



Unitarian Universalist Fellowship of Gainesville

UUFG Governing Board Meeting Agenda

12 November 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 Meetings, October 8 and 26 (Attachment 1)
 - b. President's Report (Attachment 2)
 - c. Treasurer's Report August 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. Senior Childcare Provider Job Description, 3rd reading (Attachment 7)
4. **[7:30 pm] Governance and Finances** **40 min**
 - a. Nominee for new Trustee of the Governing Board, Joanna Lowenstein
 - b. Update on Bookkeeper position
 - c. Employment Offer and Terms Confirmation Template (Attachment 8)
 - i. Create updated offer letters for all employees, then send a letter to each employee with job description, copy of Personnel Manual and copy of Governance Manual.
 - ii. Arrange to get employee letters signed and filed.
 - d. Governance Working Group Report (Attachment 9)
 - i. GOV-15 Acceptance of Gifts, 2nd reading
 - ii. FAP-4 Fundraising Approval and Reporting, 2nd reading
 - iii. GOV-8 Public Congregational Statements, 1st reading
 - iv. Remove GOV-14 Governing Authority, 2nd reading
 - v. Remove AMP-4 - Singles Group, 2nd reading
 - vi. Remove UU Connections Charter, 2nd reading
 - vii. Remove COP-4, 1st reading
 - viii. Remove COP-5, 1st reading
 - ix. Draft Lay Chaplain Letter of Appointment and Action Items
 - e. Request for an increased facilities budget (Attachment 10).
 - f. Affirm UUFG Foundation grant (Attachment 11).
 - g. Request for approval of January 9th fundraiser (Attached 12).



Unitarian Universalist Fellowship of Gainesville

5. **[8:10 pm] Action Items** **20 min**
 - a. Final organization for November 16 Townhall Meeting (Attachment 13)
 - i. Questions for consideration
 - b. Organized a Board/LDC Retreat (January 10)
 - c. Organize a Board sponsored workshop on ministerial needs.
 - d. Form a working group to explore search options for a new minister.
 6. **[8:30 pm] Facilities** **5 min**
 - a. Front entrance and welcoming signs (Safety Team and Communications Committee)
 7. **[8:35] 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. **[8:55 pm] Wrap up** **5 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 December 10, 2025
 9. **[9:00] Adjournment**
-

Items for future agenda

- Auction plan
- Pledge Drive plan

Governing Board Calendar 2025-26

- 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?**



Unitarian Universalist Fellowship of Gainesville

Attachment 1

UUFG Governing Board Meeting Minutes

8 October 2025 – 7:00 pm to 9:00 pm

Board Members: Katelin Rhan, Tom Mareci, Beverly Sanders, Norden Lucke, George Donaville, Kristin Stevens

Congregants: Ellen Cecil, David Willkomm, Debra Neill Mareci, Judith Kendall

Staff: James Chase

10. [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)

11. [7:10 pm] Congregational Input 10 min

- There was not any Congregational Input

12. [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)

- It was requested that the Budget spread sheets from Minutes for 9/10 be removed
- Update was made to the previous minutes 4Bii: Prior Approval does not need a congregational vote and we felt it was a good idea to do that anyway as an award from the fellowship



- **Motion: to approve the consent agenda with the budget and congregational minutes as modified with the staff reports pulled out Kristin moves, Tom 2nd pass unanimously**
- (Attachment 6, p. 24) **Motion: To remove the following people from membership at the recommendation of the Membership Working Group: Sarah Housman, Carol Mathews, Chris Vulpe, and Abigail Wilson. Kristin made the motion Norden 2nd passes unanimously**
- (Attachment 6, p. 26) **Action Item:** Tom Mareci to inform Cam to move forward with sending anniversary letters. Tom is still working on this.
- Discussion: Hire new bookkeeper (deadline Dec. 31, 2025): Action item Debra will research hiring a bookkeeper. Debra will need a job description. This should not be a church member. Debra will lead the workgroup and Beverly will be the liaison to the workgroup. **Motion: To create a bookkeeper working group lead by DNM and Board liaison Beverly Sanders with a goal to develop a plan to replace the bookkeeper with a deadline of the end of November: Kristin moves George 2nd passes unanimously**
- (Attachment 7, p. 28) Motion: To approve the proposed Volunteer Code of Conduct and Ethics. Kristin made the motion
 - Discussion: Bullet point 1: We do not always have an RE monitor to be the 3rd person that can. The Board suggested that we remove whenever possible and reward serving with another unrelated screened adult in the two-adult/open-open door rule
 - We need documented permission from the parent before we can transport also this can be rephrased in a positive way not negative
 - Judith suggested we hold off on approving so James can work with the policy workgroup.
 - Remove late night messaging from the Digital & Social Media Boundaries section
 - **Motion: We are going to give provisional permission for this to be used, Tom Moves, George 2nd, passes unanimously**
 - **Action Item:** James to revise and send to policy group
- (Attachment 7, p. 28) Discussion: Are donation jars under the auspices of “Fundraising”? If yes, motions on CUUPS activities donation jar with Oracle/Tarot readings on Oct. 26 and on youth activities donation jar with Haunted Youth Group Room walk-through on Oct. 26.



- Question: Is a donation Jar the same as a fundraiser or can it just be an ask?
Anytime money is collected it's a fundraiser. Identify who can do it? Youth group fundraiser for Elder Odyssey? Fundraisers strategic efforts/Donation are planned.
- Collecting money should be handled in an approved manner.
- Board must approve fundraising
- **Motion: Move that CUUPS can place a money jar for donations at UUFG for one year Beverly moves Kristin 2nd, passes unanimously**
- **Motion: To approve fundraising for youth group haunted room. Tom moves Kristen 2nd passes unanimously**
- (Attachment 7, p. 28) Discussion/Motion: Board direction on financial process for Winterfest.
 - Fellowship council approved this.
 - **Motion: to approve the plan that was approved by the Fellowship Council for Winterfest: Tom moves, Norden 2nd passes unanimously**
- (Attachment 7, p. 30) Discussion: Board direction needed on DLFD's next steps for Adult RE
 - Adult RE program:
 - Not enough volunteers to run this independently, James will have 6 sermons a year and a discussion after. We could work on Mission Vison and Covent during this.
 - **Motion: James will provide bimonthly sermons with discussions after to fulfill the adult RE requirement at a total of 6 per year, based on a list of pre-approved topics Tom moves, Beverly 2nd passes unanimously.**

13. [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



Unitarian Universalist Fellowship of Gainesville

Attachment 1

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
 - vi. Remove AMP-4 - Singles Group, 1st reading
 - vii. Remove UU Connections Charter, 1st reading

➤ **Motion: Implement Congregation approved budget and employ Congregational Administrator and Director of Lifespan Faith Development full time Tom moves, Bevely 2nd passes unanimously**

- Fellowship Council decision: we will not endorse partisan political candidates in the Sanctuary but we can still have tabling for Medicaid and issues like that
- Replacement for Peggy: Tom has reached out to the LDC for a replacement. This will be an interim position until next annual meeting
- **Policy Review**
 - Lay Chaplain is there a time limit from when they apply till when they hear back and should there be a cap of lay chaplain. Board suggested that the Lay chaplains have a term of 3 years with the option to opt out at anytime
 - **Action Item:** Working group incorporate feedback
 - Personal Manual, should we make sure that this does not happen before we sign the contract. If we don't have a contract, then we should take that wording out. The Job description should outline what their responsibilities are. Employees should sign the job description. Kristen will create an offer letter
 - **Action Item:** Kristin will create offer letter
 - Acceptance of Gifts: Gifts can be accepted up to \$250. This is extended to the Board and Cong Admin. Language was added as to what type of gifts can be rec'd
 - Remove Single group policy this is not really an issue anymore and UU connection charter is no longer active
 - Fundraising: title changes and the policy was completely reworked since we do not have a program council. The biggest change is a request form that has all the details of the fundraisers
 - **Action Item:** Working group to incorporate below feedback
 - Comments: It should be mentioned that there are policy for cash handling and this needs.
 - Instead of 2 weeks this should say for money handling policies.
 - 6.C this puts a responsibility on the Board and we are unsure as to what this means



Unitarian Universalist Fellowship of Gainesville

Attachment 1

- Not sure that this is a good thing to have ongoing events example if someone fills it out this year for the auction then in 5 years it will be different people. Value in people completing the form
- Beverly would like to give a presentation to the fellowship council that educates people on cash handling procedures
 - **Action item** Kristin to schedule Beverly for Fellowship Council presentation

14. [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.

