	0.00	2,000.00	(2,000.00)	12,000.00	12,000.00	
5.100.740	Child Care	714.00	750.00	1,575.05*	1,500.00	75.05	9,000.00	7,424.95	
5.100.820	Staff Pensions	720.21	816.00	1,440.42	1,632.00	(191.58)	9,792.00	8,351.58	
5.100.910	Payroll Tax Expenses	735.47	827.00	1,511.20	1,654.00	(142.80)	9,920.00	8,408.80	
	Total Compensation & Related Expenses	\$11,419.73	\$25,031.00	\$30,348.16	\$50,062.00	(\$19,713.84)	\$300,373.00	\$270,024.84	
	Total Expenses from General Fund	\$23,343.05	\$40,717.00	\$49,399.04	\$76,434.00	(\$27,034.96)	\$434,483.00	\$385,083.96	
	Total Expense	\$23,343.05	\$40,717.00	\$49,399.04	\$76,434.00	(\$27,034.96)	\$434,483.00	\$385,083.96	
	Difference	\$15,599.46	(\$11,342.00)	\$8,495.23	(\$17,684.00)		(\$81,983.00)		
* = Income/Expense exceeds amount budgeted to date									



Unitarian Universalist Fellowship of Gainesville

Attachment 4

Unitarian Universalist Fellowship - Gainesville, FL Budget Variance Report August 2025

Account #	Account Name	
<i>Income</i>		
<i>Income to General Fund</i>		
<i>Sustaining Gifts-Members & Friends</i>		
4.100.030	Current Years Pledges	Pledge income for August is over budget by \$10,217.
4.100.050	Sunday Collect/Unidentified Giving	Our Sunday Collection income is over budget by \$289.
<i>Miscellaneous Income</i>		
4.100.210	Rental Income	Income from Gainesville Bridge Club, Gainesville Secular Science, Native Plant Society & Chair Yoga.
4.100.300	Special Activities-Auction	
4.100.330	Interest	Interest is from money market account and CD's when they mature.
<i>Expense</i>		
<i>Expenses from General Fund</i>		
<i>Programs</i>		
5.100.110	Membership	
5.100.120	UU Leadership	Board retreat expenses in August
5.100.130	Social Justice	Support for immigrant family and Susan B Anthony luncheon
5.100.140	RELATE	
5.100.150	CUUPS	
5.100.240	RE Program Activities	Misc supplies & food, etc.
5.100.270	Background Checks	
5.100.280	Hospitality Budgeted	
5.100.300	Special Activities and Auction Expenses	
5.100.310	Worship - Sunday Services	August expense was an UUA sermon archive.
5.100.320	Music Program	
5.100.410	Canvass Expenses	
5.100.430	Book Cart Expense	
<i>Administration & Operational Support</i>		
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	New insurance premiums are front loaded
5.100.530	Office Expense	Includes contracts with Konica Minolta and Office 365. In August we had expenses related to setting up new computers.
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.
5.100.560	Waste Disposal	Contract with Waste Pro
5.100.570	Custodial Service	Contract with One Guy Cleaning & Repair, Inc., Juan Rivera proprietor
5.100.572	Custodial Supplies	
5.100.575	Facilities Maintenance	August expenses relate to equipment for setting up new TV in Phillips Hall.
5.100.580	Backflow and Fire Suppression	Monitoring service fees. August expenses included more inspection fees.



Unitarian Universalist Fellowship of Gainesville

Attachment 4

Unitarian Universalist Fellowship - Gainesville, FL Budget Variance Report August 2025

Account #	Account Name	
5.100.583	Security & Safety	
5.100.585	Pest Control	Melrose Pest Control's annual termite treatment,
5.100.595	VANCO, Online Platform and Bank Fees	Vanco manages most of our online donations. The other online platforms we use include Venmo, PayPal and Stripe.
<i>Compensation & Related Expenses</i>		
5.100.610	Ministers Salary	In July, we paid Rev. JeKaren Bell her final paycheck.
5.100.620	Ministers Housing Allowance	
5.100.630	Ministers, In Lieu of Self Employment Tax	
5.100.640	Ministers Pension Fund	
5.100.650	Ministers Health Insurance	
5.100.670	Ministers Professional Expenses	Rev. JeKaren accidentally overspent her professional expense line item for FY 2024-2025 by \$49.99, and repaid that amount in July.
5.100.710	Congregational Administrator Salary	
5.100.712	Congregational Administrator-Professional Expenses	
5.100.713	Congregational Administrator-Health Insurance	
5.100.720	Choir Director Salary	
5.100.722	Music Director's Professional Expenses	
5.100.725	Pianist/Accompanist	
5.100.728	Audiovisual Technician	
5.100.736	Director of Lifespan Faith Development Salary	
5.100.732	Director of Lifespan Faith Development-Professional Exp.	
5.100.737	Director of Lifespan Faith Development-Health Insurance	
5.100.740	Child Care	Over budget for July.
5.100.820	Staff Pensions	
5.100.910	Payroll Tax Expenses	



Unitarian Universalist Fellowship of Gainesville

Attachment 4

Unitarian Universalist Fellowship - Gainesville FL						
Consolidated Fund Activity Report for August 2025						
Tuesday, September 16, 2025						
Account #	Account Name	Beg Balance	Receipts	Disbursements	Transfers/JE's	End Balance
3.100.100	General Fund Balance	72,266.26	38,942.51	23,343.05	0.00	87,865.72
3.100.301	Ministers Discretionary Pass Through Fund Balance	(1,806.86)	0.00	0.00	0.00	(1,806.86)
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	496.44	0.00	0.00	0.00	496.44
3.201.110	Hospitality Fund Balance	159.54	0.00	0.00	0.00	159.54
3.201.120	CUUPS Support Fund Balance	778.10	0.00	0.00	0.00	778.10
3.202.100	Music Support Fund	2,186.10	0.00	0.00	0.00	2,186.10
3.203.110	Memory Garden Fund	356.11	0.00	122.00	0.00	234.11
3.203.120	Courtyard Fund Balance	2,335.16	0.00	0.00	0.00	2,335.16
3.203.140	Interim Ministry Fund Balance	55,023.55	0.00	0.00	0.00	55,023.55
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	457.90	27.50	0.00	0.00	485.40
3.205.100	Jean LeMire Bequest Balance	37,301.53	0.00	0.00	0.00	37,301.53
3.206.100	Foundation Grants					
3.206.123	Playground Improvement (Grant) Fund Balance	1,193.25	0.00	0.00	0.00	1,193.25
3.206.140	UU Leadership Fund - Balance	2,555.81	0.00	0.00	0.00	2,555.81
3.210.100	CYREC					
3.210.110	RE Fund Balance	1,522.86	0.00	0.00	0.00	1,522.86
3.210.120	Youth Support Fund Balance	1,315.75	0.00	0.00	0.00	1,315.75
3.210.125	OWL Fund Balance	2,195.36	154.50	272.97	0.00	2,076.89
3.216.100	Social Justice Fund					
3.216.110	Social Justice Unallocated Funds	4,558.93	0.00	0.00	0.00	4,558.93
3.216.160	Share The Plate Balance	459.21	703.20	459.21	0.00	703.20
3.400.100	Future Funding & Capital Reserve Accounts Balance					
3.404.110	Res. Fd for Large Scale Maintenance-Balance	53,370.57	417.00	0.00	0.00	53,787.57
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
3.500.200	UUFG Foundation Balance	517,931.61	0.00	0.00	0.00	517,931.61
3.500.250	Ministers Discretionary Fund Bank Account Balance	1,906.86	0.00	0.00	0.00	1,906.86
	Total	\$1,917,226.62	\$40,244.71	\$24,197.23	\$0.00	\$1,933,274.10



Unitarian Universalist Fellowship of Gainesville

Attachment 4

Unitarian Universalist Fellowship - Gainesville Consolidated Fund Narrative Report August 2025

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.
3.100.301	Ministers Discretionary Fund Balance	Tom Mareci/Beverly Sanders	Donations	This is a pass-thru account used to manage donations to and expenses out of the MDF bank account.
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	Beverly Sanders	General Fund	In 2024/25 the Board approved creating a fund for Rev. JeKaren's hotel expenses. As of July 2025, \$496.44 remains in this fund.
3.201.110	Hospitality Fund Balance	Lynn Jamieson/Susan Stannard	Donations	In February 2025, we received a \$200 donation honoring Lynn Jamieson, which she asked be credited to hospitality.
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	Kirsten Flamand	Donations/Events	For music program expenses not covered by the budgeted line item.
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. In August we paid for a plate for Wanda Turner.
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, including twice yearly shrub spraying.
3.203.140	Interim Ministry Fund	Beverly Sanders	Donations	Donated funds held to help pay salary and expenses of an interim minister.
3.203.145	Board Special Holding Fund Balance	Beverly Sanders	General Fund transfer	Board authorized fund to use in case we need additional money for FY 2025-2026 expenses.
3.203.150	Labrynth Fund	Debra Neill-Mareci	Donations	Funds to maintain and improve our labyrinth.
3.204.110	Book Cart Fund	N/A	Sales	As of July 2025, the Book Cart is not officially active, though some cash showed up in August.
3.205.100	Jean LeMire Bequest Fund	Beverly Sanders	Estate	This fund holds half of a \$74,603.06 bequest from Jean LeMire's estate. Per UUFG policy and the board's decision, the other half of this bequest was paid to the UUFG Foundation.
	<i>Foundation Grants</i>			
3.206.140	UU Leadership Fund	LDC	Foundation	
3.206.123	Playground Improvement Fund	Debra Neill-Mareci & Tom Mareci	Foundation	Spring 2025 grant.



Unitarian Universalist Fellowship of Gainesville

Attachment 4

Unitarian Universalist Fellowship - Gainesville Consolidated Fund Narrative Report August 2025

Account #	Account Name	Name	Source	Purpose
	<i>CYREC</i>			
3.210.120	RE Fund Balance	James Chase	raising activities	To benefit children & youth.
3.210.120	Youth Support Fund Balance	James Chase	Fundraisers	To support Youth Group activities and events.
3.210.125	OWL Fund Balance	James Chase	Payments & fundraisers	Funds received to pay for OWL training and classes. This month's receipts are registrations for an OWL class.
	<i>Social Justice Fund</i>			
3.216.110	Social Justice Unallocated Funds	Mary Bahr/ Judi Oltmans	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/ Judi Oltmans/Mary Anthony	Directed Donations	Donations collected typically as Sunday offering on the third Sunday of the month and as directed donations through online payment porrtals.
	<i>Future Funding & Capital Reserve Accts.</i>			
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 2025-26, 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.
3.500.200	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.	Tom Mareci/Beverly Sanders	Donations	This is the balance in the Minister's Discretionary Fund Bank Acct, updated monthly.



Unitarian Universalist Fellowship of Gainesville

Unitarian Universalist Fellowship - Gainesville FL			
Balance Sheet as of August 31, 2025			
Tuesday, September 16, 2025			
Account #	Account Name	Beginning Balance	YTD Balance
Assets			
Cash			
1.000.130	Ameris Bank-Checking**	115,686.91	125,207.40
1.000.140	Ameris Bank-Money Market	82,056.51	82,126.23
	Total Cash	\$197,743.42	\$207,333.63
Fixed Assets			
1.000.310	Building & Land	1,043,432.00	1,043,432.00
1.000.320	Equipment	62,670.00	62,670.00
	Total Fixed Assets	\$1,106,102.00	\$1,106,102.00
Other Assets			
1.000.160	CDs - Certificates of Deposit	100,000.00	100,000.00
1.000.410	UUFG Foundation	517,931.61	517,931.61
1.100.250	Ministers Discretionary Fund Account	1,906.86	1,906.86
	Total Other Assets	\$619,838.47	\$619,838.47
	Total Assets	\$1,923,683.89	\$1,933,274.10
Liabilities			
Current Liabilities			
2.000.110	Accounts Payable/Vendors	350.00	0.00
	Total Current Liabilities	\$350.00	\$0.00
	Total Liabilities	\$350.00	\$0.00
Fund Balance			
3.100.100	General Fund Balance	79,370.49	87,865.72
3.100.301	Ministers Discretionary Pass Through Fund Balance	(1,906.86)	(1,806.86)
3.100.321	Minister's Sabbatical Fund Balance	27,908.58	27,908.58
3.100.700	Minister's Housing Fund Balance	496.44	496.44
3.201.110	Hospitality Fund Balance	159.54	159.54
3.201.120	CUUPS Support Fund Balance	778.10	778.10
3.202.100	Music Support Fund	2,186.10	2,186.10
3.203.110	Memory Garden Fund	356.11	234.11
3.203.120	Courtyard Fund Balance	2,335.16	2,335.16
3.203.140	Intermin Ministry Fund Balance	55,023.55	55,023.55
3.203.145	Board Special Holding Fund Balance	24,652.00	24,652.00
3.203.150	Labyrinth Fund Balance	2,000.00	2,000.00
3.204.110	Book Cart Fund	442.90	485.40
3.205.100	Jean LeMire Bequest Balance	37,301.53	37,301.53
3.206.100	Foundation Grants		
3.206.123	Playground Improvement (Grant) Fund Balance	1,193.25	1,193.25
3.206.140	UU Leadership Fund - Balance	2,555.81	2,555.81
	Total Foundation Grants	\$3,749.06	\$3,749.06
3.210.100	CYREC		
3.210.110	RE Fund Balance	1,522.86	1,522.86
3.210.120	Youth Support Fund Balance	992.75	1,315.75
3.210.125	OWL Fund Balance	2,040.86	2,076.89
	Total CYREC	\$4,558.47	\$4,915.50
3.216.100	Social Justice Fund		
3.216.110	Social Justice Unallocated Funds	4,558.93	4,558.93
3.216.160	Share The Plate Balance	471.75	703.20
	Total Social Justice Fund	\$5,030.68	\$5,262.13
3.400.100	Future Funding & Capital Reserve Accounts Balance		
3.404.110	Res. Fd for Large Scale Maintenance- Balance	52,953.57	53,787.57
	Total Future Funding & Capital Reserve Accounts Balance	\$52,953.57	\$53,787.57
3.500.100	Land & Building Fund	1,043,432.00	1,043,432.00
3.500.150	Furnishings & Equipment Fund	62,670.00	62,670.00
3.500.200	UUFG Foundation Balance	517,931.61	517,931.61
3.500.250	Ministers Discretionary Fund Bank Account Balance	1,906.86	1,906.86
	Total Fund Balance	\$1,923,333.89	\$1,933,274.10
	Total Liabilities and Fund Balance	\$1,923,683.89	\$1,933,274.10



Unitarian Universalist Fellowship of Gainesville

Sept. 2025 Fellowship Council Report

On September 22, 2025, the Fellowship Council met with the singular, ambitious purpose of strengthening the foundation of our lay-led year: **volunteer vitality**. Building on our strategic discussions from previous months, the Council dedicated its energy to establishing concrete, proactive strategies for volunteer retention while also finalizing a key community event. The central focus was a clear shift in philosophy: **we must prioritize the well-being and sustainability of our volunteers over the number of programs we run.**

1. Core Strategy: People Over Programs

The Council engaged in a discussion on effective delegation and preventing burnout, and agreed to spend more time considering a Stop Recruiting, Start Retaining: Creating a Culture of Volunteer Sustainability summary based on a course from the UU Institute.

- **Sustainability Mandate:** The Council affirmed the philosophy of "people over programs," agreeing that if a committee or team cannot run a program in a sustainable way, the program should not run. This is a critical step in removing the guilt and pressure that often leads to burnout.
- **Appreciation:** The Council agreed to explore more consistent and visible ways to recognize commitment, including providing tangible appreciation like certificates and posting acknowledgments in Phillips Social Hall and the Gazette.
- **Next Meeting Focus:** The entire Council committed to reading the "Stop Recruiting, Start Retaining" document to deepen this strategic discussion at the next meeting.

2. Key Initiatives: Community Events

The Council made a significant decision regarding the volunteer fair and finalized plans for a major winter event.

- **"Find Your Sweet Spot" Event Revision:** The planned Oct. 6 potluck/fair was cancelled due to its proximity to the Ordination potluck for Rev. Samara Powers, which was set for the following week. To ensure maximum participation, the volunteer fair was successfully shifted to a special **Sunday Service on Nov. 9.**
 - **New Plan:** The service will focus on opportunities for connection within the community, using testimonials and information to encourage participation. A working group including **Elizabeth Stewart, Erin Parish, Kirsten Flamand,**



Unitarian Universalist Fellowship of Gainesville

Ellen Cecil, Debra Neill-Mareci, Michael Bass, and Kristin Stevens, with James Chase as worship associate, has been formed.

- **Post-Service:** Committee tabling with sweets will follow the service. **Debra Neill-Mareci** will coordinate the creation of half-page sheets from all committees, outlining contact information and a brief description of their work.
- **Winterfest (Dec. 6) Planning:** The Council reviewed the three-part plan for the event (courtyard celebration booths, indoor craft fair, and childcare). To encourage attendance and interaction, a “passport program” is being considered. Guests will receive a passport in exchange for a food donation, then collect stamps at various booths. Once the passport is full, it can be redeemed for a treat like hot chocolate or baked good.
 - **Funding:** The Council supported the plan to offer table rentals, which would be expected to cover event costs (including childcare), with any overage will go to the Fellowship.

3. Governance and Community Decisions

- **Political Tabling:** The Council held a discussion on the question of political candidate tabling in Phillips Social Hall and passed a **unanimous vote not to allow** political tabling on the campus, maintaining the Fellowship as a sanctuary for all.
- **U.S. Flag Display:** The Council deferred a decision on whether to display the U.S. flag. It was determined that this is a complex issue requiring a **deeper, intentional conversation with the whole congregation** rather than a Council decision alone.
- **New Member Growth:** Judith Kendall reported that the Membership Council is preparing for 10–11 new members for the New Member Service on Nov. 23.

Conclusion and Next Steps

The Council is now moving from strategy to execution, with key decisions made that directly support volunteer sustainability. The **next meeting on Oct. 27** will be crucial, as we integrate the insights from the “Stop Recruiting, Start Retaining” document into concrete actions and review the planning progress for the **Nov. 9 community connection service**.