1. What specifically is the gap the congregation is trying to fill (ie pastoral care what does that look like))?
2. Minimum and Maximum that we are willing to spend on these services hourly rate a total budget fee for service fractional salary.
3. David is a member of our congregation, is this, ok? We have a policy that states we would not hire members/ former minister.
4. If we formally appoint a working group to look at ministry this group needs to know what the mandate is and what the terms are.
5. Additionally, we need to move quicker with either an emergency meeting or give the authority to that working group.
6. Host a workshop and invite members from different committees. Who were the people on past ministerial searches.
 - a. Motion to organize a board sponsored workshop on ministerial needs and we will invite this workshop will be on Jan 10. Ownership and motion at next meeting. Action item: Add this to November Board meeting agenda.
7. Can the LDC let us know a date in December that would work for a board retreat?
 - a. Ellen Cecil was the LDC representative: typically, these are half- day retreats that follow up on the last retreat check in. sheShe will look at dates in December.
 - Action item** Follow-up to schedule Board retreat in December.
8. **Action item** Next board meeting have a pre-discussion of member applicants for job roles



15. [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.
- Bathroom signs:
- Like the signs there is an overall concern for privacy. How can we configure these restrooms, so they are gender neutral?
- There is \$35 thousand in the Jean Lemire fund can we use this toward remodel the bathroom
- James has prepared something for the congregation about this and why we are doing this. Signs on the door boiler-plate language for welcome team and where the other bathroom are
- Look at welcoming congregation certificate
- Motion: Agree to keep the gender-neutral signs on the restrooms and engage in communications with the congregation about our values Kristin moves Tom 2nds, this motion passed

16. [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/>

17. [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

18. [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



Unitarian Universalist

Fellowship of Gainesville

Attachment 1

- Auction: **Date?**
- Pledge Drive: **Date?**
- Congregational Annual Meeting: **Date?**
- Summer Governing Board Budgeting Retreat:



Unitarian Universalist Fellowship of Gainesville

Attachment 1

UUFG Governing Board Meeting Agenda

29 October 2025 – 7:00 pm to 9:00 pm

Board Members: Katelin Rhan, Tom Mareci, Beverly Sanders, Norden Lucke, George Donaville, Kristin Stevens

Congregants: David Willkomm, Jonathan Coron, Alice Gridley, Susan Stannard, Judith Kendall, Ryan, Debra Neill-Mareci

Staff: James Chase

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

- Restroom Hard discussion not sure what to think and the signs were not put up appropriately and a discussion should be had about the way things are done
- Creates more problems and could be traumatized other people 1/6 of women sexual abused and children may be uncomfortable. People should not be able to just remove or place signs.
- in support of unisex bathrooms being renovated as shown in the euro model. It is important that we ensure that we do not allow open carry-on campus.
- happy that the bathrooms are changing but at the same time a lot of shame and concern worry and sadness because the need the individual for gender neutral bathrooms outweighs the needs of the congregation

3. More comfortable separate open to everyone not feeling good about being in a closed room

4. [7:20 pm] Consent Agenda 10 min

- a. Minutes of Board Meeting, October 8 (Attachment 1)
- b. Changes to Policies and Procedures (Attachment 2)
 - i. AMP-5 - Lay Chaplains, 3rd reading
 - ii. Move GOV-14 - Governing Authority, to the Personnel Manual, 2nd reading
 - iii. GOV-15 Acceptance of Gifts, 2nd reading
 - iv. FAP-4 - Policy on Ad Hoc Fundraising, 2nd reading



- v. Introduction of the Personnel Manual, 2nd reading
- vi. Remove AMP-4 - Singles Group, 2nd reading
- vii. Remove UU Connections Charter, 2nd reading

5. [7:30 pm] Governance and Finances 10 min

- a. Appointment of a new Governing Board Trustee (**Executive Session**)
 - i. Procedure for appointment of new trustee
 - (1) 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.

➤ Executive Session Executive session started at 3:49 ends at 410pm

6. [8:25 pm] Facilities 60 min

- a. Unisex restrooms in the main Sanctuary building.
 - i. Community discernment and discussion (Nov. 16, Trans Day of Remembrance)
 - (1) James Chase will present sermon
 - (2) Hold CommUUnity Conversations following Nov. 16 service with Governing Board Members as moderators.
 - ii. Options: Need a working group to consider options
 - (1) Leave unisex signs or return to gendered signs
 - (2) Remodel restrooms (Attachment 3)
 - (3) Upgrade partitions

- <https://partitionplus.com/bathroom-partitions/>
- <https://www.bradleycorp.com/euro-style-partitions>

- The bathrooms need to be updated regardless
- Are we making one group comfortable while making another group uncomfortable.
- We need to do a capital campaign for the renovations

7. [8:30] Visioning 10 min



- a. Congregation discussion of UUFG Mission, Vision, and Covenant. Shall we use CommUUnity Conversations as the venue?
- Community discernment and discussion (Attached previous discussion documents)
 - James Chase will present sermon on Nov. 16, Trans Day of Remembrance
 - Who do we say we are and being your true self-knowing your values and letting go of what does not serve you
 - Hold CommUUnity Conversations following Nov. 16 service with Governing Board Members as moderator?
 - Townhall or ComUUNity Conversations
 - Townhalls small groups 2 board members in each group 1 lead and 1 take notes
 - Townhall will be more about the way forward for the congregation
 - Zoom Recording for transcription services
 - **Action item:** 11/16 townhall meeting everyone is invited and we talk about 1 issue (bathroom signs) and Tom address what the issue is, have signage leading up to the meeting, and the history of the issue have 3 groups Tom oversees and the rest of us are paired with a group
 - Tom will not be available on 11/16 and Kristen can be the moderator
 - Townhall format
 - All start together
 - 30 minute break out facilitator makes sure everyone has the chance to speak.
 - The breaks sessions should be in 3 separate locations
 - 1 in sanctuary
 - 1 in common room
 - 1 in choir room
 - After the break we will come back together for closing remarks
 - Plan to have make a summary of what was all said and then have a congregational vote at a later date on the bathroom signs (not an official vote)
 - If we have a secret vote we can ask Cam count it
 - Box with one strip for members and one strip for not and then



Unitarian Universalist Fellowship of Gainesville

Attachment 1

- Cam and James will address this at the staff meeting
 - Action Item: Board come up 1-3 questions each and sends them to Tom and Tom can narrow the questions down+
 - We need to embrace who we are and a sense of love for the community and embrace who we are
 - Board will bring bread and soup on 11/16 and drinks
 - Listening circle format
 - Whole group discussion in the fellowship hall
 - Zoom meeting later
 - Have additional town hall about other aspects of what we do and our values
- Workgroup
- Beverly and Noden in the workgroup
 - Debra to be in the workgroup
 - Action Item: Katelin Ask Seirra to be in the working group and connect her with Beverly
- •James being available in their office in case people need to check in
- •This will be one of the 6 services for James
- •Working groups can alert care teams of what we are doing and to be available

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



President's Report, Board Report for 12 November 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.

- **October 7:**

- Cam Pierce, James Chase, Beverly Sanders and I attended the staff meeting.
- James informed us that 26 UUFG members have expressed willingness to work with the youth program. After background checks and training, we may have enough volunteers to run the youth program effectively.
- Kirsten Flamand will start a debate class for the youth starting November 5. The plan is to give them experience with presenting and debating ideas, as well as speaking in public.
- James will present a Halloween service on October 26.
- Cam informed us that our recognition as a Welcoming Congregation is up for renewal (renewed every 3 years). Also, Cam pointed out that the signs on the restroom in the Sanctuary have been modified to a gender-neutral signage that only states the facilities available in each room. We did a walk through and decided to add a consideration of the signage to the Board agenda for the October 10 meeting.
- Cam raised a concern about the handling of money from fundraisers, and what are our policies about approval for fundraisers and money handling.
- Cam reported that CPR training is scheduled for November 15. The cost is \$40/person. David Wellkomm has offered to donate the cost of attendance for a member of the Joy of the Lord Church to attend the CPR training, so they know how to use the AD equipment.

- **October 14:**

- Cam Pierce, James Chase, and I attended the staff meeting.
- Cam informed us that Linda Moulton passed away.
- City personnel removed the signs placed by a member on the 34th Street right-of-way because placing signs in the right-of-way is not allowed by City ordinance.
- I asked Cam to investigate possible use of Google Workspace for Non-profits.
- We are planning to issue a new directory by November 23.
- Cam will use facilities funds to have the solar panels cleaned.
- Cam is working on a plan to improve the UUFG entry sign (see Trinity United Methodist Church 53rd Street signage).
- James will hold a Youth Group lock-in on October 17-18 which will be attended by 7 youth 13-16 YOA..
- Arron Elliot-Gaines has a family health issue he is handling so he is reducing his efforts temporarily.
- James reports that RE needs more funding:



- Funding for food.
- Funding for Adult OWL training (8 sessions, twice weekly).
- James will run a T-shirt fundraiser.
- James will present a sermon on Nov. 16.
- **October 28:**
 - Cam Pierce, James Chase, Beverly Sanders and I attended the staff meeting.
 - Cam is exploring our options for installation of high-speed internet: AT&T or IQ Fiber.
 - Cam shared an email we received from Jermone Fosaaen, President of the UU Fellowship of St. Augustine. He is asking if we would like to restart the Florida Northeast Cluster of UU congregations. Tom will contact Jerome.
 - Cam and James have successfully tested texting with the MailChimp program to communicate within the RE program.
 - James reported that a youth member experienced inappropriate touching during the Haunted House event run by the Youth Group on Sunday.
 - James reviews the plans for UUFG representation at the Gainesville Pride Festival in the Bo Diddley Plaza, Pumpkin Destruction, and Winder Fest.
 - James will send a draft of their Nov. 16 service to the Board for review.
 - James in organizing Parents Night Out to occur quarterly. Next event will be December 12.
 - James reported that the Junior Youth Group will meet in Classroom 5.
- **November 4:**
 - Jame Chase, Cam Peirce, Beverly Sanders, and I attended the Staff meeting.
 - We reviewed monthly Board reports from Cam and James. Minor changes were suggested.
 - Cam reported that UUFG is within a City of Gainesville area zoned single-family residential, which limits the size of the signage we can use on the UUFG property.
 - James reported a need for an increase in the budget for RF. I asked James to contact the Finance Committee to review the request before taking the request to the Board.
- 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.
- **New Member Orientation**
 - i. I attended the Nov. 2 New Member Orientation presented by Judith Kendall. I introduced myself and spoke briefly about the Congregation.



- **Social Justice Circle meeting:**

- i. I attended the Social Justice Circle meeting on October 19. I spoke during the meeting and asked Social Justice Circle members to consider joining an additional UUFG chartered committee, like Membership or Facilities. To support the functioning of the Fellowship.
- ii. The Social Justice Circle voted to donate \$200/month for 7 months (Nov. through May) to support the United Church of Gainesville program to support 15 immigrant families across 4 counties in north Florida
- iii. The Circle received a request from the Interfaith Immigrant Support Team to participate in a nativity scene (cage with ICE agents) to protest the treatment of immigrants. No clear decision on participation was decided.
- iv. The Circle is continuing to send birthday cards to persons in the Baker Detention Center.
- v. The Circle will be tabling at the Find Your Passion event on Nov. 9, running a Cookie Caper fundraiser, and allocating \$200 for food at the Alice Primack Memorial Service.

3. **Interaction with Members:** I receive emails from members, or members speak with me in person or in phone conversations. The following are interactions I think are important to record.

- Right Relations Team: I contacted Kay Anderson of the Right Relations Team to ask for assistance to facilitate a discussion with a member. Kay took action to contact the member to mediate a discussion between me and the member, but the member refused to meet.
- On October 28, Jonathan Coron emailed to me the following request: "I believe it would be helpful for members of UUFG to know as specifically as possible of the things that need to be submitted to the board to consider."

This is my reply:

Jonathan,

Please go to the Fellowship website, uufg.org, and within the members only section open the following tab.

GOVERNANCE MANUAL 2025

In the Governance Manual review the following sections:

See Bylaws and review Section 6.3 Governing Board Authority and Responsibility

See Policy and Procedures Manual, GOV-2 Governing Board

These are general statements. It may not always be clear if specific issues should be addressed by the Board. In that case, I suggest considering what group is affected by the issue and discuss the specifics with that group. If you and the group think it needs Board consideration, write up a report/request for the Board to consider. Specifics are very important so a written report/request.



For example, signage is a specific topic of interest to the Safety Team, but signage also is a concern of the Communication Committee. If signage installation or modification is proposed, that is an issue of Board concern because it involves modifying the physical facilities of the campus. But a clear proposal to the Board will facilitate action.

I hope this helps your understanding,

Tom

- On November 4, Catherine Turner emailed me to request time on the Board agenda to discuss possible ways for our congregation to help feed our community while SNAP is unavailable.

This is my reply:

Catherine,

Thank you for bringing this to my attention. We have discussed how UUFG might assist in cases of emergency housing and food assistance. A few Sundays ago, when the Director of the Bread of the Mighty spoke at the UUFG, I met with the Director and mentioned our discussions about organizing an emergency food pantry at UUFG and if we could work with them. The Director told me that they have emergency food distribution plans, and we can rely on them for services in case of emergency. Before bringing your concerns to the Board, please contact Bread of the Mighty and determine their plans for assisting during the stoppage in SNAP coverage. Then if they are short, we can discuss how we might organize to provide assistance.

Tom

4. **Facilities and Ground:** Since we do not have a Facilities and Grounds Committee, I have been working on facilities and grounds projects.
 - I assisted Erin Perrish and Ryan Rushing diagnosing a problem with the connection between the AV computer and control board. Erin consulted with her colleagues from TV-20 and they determined that the issue was caused by the computer plugged into the incorrect HDMI plug.
 - Cam Pierce and I have been discussing options for modifying the UUFG street sign. In addition, I have been discussing adding welcoming signage to the UUFG grounds with the Safety Team, Cam, and Debra Neill-Mareci. Cam requested that both issues be added to the Communications Committee agenda for Nov. 8 meeting.
5. **New trustee for the Governing Board.**
 - I contacted Elizabeth Stewart and provided the Board's prioritized list of candidates and asked Elizabeth to speak in person to the candidates individually. Elizabeth reported to me that she contacted the first candidate following the Nov. 2 Sunday Service and received a positive response that the candidate will consider the opportunity.



Unitarian Universalist Fellowship of Gainesville

Attachment 3

Unitarian Universalist Fellowship - Gainesville FL									
Treasurer's Report as of September 2025 for General Fund									
Tuesday, October 7, 2025									
Account #	Account Name	Period Activity September 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	39,273.84	25,417.00	91,391.19*	76,251.00	15,140.19	305,000.00	213,608.81	
4.100.050	Sunday Collect/Unidentified G	754.16	1,083.00	2,873.86	3,249.00	(375.14)	13,000.00	10,126.14	
	Total Sustaining Gifts-Members & Friends:	\$40,028.00	\$26,500.00	\$94,265.05*	\$79,500.00	\$14,765.05	\$318,000.00	\$223,734.95	
Miscellaneous Income									
4.100.210	Rental Income	1,708.75	1,500.00	5,246.25*	4,500.00	746.25	18,000.00	12,753.75	
4.100.300	Special Activities and Auction	0.00	1,083.00	0.00	3,249.00	(3,249.00)	13,000.00	13,000.00	
4.100.330	Interest	1,458.13	292.00	1,527.85*	876.00	651.85	3,500.00	1,972.15	
	Total Miscellaneous Income	\$3,166.88	\$2,875.00	\$6,774.10	\$8,625.00	(\$1,850.90)	\$34,500.00	\$27,725.90	
	Total Income to General Fund	\$43,194.88	\$29,375.00	\$101,039.15	\$88,125.00	\$12,914.15	\$352,500.00	\$251,460.85	
	Total Income	\$43,194.88	\$29,375.00	\$101,039.15	\$88,125.00	\$12,914.15	\$352,500.00	\$251,460.85	
Expense									
Expenses from General Fund									
Programs									
5.100.110	Membership	67.25	67.00	67.25	201.00	(133.75)	800.00	732.75	
5.100.120	UU Leadership	0.00	50.00	262.76*	150.00	112.76	600.00	337.24	
5.100.130	Social Justice	106.65	125.00	406.65*	375.00	31.65	1,500.00	1,093.35	
5.100.140	RELATE	0.00	13.00	0.00	39.00	(39.00)	150.00	150.00	
5.100.150	CUUPS	0.00	21.00	0.00	63.00	(63.00)	250.00	250.00	
5.100.240	RE Program Activities	459.79	183.00	698.79*	549.00	149.79	2,200.00	1,501.21	
5.100.270	Background Checks	439.25	166.00	439.25	500.00	(60.75)	2,000.00	1,560.75	
5.100.280	Hospitality Budgeted	93.89	42.00	225.82*	126.00	99.82	500.00	274.18	
5.100.300	Special Activities and Auction Expenses	0.00	83.00	0.00	249.00	(249.00)	1,000.00	1,000.00	
5.100.310	Worship - Sunday Services	970.00	333.00	1,621.80*	999.00	622.80	4,000.00	2,378.20	
5.100.320	Music Program	806.96	167.00	941.96*	501.00	440.96	2,000.00	1,058.04	
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	24.00	(24.00)	100.00	100.00	
	Total Programs:	\$2,943.79	\$1,258.00	\$4,664.28*	\$3,776.00	\$888.28	\$15,600.00	\$10,935.72	
Administration & Operational Support									
5.100.010	Board Discretionary Funds	335.35	83.00	335.35*	249.00	86.35	1,000.00	664.65	
5.100.020	Pastoral Care Expense	0.00	17.00	73.00*	51.00	22.00	200.00	127.00	
5.100.030	Contributions to Reserves	417.00	417.00	1,251.00	1,251.00	0.00	5,000.00	3,749.00	
5.100.520	Denominational Dues	1,558.00	1,558.00	4,674.00	4,674.00	0.00	18,697.00	14,023.00	
5.100.525	Insurance	3,463.35	1,917.00	7,566.16*	5,751.00	1,815.16	23,000.00	15,433.84	
5.100.530	Office Expense	720.39	583.00	1,677.80	1,749.00	(71.20)	7,000.00	5,322.20	
5.100.532	Audit Expense	450.00	0.00	450.00	5,000.00	(4,550.00)	5,000.00	4,550.00	
5.100.540	Bookkeeper	387.50	250.00	387.50	750.00	(362.50)	3,000.00	2,612.50	
5.100.545	Telephone & Internet	456.92	625.00	1,312.93	1,875.00	(562.07)	7,500.00	6,187.07	
5.100.550	Utilities - Electricity & Water	1,139.68	1,250.00	3,323.11	3,750.00	(426.89)	15,000.00	11,676.89	
5.100.560	Waste Disposal	251.80	241.00	721.45	723.00	(1.55)	2,888.00	2,166.55	
5.100.570	Custodial Service	900.00	900.00	2,700.00	2,700.00	0.00	10,800.00	8,100.00	
5.100.572	Custodial Supplies	146.75	69.00	157.39	207.00	(49.61)	825.00	667.61	
5.100.575	Facilities Maintenance	66.12	792.00	1,609.86	2,376.00	(766.14)	9,500.00	7,890.14	
5.100.580	Backflow and Fire Suppression	196.00	333.00	1,027.49*	999.00	28.49	4,000.00	2,972.51	
5.100.583	Security & Safety	0.00	58.00	107.50	174.00	(66.50)	700.00	592.50	