Respectfully submitted,

Kristin Stevens, Board Vice-President and Fellowship Council Coordinator



Unitarian Universalist Fellowship of Gainesville

To: Governing Board
 From: Cam Pierce
 Date: October 3, 2025
 RE: Monthly Congregational Admin Report to the Board

Membership Numbers

Since the September 10 Governing Board meeting, ~~Troid Brett~~, Pete Murray and Paul Newman have joined the Fellowship. Mary Keith and Robin Wright resigned from membership, and Elise Karen Atlas died on September 18.

In the absence of a standing membership committee, I met with Judith Kendall, Harry Mangle and Elizabeth Stewart to review our membership rolls and recommend the removal of members who have moved away or become otherwise inactive. This review of membership hasn't been performed for at least two years. We sent letters and emails to several members, asking them to respond by September 30 to confirm that they would like to retain membership.

Those individuals did not reply. Consequently, we recommend removing from membership the following:

- Sarah Housman (moved)
- Carol Mathews and Chris Vulpe (inactive)
- Abigail Wilson (moved)

Subtracting out the four individuals recommended for removal, we have 163 active members.

We currently have 26 supporting friends listed in our database.

Sunday Service Attendance

Sundays, September 2025 –

- Average in person attendance for four Sundays: 87
- Average YouTube visits for four Sundays: 45
- Total average participation for five Sundays with YouTube, OWL and in person numbers: 147
- Current YouTube subscribers: 423

Date	YouTube	In-Person Attendance	OWL	Total
9/7/2025	55	90	20	165
9/14/2025	57	89	18	164
9/21/2025	35	83	16	134
9/28/2025	32	84	10	126



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Sundays, September 2024 –

- Average in person attendance for five Sundays: 86
- Average YouTube visits for five Sundays: 58
- Total average participation for five Sundays with both YouTube and in person numbers: 144
- Current YouTube subscribers: 348

Date	YouTube	In-Person Attendance	Total
9/1/2024	59	93	152
9/8/2024	71	85	156
9/15/2024	73	84	157
9/22/2024	41	90	131
9/29/2024	48	78	126

UUFG Office Notes

Rentals

Renters in August included Gainesville Bridge Club and Joy of the Lord Outreach Ministries. Gainesville Secular Science and Paynes Prairie Chapter of the Florida Native Plant Society have also resumed their rentals with the advent of the school year. A short chair yoga class now meets every Thursday. On October 1, [Life Line Screening](#) used our facilities. Our renters are currently up to date on rental payments, though I did have to follow up several times with Joy of the Lord to ensure payment this past month.

Safety

Sign

Per Safety Team recommendations and Fellowship Council approval, Debra Neill-Mareci designed a 20"x16" sign to post somewhere toward the entrance of our Fellowship. We will likely need to mount the sign on [plywood](#) or provide other backing to help ensure the longevity of the sign. The Security Team is interested in either getting additional or similar signs to mount at access points to our breezeways. (A picture of the sign is on the last page of this report.)

Safety Training

I attended seven Tuesday morning video training sessions with Jonathan Coron, David Willkomm, James Chase, Tom Mareci, and Debra Neill-Mareci. These recorded video sessions, created by the UUA, provided useful perspectives that we can use to refine our Emergency Operation Plan and apply it to the larger congregation. Also, the videos provided considerable information that we will work to apply in our training of staff and volunteers to ensure the safety especially of our children and youth, but also of our congregants at large. My sense is that this group, after spending over 14 hours watching and discussing the videos, has a much better understanding of the larger issues of safety during these times. Larger questions about how to help the larger Congregation understand these issues and to implement specific changes in practice, policy and awareness will take time to answer.



Unitarian Universalist Fellowship of Gainesville

Video Surveillance

Our Blink cameras provide some outdoor video surveillance protection, but they are limited. In our Safety Team conversations this past month, we have discussed the desirability of installing a more robust video system to monitor both outdoor and indoor areas on campus. Cameras have become more the norm in public school classrooms and in more and more churches. These systems would likely be hard-wired and feed into a real-time monitoring location in the office. The Safety Team discussed possibly submitting a Foundation grant application but we have no cost estimates, etc.

Mailings & Communications

Anniversary Letters

I look forward to sending out anniversary letters once the Governing Board signs off on the draft that Tom has submitted.

SMS / Texting Communications

I look forward to working with James this coming month to implement texting to a parental group – using this experience as a pilot for rolling out a larger congregational initiative.

Internet & Wi-Fi

This issue still hanging. I do see IQ Fiber workers up on NW 53rd Avenue, so it may be that AT&T will have competition. With the Safety Team's conversation about replacing cameras, I don't see wi-fi as quite the security issue it was, but it would still be an added value to congregants and visitors, etc.

Miscellaneous Communication

I continue sending postcards to first-time visitors using the postcard designed by James Chase and Debra Neill-Mareci.

Website, Social Media, Online Presence

The Worship Team has affirmed its commitment to Touchstones content this fall, so I have begun uploading Touchstones to our website and Facebook pages.

Finance

Bookkeeper's Resignation

Mignon Craig gave us advanced notice of her retirement from the Bookkeeper position at UUFG. Her last day will officially be December 31. We will need to confirm steps to ensure that proper bookkeeping and payroll functions continue. Our records indicate that Mignon became our bookkeeper in June, 2015. We've been lucky to have her for these past 10 years!

I participated in the Finance Committee's September Zoom meeting and prepared the Treasurer's report to the Board.

Insurance

Per our safety team video training described above, we should carefully review our new policies and confirm that indeed we have appropriate coverage. While Connie Farmer, our agent, has indicated that our new policies through Tower Hill and Philadelphia Insurance are substantially the same as we had through Liberty Mutual, we haven't reviewed our policy carefully for several years. We want to understand amounts of coverage as well as whether sexual harassment is specifically included with our employee insurance. I expect that James and I – and perhaps a member of the Finance Committee – will schedule time to meet with Connie to specifically discuss our coverage.



Unitarian Universalist Fellowship of Gainesville

Facilities

Tree Work

A Sky-Frog worker visited the campus on October 1 to mark areas for work. This worker will arrive on Tuesday, October 7 to mow back and clear brush around the oak tree over by 34th Street. The main work of cutting and removing wood will be on Wednesday, October 8

Replacement Lights in Sanctuary

Along with Tom Mareci, Debra Neill-Mareci and Jonathan Coron, I replaced four cove lighting bulbs – the new bulbs match the warmth of the old bulbs quite well.

Personal Time

Thus far I have used none of my 2025-2026 leave time. I am scheduled to be out of office from Thursday, October 9 through Monday, October 13.





Unitarian Universalist Fellowship of Gainesville

RE Report - September 2025

Submitted by James Chase
October 1, 2025

Items to review:

- **Volunteer Code of Conduct & Ethics** - Approve or deny the proposed code so volunteer onboarding can continue.
- **CUUPS Donation & Oracle Readings** - Approve or deny CUUPS' request to:
 - Offer Oracle/Tarot readings during Coffee Hour after the Oct. 26 service.
 - Place donation jars out to raise funds for CUUPS Activities.
- **Youth Group Fundraiser** - Approve or deny the youth group's plan to accept donations for their Haunted Youth Group Room walk-through (Oct. 26) to support youth activities.
- **Winterfest Finances** - Endorsed by Fellowship Council - Offer feedback on plan for how finances for Winterfest will be handled. Fellowship Council discussed and endorses the attached plan - final financial process needs Board direction.
- **Direction is needed on Area 4 of the Essential Functions Report, regarding Adult RE**

Enrolled numbers

- **Age 0-7 - 17 enrolled**
 - (1 new family enrolled, 1 new family attending who have not enrolled, and 1 new baby born!)
- **Age 8-11 - 21 enrolled**
- **Age 12-18 - 18 enrolled**

Essential Functions Report

1. Develop and Implement Lifespan Curricula

Current Work

- **Snack & Storytime**(ages 2-11): Weekly outdoor one-room model with ritual, JETPIG value, story, wondering questions, and snack. Running on staff effort, this is a sustainable RE Offering that will continue on.
- **OWL**(Ages 9-14): Running *Our Whole Lives* levels 4-6 (12 enrolled) and 7-9 (9 enrolled) every Sunday.
 - OWL for 4-8 will be finished on October 12 - I would like to recognize them in service for our Moment for All Ages on the 19th.



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- **Youth Group(18 enrolled):** Weekly meetings on alternating Mondays and Wednesdays; Wild Adventures field trip (Sept. 27, 8 youth/4 adults, no incidents); planning Oct. 17-18 lock-in & Haunted Youth Room for Oct. 26; preparing Pride banner and participation (Nov. 1); helping with Elder Odyssey meals; planning 2026.
- Planning to expand and shift Youth Group into **two age groups - Jr. Youth (10-13) and Sr. Youth (14-18)**. This would begin in January 2025, and currently active youth would be grandfathered into Sr. Youth.
 - There are many benefits to this plan, ranging from volunteer supply, group size management, supporting developmental differences between ages, helping support our older Middlers who need a separate community, etc.

Plan / Next Steps

Continue and refine Snack & Storytime, support OWL facilitators, grow youth programming with lock-ins, service projects, and community presence. Schedule a meeting this month with all Youth advisors to solidify plans for splitting youth.

2. Collaborate on All-Ages Worship

Current Work

- Planning Oct. 26 intergenerational service with LUUMEN/CUUPS, including in-service trick-or-treating (candy drive underway).
- Presenting *Moments for All Ages* most Sundays; building and upkeeping an accessible library of slides/books.
- Encouraging Youth participation with Ushers, Worship.