Unitarian Universalist Fellowship of Gainesville

Attachment 3

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

Account #	Account Name	
Income		
<i>Income to General Fund</i>		
<i>Sustaining Gifts-Members & Friends</i>		
4.100.030	Current Years Pledges	Pledge income for September is over budget by \$13,856; we're over budget for the year by \$15,140
4.100.050	Sunday Collect/Unidentified Giving	Our Sunday Collection income is under budget by \$329.
<i>Miscellaneous Income</i>		
4.100.210	Rental Income	Income from Gainesville Bridge Club, Gainesville Secular Science, Joy of the Lord & Chair Yoga.
4.100.300	Special Activities-Auction	
4.100.330	Interest	Interest is from money market account and CD's when they mature. In September we credited July-September interest accrual.
Expense		
<i>Expenses from General Fund</i>		
<i>Programs</i>		
5.100.110	Membership	Nametags for new members
5.100.120	UU Leadership	
5.100.130	Social Justice	UN Day & Pride sponsorships
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	In September we cut three checks as honorariums, with two distributed in October.
5.100.320	Music Program	Choir ingathering, OneLInense renewal, UUA virtual hymnal
5.100.410	Canvass Expenses	
5.100.430	Book Cart Expense	
<i>Administration & Operational Support</i>		
5.100.010	Board Discretionary Funds	vision/mission posters in Phillips Hall
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 September we had more expenses related to setting up new computers.
5.100.532	Audit Expense	In September Jim Wright, Beverly Sanders and Cam Pierce met with accountant Steve Kattel to review our financial procedures
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	September expenses relate to a new sign explaining campus usage
5.100.580	Backflow and Fire Suppression	Monitoring service fees. September expenses included more inspection fees.



Unitarian Universalist Fellowship of Gainesville

Attachment 3

Unitarian Universalist Fellowship - Gainesville, FL Budget Variance Report September 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 September.
5.100.820	Staff Pensions	
5.100.910	Payroll Tax Expenses	



Unitarian Universalist Fellowship of Gainesville

Attachment 3

Unitarian Universalist Fellowship - Gainesville FL						
Consolidated Fund Activity Report for September 2025						
Tuesday, October 7, 2025						
Account #	Account Name	Beg Balance	Receipts	Disbursements	Transfers/JE's	End Balance
3.100.100	General Fund Balance	87,821.70	43,194.88	25,857.35	0.00	105,159.23
3.100.301	Ministers Discretionary Pass Through Fund Balance	(1,806.86)	1,806.86	0.00	0.00	0.00
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	234.11	0.00	0.00	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	485.40	27.00	0.00	0.00	512.40
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	2,076.89	0.00	96.66	0.00	1,980.23
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	703.20	342.75	703.20	0.00	342.75
3.400.100	Future Funding & Capital Reserve Accounts Balance					
3.404.110	Res. Fd for Large Scale Maintenance-Balance	53,787.57	417.00	0.00	0.00	54,204.57
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	37,939.03	555,870.64
3.500.250	Ministers Discretionary Fund Bank Account Balance	1,906.86	0.00	0.00	(1,808.86)	98.00
	Total	\$1,933,230.08	\$45,788.49	\$26,657.21	\$36,130.17	\$1,988,491.53



Unitarian Universalist Fellowship of Gainesville

Attachment 3

Unitarian Universalist Fellowship - Gainesville Consolidated Fund Narrative Report September 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 September 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	Labyrinth 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.



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 suppression 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 September 30, 2025			
Tuesday, October 7, 2025			
Account #	Account Name	Beginning Balance	YTD Balance
Assets			
Cash			
1.000.130	Ameris Bank-Checking	115,978.57	142,836.53
1.000.140	Ameris Bank-Money Market	82,056.51	82,158.53
	Total Cash	\$198,035.08	\$224,995.06
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	101,425.83
1.000.410	UUFG Foundation	517,931.61	555,870.64
1.100.250	Ministers Discretionary Fund Account	1,906.86	98.00
	Total Other Assets	\$619,838.47	\$657,394.47
	Total Assets	\$1,923,975.55	\$1,988,491.53
Liabilities			
Current Liabilities			
2.000.110	Accounts Payable/Vendors	641.66	0.00
	Total Current Liabilities	\$641.66	\$0.00
	Total Liabilities	\$641.66	\$0.00
Fund Balance			
3.100.100	General Fund Balance	79,370.49	105,159.23
3.100.301	Ministers Discretionary Pass Through Fund Balance	(1,906.86)	0.00
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	Interim 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	512.40
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	1,980.23
	Total CYREC	\$4,556.47	\$4,818.84
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	342.75
	Total Social Justice Fund	\$5,030.68	\$4,901.68
3.400.100	Future Funding & Capital Reserve Accounts Balance		
3.404.110	Res. Fd for Large Scale Maintenance- Balance	52,953.57	54,204.57
	Total Future Funding & Capital Reserve Accounts Balance	\$52,953.57	\$54,204.57
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	555,870.64
3.500.250	Ministers Discretionary Fund Bank Account Balance	1,906.86	98.00
	Total Fund Balance	\$1,923,333.89	\$1,988,491.53
	Total Liabilities and Fund Balance	\$1,923,975.55	\$1,988,491.53



Unitarian Universalist Fellowship of Gainesville

UUFG Fellowship Council Meeting Minutes

Monday, Oct. 27, 2025 – 7:01 – 8:35 p.m.

Attendees: Kay Anderson, Jonathan Coron, Kirsten Flamand, Judith Kendall, Tom Mareci, Robin Moyle, Debra Neill-Mareci, Judi Oltmans, Erin Parish, Susan Stannard, Elizabeth Stewart, Kristin Stevens, David Willkomm

1. Gathering and Preparation

- The meeting began at 7:01 p.m. and concluded at 8:35 p.m.
- **Meeting Roles:** The roles for the meeting were confirmed as follows:
 - Notetaker: Debra Neill-Mareci
 - Process Observer: Erin Parish
 - Timekeeper: Elizabeth Stewart

2. Follow-Up and Business Review

- **Minutes Approval:** The Sept. 22, 2025, Meeting Minutes were moved to be accepted by Elizabeth Stewart and were approved by consensus.
- **Calendar Update:** The Music Service was rescheduled from Dec. 7 to **Dec. 14**.

3. Nov. 9 Community Connection Service Planning

The Council secured final plans for the upcoming service and social hour, which will be themed **"Community Building Through Action."**

- **Working Group:** The working group is scheduled to hold its first meeting on Thursday, Oct. 30, from 3:30–5:00 p.m.
- **Committee Half-Sheets:** Debra Neill-Mareci reconfirmed the **Nov. 1 deadline** for committee information. Kristin Stevens will send an email with specifics, outlining that submissions must include the committee's purpose, what it does, and the contact phone/email for the point-of-contact.
- **Newcomer Engagement:** Judi Oltmans presented an idea for a **Newcomer Punchcard** system, inspired by a UU World article. The card (with separate versions for adults and children) would encourage participation in different Fellowship activities. After accumulating a set number of stamps, the newcomer would receive a branded gift. Judi Oltmans will coordinate an email to solicit volunteers to develop this program.



Unitarian Universalist Fellowship of Gainesville

4. Quick Updates and Decisions

- **Fundraiser Policy:** A second draft of the fundraiser policy was reviewed. This policy aims to clarify who is accountable for funds and who secures support from the organizing group.
- **Political Petitioning and "Gray Zone" Activity:** The Council **reaffirmed its decision to prohibit political candidate petitioning** after services. However, a question arose regarding "gray zone" political activity, such as handing out political postcards. The Council agreed to dedicate a 10- to 15-minute discussion at the next meeting to develop a statement on this type of activity.
 - The Communications Committee will review the Community Matters listserv policy, which currently allows political messages, and may suggest adding a disclaimer that messages do not necessarily reflect the views of the Fellowship.
- **Window Room Welcoming:** A concern was raised regarding the lack of oversight and poor air circulation in the Window Room ("Cry Room"). It was agreed that parents who use the room should be consulted on its needs. Debra Neill-Mareci will help with touch-up painting, and **all committees are invited to look in the room** to suggest or make improvements to enhance its welcoming atmosphere.
- **Board Town Hall:** The Board is planning a congregational Town Hall for **Nov. 16** (after service) that will primarily focus on the gender signs discussion.
- **Winterfest:** The Dec. 6 Winterfest event is currently scheduled for the same time as the Gainesville Christmas Parade. Updates on committee participation are pending.

5. Discussion: Volunteer Sustainability

The discussion focused on the central question of what the rule to put **"People Over Programs"** means for deciding if a struggling program should continue.

- **Non-Functioning Committees:** The Council discussed solutions for committees that have many task-based volunteers but lack consistent leadership (e.g., Facilities).
 - **Solutions Proposed:** Ideas included breaking the work of a large committee into smaller, focused working groups, or using a **listserv** to engage volunteers for task-specific work, which was agreed upon for the Facilities work.



Unitarian Universalist Fellowship of Gainesville

- **Ongoing Concern:** The question remains how to manage budgets and ensure representation at the Fellowship Council for a group without a formal, singular coordinator.
- **Front Signage:** Tom Mareci raised a concern that the Fellowship's front sign is small and lacks a strong message to the community. The Communications Committee will begin assessing signage needs.
- **CPR Training:** An update was given for the CPR event on **Nov. 15** (\$40 per person).

6. Action Items, Next Steps, and Wrap Up

- **Action Items:**
 - **Kristin Stevens** will send an email inviting volunteers to help develop the Newcomer Punchcard program.
 - **Judi Oltmans** will send out the UU World article on welcoming new members.
 - **Debra Neill-Mareci** will start a **listserv for Facilities** volunteers.
 - **All Committees** are asked to look at the Window Room and suggest/implement ways to make it more welcoming.
 - **The Communications Committee** will begin assessing the front sign.
- **Next Meeting:** The next meeting is scheduled for Monday, **Nov. 24**. The focus will be on follow-up on new volunteer sustainability practices, including the aspects not reached in tonight's discussion (strategies for saying "no" and the appreciation program).
- **Process Feedback:** Erin Parish noted that the meeting had good ideas and discussions.

The meeting adjourned at **8:35 p.m.**



Unitarian Universalist Fellowship of Gainesville

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

Membership Numbers

Since the October 8 Governing Board meeting, and per recommendations to the Governing Board from a membership review committee comprised of Judith Kendall, Elizabeth Stewart, Harry Mangle and myself, we removed Sarah Houseman, Carol Mathews, Chris Vulpe and Abigail Wilson from membership. We currently have 163 members.

We have 25 supporting friends listed in our database.

Sunday Service Attendance

Sundays, October 2025 –

- Average in person attendance for four Sundays: 106
- Average YouTube visits for four Sundays: 45
- Total average participation for five Sundays with YouTube, OWL and in person numbers: 164
- Current YouTube subscribers: 431

Date	YouTube	In-Person Attendance	OWL	Total
10/5/2025	39	107	21	
10/12/2025	49	112	21	
10/19/2025	55	77	10	
10/26/2025	37	127		

Sundays, October 2024 –

- Average in person attendance for four Sundays: 81
- Average YouTube visits for three Sundays (due to technical difficulties, we didn't broadcast our October 20 service): 65
- Total average participation for four Sundays with both YouTube and in person numbers: 155
- Current YouTube subscribers: 356

Date	YouTube	In-Person Attendance	Total
N/A10/6/2024	72	78	150
10/13/2024	68	67 (adults)	135
10/20/2024	N/A	68 (adults)	68
10/27/2024	55	110	180



Unitarian Universalist Fellowship of Gainesville

UUFG Office Notes

Rentals

Renters in October included Gainesville Bridge Club and Joy of the Lord Outreach Ministries. , Gainesville Secular Science and Paynes Prairie Chapter of the Florida Native Plant Society, Chair Yoga and Life Line Screenings. I spoke with Pastor Diane Jackson of Joy of the Lord recently – they made a good faith payment for their October invoice, but they are carrying a balance into November. I believe they are having cash-flow issues, not only for their church but also in their personal finances. My understanding from Pastor Diane is that their main home, which sustained major damage about a year ago from a hurricane, has still not been repaired, and indeed has sustained additional damage from mold growing throughout the structure. They have been living in a home in Capri sub-division, financed through FEMA. However, that financial support may end in February 2026, and their main home is not anywhere near habitable.

Safety

Welcome/ Campus Use Signs

Per recommendation from Tom Mareci, the Safety Team has asked that Welcome/Campus Usage signs be placed on the Communication Committee's agenda for their meeting on November 8. I submitted a report to the Committee on the Safety Team's behalf. One issue is posting smaller signs at the entrance to the courtyard and breezeway entrances. The second issue is posting a larger sign off of the parking loop. (Please note that Gainesville City sign regulations may apply as per my comments in Communications below. If I understand the code correctly, we may only be able to post signs that are a maximum size of six square feet.)

Safety Training

We are scheduled to have AED & CPR training and certification at UUFG on Saturday, November 15 at 9 am. The Safety Team has invited committees to send members to the certification training. Thus far, the LDC is sending several members. No other committees have thus far identified participants, but several of our childcare staff will attend. We currently expect about a dozen participants.

Mailings & Communications

Front Signs

Our *permanent front sign* is unassuming and easy for drivers on 34th Street to miss. I have asked the Communication Committee to put the main sign on their agenda for their coming meeting.

My report to the Communications Committee includes information about our current sign. My hope is that the Communications Committee will consider initiating a process to explore replacing our current sign with a new one that provides better visual impact for passersby.

However, I spoke today with someone in the code enforcement office who provided a sobering interpretation of the relevant municipal code (City of Gainesville Code of Ordinances, Chapter 30, Section 9).

According to the code enforcement rep, we are in a "single family" zoning area, so sign regulations are such as apply to "residential property" instead of "nonresidential property."

The Code of Ordinances suggests that because of our zoning, our permanent sign may only be a maximum of 24 square feet, which is essentially the functional size of our current sign (4.5' x 5.25' is 23.6 square feet).



Unitarian Universalist Fellowship of Gainesville

My report to the Communications Committee also mentions *banner signs* as a means to augment our permanent sign.

According to code, if we were a “nonresidential property,” then we would be allowed four temporary banner signs, each up to 32 square feet in size, posted for up to 180 days. Sadly, because of our zoning, our signage is apparently defined as for a “single family residential property.” If true, then we are only allowed a sign up to six square feet in size – probably irrelevant for our purposes.

SMS / Texting Communications

James has successfully used MailChimp to manage texts to Youth and Parents. We are ready to take the next step and consider expanding the use of text messaging with the larger Congregation. I have asked the Communication Committee to put Texting on the agenda for their upcoming meeting.

Internet & Wi-Fi

Increasing our bandwidth and wi-fi capability is currently on hold.

Miscellaneous Communication

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

Anniversary Letters

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

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. I have spoken to Debra Neill-Mareci, who has “put out some feelers” to find a new bookkeeper. The board may consider if we need to bring in an outside bookkeeper, or train a member to complete the various bookkeeping tasks.