Plan / Next Steps

Train additional Volunteers for Moments for All Ages; move toward occasional Sundays off to model healthy boundaries.

3. Coordinate Educational Events

Current Work

- Completed 7-week **Safety Training** (Sept. 30).
- Planning **Winterfest** with Erin Parish; Fellowship Council approved plan, financial handling needs Board direction.
- Supporting CUUPS worship and Gainesville Pride planning.

Plan / Next Steps

Integrate safety learnings into congregational culture, possibly through a Safety Service; finalize Winterfest logistics/finances.



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4. Provide Leadership for Adult Religious Education

Current Work

- Adult RE limited due to volunteer/time constraints
- Continuing to support small groups and Faith Groups (fiber arts, CUUPS).

Plan / Next Steps *(Board Feedback Needed)*

- **Preferred: Bimonthly sermons + post service discussions, 6 annually** (Congregational identity, safety, welcome, UU theology). These could be subjects decided with the board, and the discussions could be led like town hall/CommUnity Conversations.
 - This would have the benefit of wide reach - no volunteers needed, would access all ages, adults included.
 - This would support the board in its work
 - I enjoy writing and delivering sermons, and it would allow for a more expansive, interactive Form of Faith formation.
 - This would support the Worship team, and allow for consistency from the pulpit, which is good for congregational health.
- **Alternatives:**
 - Plan to offer another "What it means to be UU" series of Moments for all ages
 - These are not in rhythm with the service themes, but serve as all age faith formation.
 - This would have the benefit of wide reach - no volunteers needed, would access all ages, adults included.
 - Source outside trainers/Trainings
 - These could be more LeaderLab trainings, but they require volunteers to host.
 - Continue supporting informal groups as Adult RE.

5. Manage RE Staff and Volunteers

Current Work

- Recruited volunteers; drafted Code of Conduct/Ethics (needs Board approval).
- Exploring safety training balance to avoid burnout.
- Designing onboarding conversation + signature process.
- Created Children & Youth Volunteer Google Calendar.
- Implementing tiered volunteer structure with LUUMEN.

Plan / Next Steps

Board approval of Ethics Code, begin onboarding (screening, ethics conversation, safety overview). Expand volunteer tiers for sustainability.



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6. Ensure Safe and Healthy Environment

Current Work

- Childcare Staff completing online safety modules.
- Created an up to date **Mandatory Abuse Reporting Guide** for volunteers.
 - Prepared classroom **Mandated Reporter safety quick-sheets**.
- Created a
- Serving on the **Safety Team** to raise congregational standards.

Plan / Next Steps

Roll out safety onboarding; participate in safety-focused service; support and strengthen the security team.

7. Administer RE Resources and Budget

Current Work

- Tracking RE budget and supplies.
- Digital + paper records maintained.
- T-shirt fundraiser to support UU Identity/visibility.

Plan / Next Steps

Maintain a balanced budget; small fundraisers for program extras.

8. Facilitate Communication

Current Work

- Attending staff/Fellowship Council/worship meetings; submitting reports.
- Managing LUUMEN FB group & Children & Youth Hub (private).
- Moderating Joys & Concerns weekly.
- Maintaining responsive communication with families and volunteers.
- Meeting weekly with OWL Facilitators to help plan/address concerns
- Meeting weekly with Childcare staff to address emergent concerns, continue training.

Plan / Next Steps

Continue steady digital presence; strengthen proactive updates; train lay moderators.

9. Maintain Presence

Current Work



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- Present Moment for all ages nearly every Sunday; maintaining a backup library of books/slides for Moments for All Ages.
- End of year goal: model healthy boundaries by taking some Sundays off once backups are ready, and Sunday flow is better supported by volunteers.

Plan / Next Steps

Train new Moment leaders; begin planned Sundays off for sustainability.

10. Professional Growth & Engagement

Current Work

- Serving on TRUUST leadership board.
- Traveling Oct. 20-24 for UUA Governing Board Leadership Training.
- Advancing toward Advanced RE Credentialing.
Month 5 of Community Ministry Certificate (Cherry Hill Seminary).
- Active LREDA member; attending LREDA Con remotely (Nov. 2-9).

Plan / Next Steps

Complete credentialing; bring back insights from UUA/TRUUST to inform UUFG leadership.
Continue work in the Community Ministry Certificate program.



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Unitarian Universalist Fellowship of Gainesville

Children and Youth Volunteer & Staff Code of Ethics

Purpose & Covenant

Volunteers and staff of UUFG hold positions of trust and stewardship. We shape the spiritual, emotional, and physical safety of our congregation - especially of children, youth, and vulnerable adults. Because of this, we covenant to lead with **Love at the Center**, to let our Unitarian Universalist values guide our choices, and to maintain healthy boundaries.

Agreeing to this Code is a condition of serving in leadership, teaching, or caregiving roles. Violation of this Code may result in removal or restriction from service.

Core Ethical Commitments

As a UUFG volunteer or staff member, I will:

1. **Lead with Love at the Center**
 - Let love, compassion, and respect guide my actions.
 - Balance love with healthy **boundaries** to create safety for all.
2. **Live and Act from UUFG Values**
 - Make decisions informed by our shared values: Justice, Equity, Transformation, Pluralism, Interdependence, and Generosity.
 - Seek to model integrity, humility, and curiosity - especially when values seem to conflict.
3. **Model Healthy, Ethical Behavior**
 - Be a positive role model in language, demeanor, and digital presence.
 - Follow UUFG policies, site rules, and safety guidelines.
 - Use **affirmative consent** when offering physical touch or entering personal space.
4. **Respect Privacy & Confidentiality**
 - Protect sensitive information shared by children, youth, families, or other adults.



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- Understand legal and ethical limits to confidentiality (see Mandated Reporting below).
- Seek guidance from staff leadership if I'm unsure what to share or keep private.

5. Address Safety Concerns Proactively

- Report to UUFG leadership any unsafe behavior, boundary concerns, suspected abuse or neglect, or threats of harm to self or others.
- Follow Mandated Reporter Guidelines, in accordance with State Laws.
- Speak up when I see harassment, discrimination, or harm.

6. Engage Conflict with Dignity

- Approach disagreement honestly, creatively, and with compassion.
- Listen with openness, welcome feedback, and seek mediation when needed.

7. Commit to Ongoing Growth

- Engage in spiritual development, self-care, and required training to bring my best self to this work.
- Remain an active participant in the life of this congregation.

8. Honor Human Dignity & Inclusion

- Respect all people across lines of race, ethnicity, gender identity and expression, sexual orientation, ability, age, theology, belief, socioeconomic status, and language.
- Work toward a community that welcomes and protects those who are marginalized.

Special Commitments in Ministry with Children & Youth

Because minors require heightened care and clear boundaries, I specifically agree to:

1. Prioritize Safety & Well-Being

- Place the physical and emotional safety of children and youth above my own needs or social connections.
- Refrain from using my role to gain emotional dependence or personal advantage.

2. Maintain Appropriate Boundaries

- Avoid any sexual, seductive, or erotic behavior or conversation with minors in any setting (in person or online).



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- Show affection only in developmentally appropriate, public, and non-exclusive ways (e.g., side hug, high-five).
- Avoid private or secret relationships, gift-giving that singles out a child, or other behaviors that blur boundaries.

3. Two-Adult / Open-Door Rule

- Whenever possible, serve with another screened adult present.
- Keep doors open or remain in observable spaces when one-on-one interaction is unavoidable.
- Immediately notify another leader if an unexpected one-on-one situation arises.

4. Transportation & Overnight Care

- Never transport a single child/youth without parent/guardian permission and prior knowledge of UUFG leadership.
- Follow written supervision guidelines for overnights/retreats (ratios, sleeping arrangements, curfews, check-ins).

5. Digital & Social Media Boundaries

- Use electronic communication with minors only for program purposes; avoid private late-night messaging.
 - i. If messages are exchanged, immediately share the content with another leader, to honor the spirit of our two adult policies.
- Do not share images or identifying details of children/youth without guardian permission and UUFG media policy compliance.

6. Mandated Reporting

- Comply with Florida law as a **mandatory reporter**: report any suspected abuse, neglect, or exploitation immediately to the Florida Department of Children & Families (DCF) and inform the DLFD or minister.
- Understand that protecting a child always overrides keeping secrets.

Oversight & Accountability

- All staff and volunteers must complete screening and training before service and sign this Code annually.
- UUFG's Governing Board, Director of Lifespan Faith Development, **Safety Team**, and **LUUMEN Leadership Team** supports education, receives reports, and coordinates response to violations.



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- Violations will be handled with a right relations process. Depending on the severity of the violation, this process may result in coaching, reassignment, suspension, or removal. Serious concerns will be reported to civil authorities when required.

Commitment

I have read and understand the UUFG Volunteer & Staff Code of Ethics. I commit to embodying Love at the Center, living our UU values, and maintaining appropriate boundaries, especially with children and youth.

Name: _____ Role: _____

Signature: _____ Date: _____

I agree that I have received orientation and training in the following areas. If I have not received these trainings, I will take the time to receive these, and other required trainings as soon as they are available:

(Checked after onboarding or refreshers)

- ☐ Safe Congregation Policy / Boundary Training
- ☐ Mandated Reporting Training
- ☐ Social Media & Photo Consent Policy
- ☐ Transportation & Overnight Safety Policy
- ☐ Medical & Emergency Response Procedures



Unitarian Universalist
Fellowship of Gainesville

Mandated Abuse Reporter Quick Reference:

What You Should Do

1. If there is imminent danger - call **911** first.
2. **Always report immediately** to Florida Abuse Hotline:
1-800-962-2873
3. **Be ready with factual observations**, not conclusions, and any identifying info you can gather.
4. **Mandatory reporters must give their name**; “general public” reporters may remain anonymous.
5. **Don’t delay** - reporting quickly can make a critical difference.
6. **You are protected** when you **report in good faith** (civil & criminal immunity). Intentionally false reports are a Felony.
7. **Report the incident to the Minister or Director of Lifespan Faith Development**, who can help provide counsel and guidance on the next steps.



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Mandated Reporting in Florida - A Guide for Volunteers

Updated on September 30, 2025 - Changes to these laws can be reviewed online:
<https://www.myflfamilies.com/services/abuse/abuse-hotline>

Why This Matters

- Volunteers (especially those working with children, youth, or vulnerable adults) often are in positions to notice signs of abuse, neglect, or exploitation.
- Florida law requires that **any person** who knows or has **reasonable cause to suspect** child abuse, abandonment, or neglect must **immediately** report it. § 39.201(1)(a), Florida Statutes.
- The law also requires reports of sexual abuse and “juvenile sexual abuse” immediately.
- For adult/vulnerable adult abuse or exploitation, Florida law similarly mandates reporting under Chapter 415.
- When reporting in **good faith**, the reporter is immune from civil or criminal liability under § 39.203, as long as they follow the law.
- Making a **false report knowingly and willfully** is criminalized (a third-degree felony). § 39.205.

What Must Be Reported

You must report if you **know** or have **reasonable cause to suspect** any of the following:

- **Child abuse, neglect, or abandonment** - by a parent, caregiver, or any person responsible for a child's welfare. § 39.201(1)(a)
- **Sexual abuse** of a child or **juvenile sexual abuse** - including if the child is under protective supervision.
- **Institutional abuse or neglect** (if the child is in an institution, e.g. daycare, school). § 39.201(3)(d)
- **Vulnerable adult abuse, neglect, or exploitation**, when the victim is an adult who is elderly, has a disability, or is otherwise legally “vulnerable.” (Chapter 415)



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Even in cases where the suspected perpetrator is *not* a caregiver (for example, a neighbor or family friend), you are still required to report via the abuse hotline. § 39.201(1)(a) includes "adult other than a parent" as reportable.

In Florida, all residents are mandated reporters for child abuse/neglect.

When & How to Report - Step by Step

1. Act immediately

The law states you must report immediately when you know or reasonably suspect abuse or neglect. § 39.201(1)(a)

If the child or vulnerable adult is in immediate danger, call 911 first, then follow with a report to the Florida Abuse Hotline.

2. Call the Florida Abuse Hotline / Central Abuse Hotline

- Phone (toll-free, 24/7): 1-800-962-2873 (1-800-96-ABUSE)
- Online reporting: via the Florida DCF abuse reporting portal (for non-immediate emergencies)
- Fax: 1-800-914-0004 (some reporting forms use this)
- TDD / TTY: 1-800-955-8771 (for hearing-impaired)

Note: Web reporting should not be used when there is an immediate danger - use the hotline or dial 911.

3. What the Hotline Caller Will Ask / Information to Provide

While you don't need to have perfect certainty, try to gather as much of the following information as possible. The more specific, the more helpful to the investigators.

Information Type

What to Try to Provide



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Your name, contact info	Even though some reporters may submit anonymously, mandatory reporters (professionals, clergy, etc.) <i>must</i> provide their name under Florida law. § 39.201(1)(b)
Victim information	Name, age, race, gender, address, current location, school, etc.
Parent / caregiver / alleged perpetrator	Name(s), address, relationship to child or vulnerable adult
Nature of the suspected abuse / neglect	What you observed (injuries, behaviors, statements, environment)
Timeframe / dates	When did you observe or suspect it started or occurred?
Witnesses / others who know	Others who may have seen or know about the situation (names, contact info)
Any immediate safety concerns	Is the person still at risk right now? Are weapons involved? Is there imminent danger?
Other relevant facts	Medical conditions, disabilities, past concerns, any prior reports, etc.

The hotline counselor will determine whether the information meets statutory criteria and whether DCF or a law enforcement agency will handle further investigation.

4. After the Report

- The hotline will **electronically transfer** accepted cases to the appropriate county sheriff's office or local investigative authority. § 39.201(1)(a) requires that reports involving alleged abuse by a non-caretaker be transferred to law enforcement.



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- For sexual abuse reports involving children, the law requires that a **written report** also be sent to the relevant law enforcement agency within **3 business days** (in addition to an oral report). § 39.201(5)(a)–(b)
- Confidentiality: The reporter's identity is held **confidential and exempt** from public disclosure (except in limited statutory situations). § 39.202(5)
- DCF or law enforcement will follow up with an investigation based on the information given.

Special Situations & Clarifications

- **Clergy / privileged communications:** Florida law limits privileges in abuse cases. Even clergy must comply with mandated reporting when there is reasonable cause to suspect abuse. Privileges like "clergy-penitent" or "pastoral confidentiality" do not override the duty to report. § 39.204 and § 90.505; see also "Clergy as Mandatory Reporters" guidance.
- **Multiple reports / repeated concerns:** Even if a matter has been reported previously, new or additional suspicions should be reported again if new information emerges or the risk persists. § 39.201(2) addresses exceptions and prior reporting.
- **Abuse occurring out of state:** If abuse occurred outside Florida but the victim or perpetrator is now in Florida, the Florida hotline may transfer the report to the proper jurisdiction. § 39.201(3)(a)
- **Child death from abuse / neglect:** If you suspect a child's death was due to abuse, neglect, or abandonment, you must report to the medical examiner and local law enforcement. § 39.201(6)
- **Failure to report:** Not reporting when required is a punishable offense (but usually reserved for knowing, willful failures). § 39.205 (false reporting) and related statutes apply.



Unitarian Universalist Fellowship of Gainesville

Safety Team Charter

Purpose

The Safety Team plans for, provides, and proactively monitors the physical safety of the congregation, minister, and staff, and the security of the Fellowship grounds, buildings, and property.

Responsibilities and Duties

1. Oversee and execute the Emergency Operation Plan (EOP) components, collaborating with minister, staff, facilities, and other appropriate committees as necessary to effect pertinent provisions of the Plan.
 - a. Review current UUFG EOP annually, making significant changes and recommendations to the Governing Board.
 - b. Annually update EOP and list of persons recruited and trained to accomplish the EOP.
2. Recruit, vet and provide training for new Safety Team members and civil disturbance incident response team members (Welcome Team, Ushers, Foyer Monitor, RE Monitor, Sound Operator, RE Director, and Minister/Worship Associates).
 - a. Provide annual training of persons to accomplish required EOP actions.
 - b. Cultivate a culture of positive feedback, assessment and review for safety volunteers and incident response team members.
 - c. Conduct congregation drills at least annually that address fire emergencies, medical emergencies, and Civil Disturbances.
3. Assess the congregation's perception of UUFG security and safety annually.

Membership and Meetings

The Safety Team consists of Members and Supporting Friends who have a commitment to the safety and security of UUFG. All Safety Team members will have a current background check. Both the Director of Lifespan Faith Development and the Congregational Administrator are *ex officio* members of the Safety Team. Meetings are held at least quarterly.

Reporting Responsibilities

The Safety Team reports to the Governing Board and the congregation.



Unitarian Universalist Fellowship of Gainesville

Lead Childcare Provider Job Description

Title: Senior Childcare Provider

Job Level: Support Level

Reports to: Director of Lifespan Faith Development

FLSA Status: Nonexempt

Hours and schedule: (4–8 hours/week) Sundays 10 a.m.–2 p.m., additional hours for special events

Date created or revised: Sept. 10, 2025

Pay Rate: \$19.63–\$22.21 per hour (depending on experience)

Position Purpose

The Senior Childcare Provider oversees and actively contributes to the creation of a safe, welcoming, and nurturing environment for infants and young children, ensuring their well-being through attentive care, respectful interactions, and developmentally appropriate engagement aligned with Unitarian Universalist values. This role provides leadership and mentorship to other childcare staff, ensuring a consistent and high-quality experience. This role actively supports families and the congregation by providing a secure and enriching space for children during services and other events, thereby enabling full participation in the Fellowship's activities. By offering consistent and compassionate care, the Senior Childcare Provider contributes directly to the welcoming and inclusive spirit of the community.

Core Competencies

Leadership and Mentorship: Provides guidance and training to other childcare staff, fostering a collaborative and professional team environment.

Child Development and Learning: Applies a comprehensive understanding of age-appropriate activity differences to design and implement enriching activities and learning experiences and adapt to different care needs.

Health, Safety, and Well-being: Maintains vigilant attention to children's safety and well-being at all times and knows how to address emergencies.

Social and Emotional Development: Creates a nurturing and welcoming environment for children and families.