Finance Committee

I participated in the Finance Committee's October Zoom meeting and prepared the Treasurer's report to the Board. I have updated our Church Windows database to incorporate the new budget; however, the board will not see the new budget reflected in the September Treasurer's report. The budget will be reflected in the October Treasurer's report.

Miscellaneous

I sent out first quarter donation statements to members.

Per new requirements from the UUA Benefits Office, I have set up Roth IRA line items in our Church Windows accounting system. Employees will be able to contribute to Roth IRAs managed through Empower starting in January.



Unitarian Universalist Fellowship of Gainesville

Insurance

We still need to thoroughly review our insurance policies and perhaps meet with Connie Farmer, our agent, to answer any questions.

We completed a mandatory inspection by Tower Hill, our new insurance provider. Overall, we did quite well. However, our water heaters date back to 1996, and the inspector identified the two that he looked at rusted and in need of professional inspection by a plumber – and perhaps replacement. He looked at the heaters in the NW mechanical room and the choir room closet. He did not look at the heater lodged in the ceiling space over Classroom 7 (Youth Room), but that heater is likely also due for inspection and perhaps replacement. We have until December 1 to complete the work.

Facilities

Tree Work

A Sky-Frog completed a variety of tasks on October 8, cutting back a fallen oak near NW 34th Street, trimming the parking lot canopy, etc.

Sprinkler System

We had leak in a pipe over the Window Room. This pipe was part of our wet sprinkler system. Gator Fire Extinguisher repaired the leak on October 8 (a busy day).

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.



RE Report – October 2025

Submitted by James Chase

November 1, 2025

Items to Review

1) Requesting increased RE Budget

- Increased attendance and activity has resulted in significantly higher need for snacks and general supplies. I am requesting an increase of \$1,000 for this year for the RE Program
 - This request will be reviewed by the Finance Committee, who will communicate their recommendation to the Board.
- Proposed List of possible Sermon/Discussion Topics
 - Community, UU Foundations (What it means to be UU), Structure, Safety, Mission, Vision, Covenant, Right Relations

Enrollment Numbers

- **Age 0–9:** 17 enrolled
- **Jr Youth** 14 enrolled
- **Age 12–18:** 18 enrolled

Essential Functions Report

1. Develop and Implement Lifespan Curricula

Current Work

- **Snack & Storytime (ages 2–11)** continues weekly, combining ritual, JETPIG values, story, and snack in a sustainable one-room model.
- **OWL (Ages 9–14)** remains active; 4-6 complete, and 7–9 levels nearing completion. Facilitators and families report strong engagement.
- **Youth Group (18 enrolled)** continues biweekly meetings, including a **lock-in earlier this month** and participation in **Halloween and Pride events**.
 - The **Youth Group Lock-in** was a success, with 11 youth participants, and 5 advisor volunteers at different points.
 - The **Haunted Youth Group Room walk-through** fundraiser was a success, with good turnout and positive feedback. We had 7 youth in attendance, and 2 new youth guests.



- We had one incident at this event that resulted in a call to Florida DCF - There will be an incident report being filed through the UUFG office.
- LUUMEN will review this incident at the next meeting, to evaluate our supervision policies.
- Planning continues for the **January 2026 youth group division** into Jr. Youth (10–13) and Sr. Youth (14–18).
- Kristin Flamand is holding a 4 week Freedom of Speech class for the Junior Youth starting in November.

Plan / Next Steps

Continue steady youth programming, continue to process and orient volunteers, support OWL facilitators, and work with LUUMEN to finalize structural shifts into Jr./Sr. Youth divisions for January.

2. Collaborate on All-Ages Worship

Current Work

- Presented or prepared and coordinated volunteer for **Moments for All Ages every Sunday**
- **Oct. 26 Was a fully intergenerational Halloween service**, featuring in service trick-or-treating, costume making, and storytelling around “Things That Scare Us.”
- Partnered with **CUUPS** for readings after service.
- Encouraged children and youth participation in worship and hospitality roles.

Plan / Next Steps

Continue weekly Moments; begin training additional presenters to model sustainability and shared leadership.

3. Coordinate Educational Events

Current Work

- Working with the Safety Team on coordinating a community CPR/AED training on November 15th
- Supported and collaborated with **CUUPS** on Oct 26th Service and Readings
- Worked with Social Justice and Young Adults on **Pride booth preparation**.
- Finalized **Winterfest plans** with Fellowship Council endorsement, and board approval.
 - The planning team is moving into weekly meetings to finalize details and fully prepare



Plan / Next Steps

Implement Winterfest logistics and finalize volunteer groups. Integrate safety learnings into congregational training culture.

4. Provide Leadership for Adult Religious Education

Current Work

- Adult RE remains informal through **Faith Groups (Fiber Arts, CUUPS)**
- Professional development through **Leadership Training in Boston (Oct. 20–24)** contributed new insights for congregational systems and board collaboration.
- Board approved Sermon/Discussion plans as a stand in for formal adult RE this year.
- Participating with Worship to bring meaningful Moments for All Ages in worship.

Plan / Next Steps

Begin planning for **bimonthly sermon/discussion series** on congregational identity, UU theology, and safety. This will begin with November 16 Trans Day of Remembrance service.

5. Manage RE Staff and Volunteers

Current Work

- Continued **volunteer recruitment and onboarding** under the new **Code of Conduct & Ethics**
 - 6 Ethics Forms completed
- Working with updated **volunteer/facilitator calendars**.
Regular supervision of childcare staff and weekly OWL facilitator check-ins.

Plan / Next Steps

Begin full onboarding process once ethics code is approved; expand volunteer tiers for sustainability.

This month I need to recruit more members for LUUMEN - participation from this team has died down some.

6. Ensure Safe and Healthy Environment

Current Work

- Childcare staff completed online safety modules.
- Mandated Reporter guide distributed and posted in classrooms.
- Serving on the Safety Team to integrate learning and strengthen protocols.



Plan / Next Steps

Continue to support Safety Team implementation; send several volunteers to be trained to be CPR/AED certified - If invited, I will participate in Safety-focused worship service.

7. Administer RE Resources and Budget

Current Work

- Maintaining organized tracking for all RE program budgets.
- Managed Halloween supplies and donations efficiently through existing funds.
- Coordinating **Winterfest budget** with Fellowship Council.
- Finished Tee-shirt Fundraiser with Dragonfly Printing

Plan / Next Steps

Maintain a balanced budget; explore small fundraisers for program enhancements. Requesting an increase to our current RE budget, as our program has exceeded previous years activity.



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: Nov. 12, 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.



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.



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.



Unitarian Universalist Fellowship of Gainesville

Unitarian Universalist Fellowship of Gainesville

Attachment 8

4225 NW 34th Street, Gainesville, FL 32608 | 352-377-1669 | uuoffice@uufg.org

[Current Date]

Dear [Employee Name],

The Governing Board is pleased to confirm your employment status and terms with the Congregation. This letter formalizes the terms of your **[new role, promotion, lateral move, or modification to your duties and/or compensation]** as **[Job Title]**. Your continued dedication to the Congregation and your work is deeply appreciated and central to our success.

At the recent Governing Board meeting on **[Date of Board Meeting]**, the Board set the following terms, effective **[Start Date/Effective Date]**:

I. Position and Compensation

Role/Action: [Specify: New Hire, Promotion, Lateral Move, or Compensation/Duty Change]

Position Title: [Job Title]

Supervisor: [Supervisor Name and/or Title]

Base Annual Salary / Hourly Rate: [Salary Amount] per year / [Hourly Rate] per hour

FTE Status (if salaried): [FTE %] FTE, equivalent to [Hours] hours per week

Job Description: The [Job Title] Job Description is attached to this letter and outlines your essential functions and core competencies.

Governing Document: The terms of this Employment Agreement are governed by the UUFG Personnel Manual. In the event of a discrepancy between this agreement and the Personnel Manual, the Personnel Manual will take precedence

II. Key Benefits (If Applicable)

Your key benefits for the upcoming period include:

- **Professional Expenses:** A budget of **[Amount]** (**[Contribution %]** of your salary) is allocated for your professional expenses, for which you can seek reimbursement.
- **Health Insurance (FTE):** The Congregation will pay up to **[Coverage %]** of your health insurance premiums. Given your **[FTE %]** status, this is prorated to **[Prorated Coverage %]** of the premium. You will be responsible for your required contributions, made through payroll deduction. Should you have health insurance through another qualified group plan, the congregation will reimburse the incremental cost of your coverage up to the value of the health benefit you qualify for.
- **Other Health-Related Benefits:** You are eligible to enroll in life, dental, and long-term disability insurance through the Unitarian Universalist Association sponsored plans. Premiums for this coverage will be your responsibility.