Commitment to Inclusion: Welcomes and respects families of all identities, structures, and backgrounds with sensitivity to diverse needs.

Communication and Interpersonal Skills: Communicates promptly, clearly, and respectfully with everyone (parents/guardians, coworkers, supervisors, children), and at an age-appropriate level with children.



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Professionalism and Ethics: Exemplifies consistent, punctual, and dependable behavior, serving as a role model for other staff and upholding established policies and procedures.

Essential Functions

Ministry-Focused and Welcoming Childcare: Approach all aspects of childcare as integral to the Fellowship's ministry, demonstrating a commitment to creating a positive and welcoming experience for all children and their families, especially new attendees. This includes becoming knowledgeable about children's programming to ensure a comfortable and secure environment that supports the overall mission.

Attentive Supervision and Positive Engagement: Provide attentive care and supervision, ensuring a safe and nurturing environment for infants and young children. Engage with children in positive and affirming ways.

Safety and Health Compliance: Follow all health and safety protocols, including cleaning and sanitizing toys and surfaces, and responding to emergencies following established guidelines. Participate in required safety and inclusion training, fully compensated by the congregation.

Effective Communication: Serves as the primary point of clear and respectful communication with parents, guardians, and supervisors regarding children's needs, incidents, or concerns. Acts as a liaison between the childcare team and the Director. Maintain prompt and efficient communication with other staff, supervisors, and the safety team as needed.

Developmentally Appropriate Activities: Facilitate and participate in gentle play and activities that promote engagement, comfort, and inclusion.

Proactive Environment Maintenance: Maintain all childcare spaces in a clean, organized, and welcoming condition.

Leadership and Team Development: Leads, mentors, and delegates tasks childcare assistants and other staff. This includes providing constructive feedback and support, contributing to planning and identifying areas for growth through open and respectful communication to foster a positive work environment.

Curriculum and Program Development: Assists the Director in planning and implementing developmentally appropriate activities and curriculum for the childcare program.

Qualifications

Skills/Knowledge/Physical Requirements

1. Communicates respectfully and effectively, demonstrating the ability to understand and share the feelings of children.



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2. Maintains a calm, patient, and positive demeanor in a dynamic childcare setting, effectively manages personal emotions even during challenging behaviors or stressful situations.
3. Awareness of, or willingness to learn, basic first aid and emergency response procedures.
4. Understanding of and commitment to inclusive practices, anti-bias principles, and child-centered care.
5. Knows how to help children understand different perspectives, develop problem-solving skills, and learn peaceful ways to interact.
6. Exhibits flexibility and a willingness to adjust to the needs of individual children.
7. Demonstrates the ability to independently address and resolve more complex issues, such as behavioral challenges or staff-related concerns.
8. Familiarity with early childhood development principles is helpful but not required.
9. Ability to lift and carry children (up to 40 lbs) and engage with them at their level (e.g., floor play, yard games).
10. Ability to work in a space with limited mobility accommodations (playground, play equipment).

Experience

Significant experience (e.g., 4+ years) in a childcare or early education setting, with demonstrated experience in a leadership or senior role.

Education or Other Requirements

High school diploma or equivalent preferred. Current or willingness to obtain Red Cross First Aid and CPR certification (training can be provided).

Due to working within a church environment, a background check is required.

Note: Qualifications may be met as a result of lived experience, volunteer work, professional experience, and/or formal or informal training. We encourage you to apply even if you are unsure whether you meet every qualification.



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Communications Summary on Proposed Pastoral Ministry with Rev. David Etherington

Rev. David Etherington, a Unitarian Universalist minister ordained by the congregation and a member of the congregation, offered to provide ministerial services on a part-year, as-needed basis during his residency in Gainesville (November to May).

First Conversation (Sept. 11, 2025)

Board members Peggy Maloney and Kristin Stevens, along with Care Team lead Jim Wright, met with Rev. Etherington via Zoom to discuss the offer's limits and scope.

Key Points of Agreement and Interest

He is available from November to May. He is not seeking employment but is willing to enter a formal ministry agreement and covenant to define the relationship.

His primary focus and passion are in pastoral care and confidential counseling, drawing on extensive background in complex settings. He aims to fill a missing need by providing deeper, confidential, one-on-one support to congregants. He is willing to offer advice and meet with the lay-led Care Team in a supportive, non-leadership capacity.

Scope of Services

Rev. Etherington is offering a limited and well-defined range of services, recognizing the congregation is lay-led.

- **Pastoral Counseling/Therapy:** Available for confidential, one-on-one counseling, calls, and scheduled appointments.
- **Rites of Passage:** Available to lead a variety of rites of passage, including memorial services, weddings, child dedications, and communions.
- **Sunday Services:** Not seeking to lead regular Sunday services; open to leading an introductory service in November and other occasional services only if directly connected to a rite of passage.
- **Workshops & Training:** Can facilitate workshops or trainings using only pre-prepared, existing curriculum (e.g., from the UUA). He will not engage in curriculum development.
- **Social Justice:** Open to serving as a ministerial presence at occasional congregant-led social justice events (vigil, rally, etc.) if beneficial.



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- **Right Relations:** He is open to facilitating minor conflicts or helping to get a right relations team started, while noting the time commitment depends on the level of conflict.

He also mentioned the possibility of Zoom availability both before November and after May, when he is not in residence in Florida.

Compensation Structure (Follow-up Email)

Although an up to 1/4-time commitment was discussed, Rev. Etherington clarified in a follow-up email that he prefers a "fee for specific services-as-needed" structure over a fixed fractional-salaried model. He felt that a set time commitment (like 1/4-time) could lead to focusing on "full utilization," which he wished to avoid.

Preferred Model: Fee for Service. This allows the congregation and minister to collaborate on providing only what is needed, avoiding the pressure of ensuring a full utilization of a fixed time allotment.

Pricing: He suggests using the UU Ministers Association (UUMA) scale of fees (<https://uuma.org/resource/scale-of-fees-for-professional-services/>) as a starting point for negotiation.

- Hourly Services: \$135
- Funeral/Memorial: \$315
- Other Rites of Passage: \$225
- Wedding: \$450
- Half-Day Workshop: \$450
- Full-Day Workshop: \$675
- Worship Service: \$315

The planned discussion for the next Board meeting on Oct. 8 regarding payment terms is now moot given the withdrawal of the offer.

Further Narrowing of Scope

On Sept. 19, Rev. Etherington communicated that, effective December, his availability to UUFG would be limited to only two areas due to accepting a role with the Prairie Creek Conservation Cemetery:

1. Officiating Memorial Services.
2. Offering Pastoral Care and Counseling that is beyond the scope of the Care Team.



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Conclusion: Offer Withdrawn

On Sept. 26, Rev. Etherington communicated that he has accepted positions with two different organizations and no longer has the availability to provide any services to UUFG as initially offered.

The potential for a formal ministry agreement is concluded. The congregation should proceed with its planning for the year as a fully lay-led entity without relying on Rev. Etherington's services.

Recommendations for Future Potential Ministry Negotiations

This section outlines process improvements and grants necessary authority to a working group to ensure future negotiations for ministerial services are handled efficiently and decisively, countering the competitive challenges of securing outside support.

Process & Clarity

Future negotiation efforts should prioritize clear definition of needs and immediate presentation of terms:

- **Define the "Need" First:** Before initiating contact, the Board must formally define the specific gap the congregation needs to fill (e.g., exclusively rites of passage, pastoral care, or a mix) and the estimated time commitment for these that may be needed (specifically for pastoral care).
- **Address Potential Conflicts:** The Board must decide in advance whether the congregation permits formal contracts with its own members (especially ministers) for services, and if so, what ethical documentation or conflict-of-interest measures are mandatory before proceeding to negotiations. This includes establishing clear policy on whether to contract with former ministers of the congregation or with any member who holds ministerial fellowship.
- **Establish a Financial Range:** Pre-authorize a minimum and maximum compensation range for the needed services (e.g., hourly rate, total annual budget for fee-for-service, or fractional salary range). This allows the working group to present immediate, actionable terms.
- **Clarify Compensation Model:** Be prepared to discuss Fee-for-Service vs. Fractional Salary from the very first conversation.



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- **Set Clear Timelines:** When initiating contact with a candidate, explicitly state the Board's decision-making timeline.

Authority & Expediency

To avoid losing candidates due to the time lag between regular monthly Board meetings, the Board should grant a working group clear authority to act.

- **Formally Appoint and Define the Working Group:** The Board will formally appoint a small **Negotiation Working Group** and clearly define their mandate (communication and negotiation) and their term (until a minister is contracted or the search is formally ended).
- **Grant Contract Authority (Expedited):** The Board must vote to authorize the Negotiation Working Group to execute a formal Letter of Agreement or contract **without requiring a subsequent Board vote**, provided the final terms fall within the following pre-approved parameters:
 - **Compensation:** Must not exceed the pre-approved maximum annual budget or hourly/fee rate.
 - **Scope of Service:** Must not exceed the needs formally defined by the Board (e.g., must not include supervision of staff or full program oversight).
- **Require Immediate Reporting:** The Working Group must report the negotiated agreement (or a decision to cease negotiations) to the full Board via email or dedicated electronic channel within 24 hours of the decision. This ensures transparency while maintaining speed. If a Board meeting is needed, the President shall call a special meeting and give the congregation the required 36-hour notice.

By granting this upfront authority, the Working Group can act decisively when a qualified minister offers services, increasing the likelihood of securing the needed support.

Respectfully submitted,

Kristin Stevens



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Policies and Procedures Working Group for October

Since the last Board meeting, the Working Group met Sept. 20 and Oct. 4. As Peggy Maloney has resigned from the Board and this Working Group, the three remaining members are George Dondanville, Judith Kendall, and Kristin Stevens (serving as coordinator for now). We discussed reaching out for a fourth person to add to the group.

1. **Action Item:** None.
2. **Add to Consent agenda for Third Reading:**
 - a. Approve **Safety Team Charter** revisions (Attachment: **2025-10-08-3rd-reading Safety Team Committee Charter.pdf**)
3. **Second Reading:** These policies have previously been presented to the Board. There may be changes based on feedback from the First Reading. This is the last opportunity to suggest changes or address any concerns to the working group for consideration before it is presented as a motion in the next meeting.
 - a. **AMP-4 Lay Chaplains** (Attachment: **2025-10-08-2nd-reading AMP-4 Lay Chaplains.pdf**)
4. **First Reading:** These policies are presented to the Board with the first round of revisions, amendments and removals. Any suggestions, questions or concerns should be shared at the meeting so they may be taken back to the working group for consideration before the Second Reading.
 - a. ~~GOV-11 Chemical Sensitivity/Fragrance-Free Environment~~ (Attachment: **2025-10-08-1st-reading-Policy-on-Chemical-Sensitivity.pdf**)
 - b. Revision of **Personnel Manual, Introduction** to allow for the removal of **GOV-14 Governing Authority** (Attachment: **2025-10-08-1st-reading Personnel Manual Introduction.pdf**)
 - c. **GOV-15 Acceptance of Gifts** (Attachment: **2025-10-08-1st-reading Acceptance of Gifts.pdf**)
 - d. Remove **AMP-4 Singles Group**
 - e. **FAP-4 Fundraising Approval and Reporting** (Attachment: **2025-10-08-1st-reading-Fundraising.pdf**)
 - f. Remove **UU Connections Charter**
5. **Other Motions:** None.



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- c. Clearly self-identify as a “Lay Chaplain of the Unitarian Universalist Fellowship of Gainesville” or “Elder” when officiating.
 - d. Lead the lighting of a prominently displayed chalice during rites of passage services.
 - e. Request rent waivers for nonmembers in cases of indigence, with Minister or Board concurrence.
 - f. Assist with other liturgical or community roles, with permission from the Minister or Board.
3. **Accountability:** Lay chaplains are accountable to the congregation, Governing Board, and Minister, as defined by these principles:
- a. **Supervision:** They work under the supervision of and regularly report to the Minister or Governing Board.
 - b. **Approval:** They must consult with the Minister or Board before performing services, and they may refuse a service with Board approval.
 - c. **Financials:** They may charge nonmembers at their discretion but may not charge members.
 - d. **Professional Conduct:** Lay chaplains will adhere to the principles of ethical conduct as defined in GOV-7.3 Safe Congregations policy, confidentiality, and respect for all individuals.
 - e. **Removal:** A lay chaplain may be removed at will by the Minister or Board. The role also ends upon resignation or membership termination.
4. **Covenant and Commissioning:** Lay Chaplains are in covenant with the congregation and its professional ministry to represent the Unitarian Universalist faith with spiritual depth and professionalism. A public commissioning ritual and covenant affirmation will be held during a worship service or congregational meeting to honor and affirm their work.



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AMP-5 Lay Chaplains

Initial Approval: April 15, 2010

Latest Revision: Oct. 8, 2025 (2nd reading)

Purpose

This policy defines the office, criteria, duties, and authority of the UUFG lay chaplaincy program which empowers trained lay leaders to officiate at rites of passage and represent Unitarian Universalist values and principles with spiritual depth and professionalism.

Policy

The UUFG will, from time to time, designate members as Lay Chaplains, authorized to perform Unitarian Universalist rites of passage (RP), including weddings, child dedications, and memorial services. By the authority of this congregation, a Lay Chaplain is also designated as an Elder of the Congregation, conferring legal authority to solemnize marriages in Florida under Statute 741.07.

Procedures

1. **Becoming a Lay Chaplain:** A member may become a Lay Chaplain after meeting the following criteria:
 - a. **Commitment:** Demonstrated commitment to Unitarian Universalism and the UUFG.
 - b. **Experience:** Demonstrate proficiency in:
 - i. Designing, writing, and leading ceremonies for weddings, child dedications, memorial services, and other life events, consistent with Unitarian Universalist theology and values.
 - ii. Public speaking and presence.
 - iii. Legal and ethical requirements, including confidentiality and professional boundaries.
 - c. **Nomination:** Nomination by the Minister, current Lay Chaplains, or the Leadership Development Committee.
 - d. **Designation and Documentation:** Official designation by the Governing Board. The Board will provide each Lay Chaplain with a signed Letter of Appointment confirming their title as "Lay Chaplain" and "Elder of the Congregation." This letter serves as official proof of legal authority and will be kept in the congregation's records.
2. **Scope of Duties:** Lay chaplains are authorized to perform rites of passage for both members and nonmembers on behalf of the congregation. Their core responsibilities include:
 - a. Provide consultation, prepare, and lead ceremonies that align with Unitarian Universalist values and principles and with the terms of the covenants of the UUFG.
 - b. Ensure the legal marriage requirements are met.



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- c. Clearly self-identify as a “Lay Chaplain of the Unitarian Universalist Fellowship of Gainesville” or “Elder” when officiating.
 - d. Lead the lighting of a prominently displayed chalice during rites of passage services.
 - e. Request rent waivers for nonmembers in cases of indigence, with Minister or Board concurrence.
 - f. Assist with other liturgical or community roles, with permission from the Minister or Board.
3. **Accountability:** Lay chaplains are accountable to the congregation, Governing Board, and Minister, as defined by these principles:
- a. **Supervision:** They work under the supervision of and regularly report to the Minister or Governing Board.
 - b. **Approval:** They must consult with the Minister or Board before performing services, and they may refuse a service with Board approval.
 - c. **Financials:** They may charge nonmembers at their discretion but may not charge members.
 - d. **Professional Conduct:** Lay chaplains will adhere to the principles of ethical conduct as defined in GOV-7.3 Safe Congregations policy, confidentiality, and respect for all individuals.
 - e. **Removal:** A lay chaplain may be removed at will by the Minister or Board. The role also ends upon resignation or membership termination.
4. **Covenant and Commissioning:** Lay Chaplains are in covenant with the congregation and its professional ministry to represent the Unitarian Universalist faith with spiritual depth and professionalism. A public commissioning ritual and covenant affirmation will be held during a worship service or congregational meeting to honor and affirm their work.



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GOV-14 Governing Authority

Annual Review: Governing Board

Initial Approval: March 11, 2012

Latest Revision:

Policy

The Unitarian Universalist Fellowship of Gainesville is governed by congregational polity. Its governing authority is set forth in its Articles of Incorporation, Bylaws, Policies and Procedures, Personnel Manual, committee charters, and other documents approved by the Governing Board and/or congregation, as appropriate.

1. In case of conflict between the UUFG Bylaws and the Articles of Incorporation as approved by the Secretary of State of Florida, the Articles of Incorporation take precedence.
2. In case of conflict between Bylaws and other documents, such as policies, manuals, and charters, the Bylaws take precedence.
3. In case of conflict between approved policies and committee charters, policies take precedence.
4. If any provisions of the Personnel Manual are found to be in conflict with the UUFG Bylaws, Articles of Incorporation, or the laws of the state of Florida, the provisions of these latter documents shall take precedence over the provisions of the Personnel Manual.
5. In the event of a discrepancy between a staff contract and the Personnel Manual, the Manual will govern.

What Takes Precedence in Case of Conflict	
Precedence	If in conflict with:
Articles of Incorporation	Bylaws
Bylaws	Policies, manuals, charters, or other documents
Policies	Committee Charters
Bylaws, Articles of Incorporation, Laws of State of Florida	Personnel Manual
Personnel Manual	Staff contracts



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GOV-15 Acceptance of Gifts

Annual Review: Governing Board

Initial Approval: Feb. 15, 2017

Latest Revision: Oct. 8, 2025 (1st reading)

Purpose

From time to time, the Fellowship receives gifts other than those intended for the Foundation. When UUFG is offered a gift the Board will decide whether or not to accept the gift.

Policy

1. Gifts may be in the form of cash, marketable securities, or other tangible personal property.
2. The Board delegates to the Administrator, Minister, or other designee the authority to accept gifts for up to \$250 in value.
3. Any gift accepted on behalf of the Fellowship shall adhere to the following criteria:
 - a. Gifts shall NOT be accepted if any of the following apply:
 - i. Terms of the gift violate the Fellowship's Bylaws.
 - ii. The gift is designated for purposes inconsistent with the Fellowship's Mission, or Unitarian Universalist principles and values.
 - iii. The gift can be reasonably expected to incur administrative costs exceeding the value of gift.
 - iv. The gift would be excessively burdensome to administer.
 - v. Tangible personal property is offered with restrictions on retention or display, or without documentation, including terms and processes for dissolution should circumstances warrant.
 - vi. Ownership and control of the gift are not exclusively held by UUFG.
 - b. UUFG shall retain full control over how any gifts or contributions is used. In addition,
 - i. The Board shall determine the use of any excess funds from the gift.
 - ii. The Board shall determine the use of any designated funds if the project is cancelled.
4. Receipts for all gifts will be given to the donor, but determination of the value of any noncash gift is the responsibility of the donor.
5. The Board shall ensure documentation of any terms and restrictions on all gifts accepted by the Board under this policy.