Unitarian Universalist Fellowship of Gainesville

Attachment 8

- **Retirement:** A direct payment of **[Amount]** (**[Contribution %]** of your salary) will be contributed to your retirement plan on your behalf.
- **Vacation:** With **[# of years employed]** years of service, you are in the vacation accrual tier where a full-time employee earns **[#hours allotted for vacation]** hours per year. Based on your **[FTE %]** status, your prorated vacation time for the year is **[Prorated Hours]** (**[FTE %]** x **[#hours allotted for vacation]** hours).

We are so very grateful for all you do for the Congregation and for being a valued member of our staff and community.

III. Affirmation of Acceptance and Policy Compliance

By signing below, the Employee and the Governing Board President affirm their acceptance of the role, terms, compensation, and duties outlined in this Offer and Terms Confirmation Letter, including the attached Job Description.

Employee Affirmation

I acknowledge that I have read, understood, and accept the specific terms of this Offer and Terms Confirmation Letter. I further affirm that I have received a copy of the Personnel Manual (**dated June 24, 2025, or latest version**) and Policies and Procedures Manual (**dated August 2025, or latest version**) and agree to read them and comply with all policies and procedures contained within them.

Employee Signature: _____

Employee Name (Print): _____

Date: _____

Governing Board Affirmation

On behalf of the Governing Board, I affirm the terms of this letter.

Governing Board President Signature: _____

Governing Board President (Print): _____

Date: _____

Attachment: [Job Title] Job Description



Policies and Procedures Working Group for November

Since the last regular Board meeting, the Working Group met Oct. 18 and Nov. 1. Based on feedback from the Board, we are withdrawing the revision to the Personnel Manual for consideration. Instead, any language about the authority of the personnel manual over an employee agreement will be included as needed in offer letters presented to employees when hired, promoted, or undergoing any other change in job duties or compensation.

We are also in the process of a major revision of our safety and security policies (currently GOV 7.1, 7.2, 7.3, 11. 12, and REP-6) into a more comprehensive set of policies and accompanying Safety and Security Manual. Additionally, we have preliminarily discussed the potential need for an Alcohol policy.

1. Add to Consent agenda for Third Reading:

- a. Approve **GOV-6 Lay Chaplains**, previously AMP-4 Lay Chaplains (Attachment: **2025-11-12-3rd-reading-draft-GOV-6-Lay-Chaplains.pdf**) – single word change at end of #3, principles to guidelines.

2. 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. **GOV-15 Acceptance of Gifts**, previously GOV-15 Gifts Policy (Attachment: **2025-11-12-2nd-reading Acceptance of Gifts.pdf**) – no changes from last month.
- b. **FAP-4 Fundraising Approval and Reporting**, previously FAP-4 Policy on Ad Hoc Fundraising (Attachment: **2025-11-12-2nd-reading-draft-FAP-4-Fundraising.pdf**) – moved 2nd policy statement into fundraiser exemptions section, changed ongoing fundraisers to need annual review, added incidental donations for some donation jars (others still require fundraiser form), explicitly state money handling requirements, simplified fundraising request form requirements, shifted responsibility for researching permit requirements to proposer. There is a online, mobile-friendly test form at <https://forms.gle/TDx6bHXubHDChvJE8>.
- c. Remove **GOV-14 Governing Authority** – items 1-3 are in other policies; 4 in Personnel Manual already; and 5 will be in employee agreements.



- d. Remove **AMP-4 Singles Group** – covered by REP-6 Children and Youth Safety Policy.
 - e. Remove **UU Connections Charter** – non-existent and not really a committee; unnecessary.
3. **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-8 Public Congregational Statements**, previously COP-3 Public Actions Taken in the Name of UUFG (Attachment: **2025-11-12-1st-reading-draft-GOV-8 Public Congregational Statements.pdf**)
 - b. Remove **COP-4 UUFG Sponsorship of Outside Events** – added into revised GOV-8 above in definition of public action.
 - c. Remove **COP-5 Policy Regarding Applications for non-UUFG Grants** – already covered in the Bylaws, 8.2 Execution of Instruments.
4. **Other:**
- a. Proposed draft Letter of Appointment for Lay Chaplains (Attachment: **2025-11-12-Letter of Appointment Lay Chaplain and Elder of the Congregation.pdf**)
 - b. Proposed revision to Bylaws (for Annual Meeting) per GOV-8 proposal)
5. **Action Items to be delegated:**
- a. Inform congregation about Lay Chaplain option
 - b. Inform LDC about need to move forward with screening process
 - c. Plan ahead for commissioning ceremony for future Lay Chaplains

Respectfully submitted,
Kristin Stevens



GOV-6 Lay Chaplains

Initial Approval: April 15, 2010

Latest Revision: Nov. 12, 2025 (3rd reading draft)

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 up to four 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.



- 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 guidelines:
- 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. **Term of Service:** The lay chaplaincy term will be three years, and may be renewed by the Minister or Board.
 - f. **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.



GOV-15 Acceptance of Gifts

Annual Review: Governing Board

Initial Approval: Feb. 15, 2017

Latest Revision: Nov. 12, 2025 (2ndt 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.



FAP-4 Fundraising Approval and Reporting

Annual Review: Governing Board, with substantive changes by the Finance Committee
Initial Approval: Feb. 8, 2005
Latest Revision: Nov. 12, 2025 (2nd Reading draft)

Purpose

Fundraising activities are essential to the Fellowship's financial health and community building. This policy sets a clear process for approving all fundraising activity, from large, budgeted efforts, such as the service auction and yard sale, to smaller, unplanned (ad hoc) activities.

Policy

All fundraising activities must be reviewed and approved by the Governing Board to ensure mission alignment and prevent undue burden on the community. Undue burden may include proximity to other major events, competition for volunteers, or excessive use of physical space.

Procedure

1. **Approval Process:** All proposals must be sponsored by an individual or a standing committee and submitted via the **Fundraising Request Form** to the Board 45-60 days in advance for approval.
2. **Fundraisers for an Outside Cause:** Requests to raise money for an external cause must be sponsored by the committee whose subject area most closely relates to the cause. The Board will determine appropriateness and may require a sharing of proceeds with the Fellowship (to cover administrative/facility costs or to contribute to the general mission).
3. **Repeated or Ongoing Fundraisers:** Any repeated or ongoing fundraising activity must be reviewed and approved by the Board annually.
4. **Fundraiser Exemptions:**
 - a. **Share the Plate:** The monthly "Share the Plate" offering is managed by the Social Justice Committee and is exempt from this policy.
 - b. **Incidental Donations:** A donation jar for a specific, Fellowship-related purpose (e.g. refreshments, to run a specific group) is exempt, provided it is displayed only within its regular meeting space, and is **not** advertised to the general public or placed in a high-traffic area.
 - c. **Covering Costs:** Events that only collect money to cover their own expenses are not considered fundraisers and are exempt. If any portion is intended to be a profit or a donation, it must be submitted for approval as a fundraiser.
5. **General Restrictions:**
 - a. Individuals **cannot** raise funds for their own personal benefit, such as travel or training expenses.



- b. Fundraising activities **may not** be held before the Sunday service.

6. Financial and Reporting Procedures:

- a. **Post-Event Reporting:** The planning group must submit a final financial report to the Treasurer within two weeks of the event. This report must include all receipts and an accounting of all money collected.
- b. **Money Handling:** All money collections and fundraising events must follow proper money handling procedures (see FAP-2 and FAP-3). This includes events exempted from approvals.

7. **Fundraising Request Form:** All funding requests must include contact person and sponsoring committee, fundraiser details, financial plan, information for third-party proceeds, and acknowledgement of applicable UUFG policies.

8. Public Solicitation and Legal Compliance

- a. **Solicitation:** Only Board-approved fundraisers can use the UUFG membership list. Email solicitation is limited to those who have given us permission to communicate with them. Any personal information gathered for fundraising purposes will not be sold or distributed.
- b. **Public Benefit:** Any activity that advertises to or asks the non-Fellowship community for money 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 Compliance:** The Fundraising Proposer must research and get all necessary local permits, if required. Final determination and responsibility for legal compliance rests with the Board.