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FAP-4 Fundraising Approval and Reporting

Annual Review: Governing Board, with substantive changes by the Finance Committee
 Initial Approval: Feb. 8, 2005
 Latest Revision: Oct. 8, 2025 (1st Reading)

Purpose

Fundraising activities are essential to the financial health of the Fellowship and provide opportunities for members to build relationships and strengthen their commitment to the community. The purpose of this policy is to establish a clear and consistent process for the approval of all fundraising activity, including those not included in the UUFG operating budget (ad hoc fundraising) and ongoing events, such as the service auction and yard sale.

Policy

1. All fundraising activities must be reviewed and approved by the Governing Board to ensure they align with the Fellowship's mission and do not create an undue burden on the community.
2. Activities whose sole purpose is to cover their own expenses (e.g., to cover costs for a dinner, workshop materials, or a speaker's honorarium) are **not considered fundraising events** and are exempt from the formal review process outlined in this policy. If any portion of the proceeds from such an event is intended to be a profit or a donation, it must be submitted for approval as a fundraiser.

Procedure

1. **Fundraiser Approval Process:** All fundraising proposals must be sponsored by an individual or a standing committee and submitted using the **Fundraising Request Form** to the Board at least 45-60 days in advance of the proposed event to allow sufficient time for review and approval.
2. **Fundraisers for an Outside Cause:** All requests to raise money for a worthy cause outside the Fellowship must be sponsored by a standing committee whose subject area most closely relates to the cause. The Board will determine if the cause is appropriate for the Fellowship and may require a sharing of proceeds between the cause and the Fellowship.
 - a. **Exemption:** The monthly "Share the Plate" offering is managed by the Social Justice Committee and is not subject to this policy.
3. **Ongoing and Restricted Fundraisers:**
 - a. Any ongoing fundraising activity (e.g., the annual Service Auction or Yard Sale) must be approved by the **Board**. Once approved, these fundraisers do not need to come back for approval each year, but their financial results will be reviewed as part of the annual budget process.



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- b. Individual members are **not permitted** to raise funds for personal benefit, such as to cover travel or training expenses.
- c. Fundraising activities **may not** be held before the Sunday service.

4. Financial and Reporting Procedures:

- a. The Fundraising Request Form requires a detailed financial plan, including a projected budget, estimated revenue, and projected expenses.
- b. Upon approval, the planning group is responsible for a final financial report submitted to the Treasurer within two weeks of the event, including all receipts and an accounting of all monies collected.

5. Fundraising Request Form: The following key information is required to submit a complete proposal.

- a. **Contact and Sponsorship:** Contact information for the fundraiser planner(s) and sponsoring committee.
- b. **Event Purpose and Details:** The purpose and description of the event, including the beneficiary of the funds and the proposed dates and times.
- c. **Financial Plan:** A detailed financial plan, including a projected budget, estimated revenue, and projected expenses. This plan must also describe how any anticipated expenses will be covered, including whether an advance or reimbursement is expected.
- d. **Third-Party Information:** If a third party will receive any proceeds, list the names and a detailed breakdown of the amounts.
- e. **Policy Acknowledgment:** An acknowledgment that the fundraiser will be held in accordance with all applicable UUFG policies, including FAP-2 and FAP-3.

6. Public Solicitation and Legal Compliance

- a. **Solicitation:** UUFG's membership list may be used for solicitation only for Board-approved fundraisers. Email solicitation is limited to those addresses with whom the Fellowship has received permission to communicate. Any personal information gathered for fundraising purposes will not be sold or distributed.
- b. **Public Benefit:** Any fundraising activity that advertises to or solicits from the non-Fellowship community should provide a public benefit. This may include allocating a percentage of net funds raised to a community project or providing fair value services or goods (such as a concert, meal, or yard sale items) to participants.
- c. **Legal and Non-Profit Status:** The Board is responsible for ensuring that all fundraising activities comply with local, state, and federal laws and do not jeopardize UUFG's non-profit status. This includes being cognizant of issues related to unrelated business income tax.



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Fundraising Request Form:

Section 1: Contact and Sponsoring Information

- **Name of Fundraiser Planner(s):** *(Short answer text)*
 - **Sponsoring Committee:** *(Short answer text)*
 - **Contact Information:** *(Email address)*
-

Section 2: Event Details

- **Fundraiser Name:** *(Short answer text)*
 - **Purpose and Description:** *(Long answer text)*
 - **Beneficiary of Funds:** *(Multiple choice or short answer)*
 - The UUFG Fellowship
 - A specific UUFG Committee
 - An Outside Cause (Please specify)
 - **Proposed Dates and Times:** *(Date and Time pickers)*
 - **Is this a single event or an ongoing activity?** *(Multiple choice)*
 - Single Event
 - Ongoing Activity
-

Section 3: Financial Plan

- **Projected Budget:** *(Long answer text - ask for a breakdown of projected income and expenses)*
 - **Projected Revenue (\$):** *(Number field)*
 - **Projected Expenses (\$):** *(Number field)*
 - **Third-Party Proceeds:** Will a third party receive any proceeds? *(Multiple choice)*
 - Yes (If yes, please list the names and a detailed breakdown of the amounts.)
 - No
-

Section 4: Acknowledgment and Compliance

- **Sponsor Acknowledgment:** I confirm that I am the sponsor for this event or have explicit approval from the sponsoring committee/individual to submit this request on their behalf. *(Checkbox)*
- **Compliance Statement:** I understand and agree that this fundraiser will be held in full compliance with all applicable UUFG policies, including but not necessarily limited to FAP-2 and FAP-3. *(Checkbox)*
- **Calendar Review:** I have checked the Fellowship calendar and considered potential conflicts with other scheduled events. *(Checkbox)*
- **Date Conflict Acknowledgment:** I understand that the Board's approval is not guaranteed and may be denied if the proposed date conflicts with key Fellowship events, such as the annual Stewardship Campaign or the annual Service Auction. *(Checkbox)*



Unitarian Universalist Fellowship of Gainesville

Personnel Manual

Introduction

This Personnel Manual (referred to herein as “the Manual”) has been designed to help potential and current Employees understand the primary policies and procedures of the Unitarian Universalist Fellowship of Gainesville (UUFG, referred to herein as “the Employer”) that relate to the Employer-Employee relationship. The Employer expects all Employees to familiarize themselves with the Manual.

Nothing in the Manual or in any other written or unwritten policies and practices of the Employer creates an express or implied contract, promise, or representation between the Employer and any Employee. This Manual is not a contract. In the event of a discrepancy between a staff contract and the Personnel Manual, the Manual will govern.

The Employer will make every effort to apply policies consistently. The Employer reserves the right to deviate from normal policy in certain situations. Since every employment situation cannot be anticipated, the Manual provides a general overview only.

From time to time, changes in the Manual may become necessary. The Employer reserves the right to amend, supplement, or rescind any provisions of the Manual as necessary, in accordance with the Employer’s established procedure for changing the Manual.

The Manual applies to all Employees, whether full-time or part-time, exempt or non-exempt, except where otherwise stated. This Manual does not apply to ordained ministers called by vote of the Congregation, who enter into a Letter of Agreement (LOA) with the congregation. This Manual supersedes all previous employment policies, whether written or oral, expressed or implied. If any provisions of the Manual are found to be invalid or unenforceable, the remaining provisions will remain in full force and effect. If any provisions of the Manual are found to be in conflict with the Employer’s Bylaws, the Employer’s Articles of Incorporation, or the laws of the state of Florida, the provisions of these latter documents shall take precedence over the provisions of the Manual.



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AMP-4 Singles Group

Annual Review: Governing Board

Initial Approval: March 19, 2009

Latest Revision: None

Purpose

The purpose of this procedure is to provide guidelines for the participation in the UUFG Singles Group.

Policy

Participation in the UUFG singles group is open to any UUFG member or guest over the age of 18 and minors accompanying an adult parent or guardian.

Procedures

1. The chair or designee of the UUFG Singles Group shall make this policy known to participants.
2. In the event a person under the age of 18 attends a Singles Group function without a parent or guardian, the chair or designee shall inform the underage person of the policy and ask them to leave. Parents or other persons bringing the underage person to Singles Group activities shall be informed as deemed appropriate.



Unitarian Universalist Fellowship of Gainesville

UU Connections Charter

Approved: 05/15/2019

Purpose

To communicate information about UUA, UUA Southern Region and associated programs and information to the UUFG congregation.

Committee Members and Leadership

Co-chairpersons: Marilyn Kershner & Al Tweedy. Paul Avery, member

Meetings

Irregular, as needed.

Responsibilities and Duties

To communicate UU information to the UUFG congregation through e-mail or tabling. Examples: General Assembly, Chalice Lighters, UU Ministry for Earth, SWIM, SUFI and other programs, trainings, resources and opportunities provided through UUA and the UUA Southern Region.