Fundraising Request Form:

Section 1: Contact and Sponsoring Information

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

Section 2: Event Details

- **Fundraiser Name:** *(Short answer text)*
- **Event Purpose and Description:** *(Long answer text)*
- **Beneficiary (Who receives the money?):** *(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)*
- **Event Frequency:** *(Multiple choice)*
 - Single Event
 - Ongoing Activity
 - Repeated Event (e.g. Annually, Monthly)
- **Resource Needs for Ongoing or Repeated Events:** Detail any recurring needs that will impact the Fellowship's space or staff (e.g., storage, weekly room booking). *(Long answer text)*

Section 3: Financial Plan

- **Fund Collection Method:**
 - Ticket Sales/Set Prices
 - Free Will Donations Only
 - Mix of Both
- **Projected Income and Expense Breakdown (FAP-4, 7.d.):** Provide a detailed budget, listing estimated income sources (e.g., ticket sales, donations) and all projected expenses (e.g., supplies, speaker fees). You may attach a spreadsheet for detailed budgeting if preferred. *(Long answer text - ask for a breakdown of projected income and expenses)*
- **Target Financial Goal (\$):** *(Number field)*
- **Total Projected Expenses (\$):** *(Number field)*
 - **Note:** If the event involves only a donation jar and no expenses, enter \$0
- **How will anticipated expenses be covered?** Describe if an advance from the Fellowship is required, if you will seek reimbursement, or if funds are already on hand. *(Long answer text)*
- **Third-Party Proceeds (FAP-4, 7.e.):** 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 Approval:** I confirm that this proposal is officially sponsored and endorsed by the committee/individual names in Section 1. *(Checkbox)*
- **UUFG Policy Compliance (FAP-4, 7.f.):** I understand and agree to comply with all applicable UUFG policies, including FAP-2 and FAP-3 (Money Handling). *(Checkbox)*



Unitarian Universalist Fellowship of Gainesville

Attachment 9

- **Legal Compliance:** I have researched whether the local permits or licenses are required, and agree to secure them before the event if approved. *(Checkbox)*
- **Undue Burden Review:** I have checked the Fellowship calendar and confirm this event does not create undue burden or significant conflict with other scheduled events. *(Checkbox)*



GOV-8 Public Congregational Statements

Annual Review: Governing Board

Initial Approval: March 18, 2007

Latest Revision: Nov. 12, 2025 (1st reading draft)

Purpose

The purpose of this policy is to establish clear, consistent, and democratic procedures to take public action in the name of the entire congregation. The intent is to ensure that any public stance reflects a broad, strong consensus of its members, while providing a defined process for timely action on urgent issues already aligned with Fellowship values.

Policy

Any statement or action considered a **public action** taken **in the name of UUFG** on an issue or topic not having **prior approval** must be presented to and approved by the congregation at a special meeting.

- **Public Action:** A verbal or written statement made by an individual or group on behalf of the congregation (e.g., letters to the editor, media interviews, official social media posts) or support of an outside event.
- **"In the name of UUFG":** An action or statement that carries the name of UUFG without a specific modifier that attributes the statement to a smaller body (e.g., "*The Social Justice Council of UUFG endorses...*"). Ministers or committees are exempt when making statements clearly identified as representing only their official capacity or group.

The Governing Board (Board), in consultation with the Minister, determines an issue or topic has **prior approval** and is exempt from the congregational vote requirement if it:

- Clearly aligns with a A UUA Statement of Conscience or other UUA-supported issue,
- Has been a clear focus of the UUFG Social Justice Council (SJC), or
- Is unequivocally in line with UU values and principles.

This option is for rapid response only and should not be used to avoid a congregational vote.

Procedures

1. **Consultation with Social Justice Council (SJC):** A member of UUFG (the Proposer) who desires to obtain Fellowship sponsorship for a public action must first submit the full proposal (including the draft resolution, pros/cons, and rationale) to the SJC. The SJC will review the proposal, offer feedback, and may formally recommend it to the Board.
2. **Board Presentation:** Following consultation with the SJC, the Proposer (or SJC Chair, if sponsored) must request and obtain time on the Board's agenda to present the proposal for review.



3. **Board Vote to Call Meeting:** The Board will discuss the proposal and vote on whether to call a special congregational meeting to consider the public action. A simple majority vote of the Board members present is required to call a special congregational meeting.
4. **Statements Approved by Congregation:** If the statement is approved at a special congregational meeting, the Board Secretary shall be responsible for permanently archiving the final text of the statement and the motion of record that authorized its approval (including the date and final vote count) within the Congregational Motions section of the Governance Manual.

Corresponding Bylaws revision to be considered at Annual Meeting:

In Article VI, section 6.7:

Add row to table:

Question	Quorum	Minimum Favorable Vote	Absentee Voting
Bylaws Change	1/5	2/3	No
Articles of Incorporation Change	1/5	2/3	No
Suspension of Rules of Order	1/5	2/3	No
Public Congregational Statement	1/3	4/5	Yes?
Calling a Minister	1/2	9/10	No
Dismissing a Minister	1/2	3/4	No
Real Estate Purchase/Sale	1/2	4/5	No
Organizational Dissolution	1/2	9/10	No



Unitarian Universalist
Fellowship of Gainesville

Attachment 9



Unitarian Universalist
Fellowship of Gainesville

4225 NW 34th Street, Gainesville, FL 32608 | 352-377-1669 | uuoffice@uufg.org

Letter of Appointment: Lay Chaplain and Elder of the Congregation

Date: [Date of Issuance - e.g., November 1, 2025]

Dear [Lay Chaplain's Full Name],

It is with deep gratitude and recognition of your spiritual commitment and completion of the required experience that the Governing Board of the UUFG formally commissions you as a **Lay Chaplain** of this congregation.

This appointment is made in accordance with UUFG Policy **GOV-6: Lay Chaplains**.

Term of Service: Your initial term is **three (3) years**, effective [Start Date of Term, e.g., November 1, 2025]. The term may be renewed by the Minister or Governing Board.

Our Trust in Your Ministry:

This commissioning affirms the covenant you share with our community to represent Unitarian Universalism with spiritual depth and professionalism. Your role authorizes you to extend the ministry of this Fellowship by performing Unitarian Universalist Rites of Passage (RP) — including weddings, child dedications, and memorial services — for members and the wider community.

Legal Authorization:

In alignment with our congregational polity and Florida law, this commission also designates you with the legal title of **Elder of the Congregation**. This designation officially confers upon you the legal authority to solemnize marriages within the State of Florida (Florida Statute 741.07).

As part of your professional conduct, you are required to adhere to the Safe Congregations policy and maintain strict confidentiality.

This signed Letter of Appointment confirms your standing and authority to perform these sacred and legal duties.

We look forward to honoring your commitment at your public commissioning ritual. May your service be a blessing to all you touch.

In faith and service,

Signature

[Name of Governing Board President]
President, UUFG Governing Board

Signature

[Name of Minister]
Minister, UUFG

CC: UUFG Official Records



Thomas Mareci <thmareci@gmail.com>

Re: Facilities budget

1 message

admin@uufg.org <admin@uufg.org>

Wed, Nov 5, 2025 at 11:04 AM

To: Thomas Mareci <thmareci@gmail.com>

Cc: Marilyn Roberts <mrobertsrn@gmail.com>, Karen Anderson <kayanderson59@gmail.com>

Tom,

I am copying Marilyn and Kay here, because they are so active in maintaining our campus, and may have insights into upcoming facilities costs to help us come up with a reasonable estimate.

At this point, we are a third of the way through our fiscal year, and have spent \$6922 out of a budgeted \$9500, **leaving \$2578 to last from November through June**. If we were to extrapolate from this amount and continue spending at this rate, we would need to add \$11,266.

But of course our expenditures are skewed by SkyFrog's \$4600 worth of tree work. Absent that one expense, we would have spent \$2322 through October, which is a little under budget.

Here are the main areas where I think we may want to spend out of the facilities line item:

1. Professional carpet cleaning of Sanctuary and Office: estimate \$800
2. Repair or replace the three hot water heaters per Tower Hill insurance. I recommend that we should replace them all because they are all almost 30 years old, and then we don't have to worry about them for another 30 years or so. I called Quality Plumbing for an estimate this morning. They charge \$1440 to install a new 30 gallon water heater (they use Bradford White heaters). The 15 gallon heater may price out a little differently, because they would have to order that. The heater over the ceiling in CR 7 would cost an extra \$160, because they would need a second person on that job. So replacing the three total, if we went with Quality Plumbing, would be \$4480. No doubt we can do better than that if we shop around, but it is a starting point.
3. Strip and wax of Phillips Social Hall and Choir Room floors, with deep clean of Fellowship Hall restroom floors: \$1400.
4. Air Handler servicing (performed twice per year): \$850

Those four jobs total \$7530. Since we still have eight months left in this fiscal year, I would recommend adding something on the order at least \$7000, so we have sufficient money in facilities to deal with other issues than may arrive

Marilyn and Kay, do you have any other facilities-related projects in mind for this fiscal year?

Thanks,
Cam



Unitarian Universalist Fellowship of Gainesville

Attachment 11

Unitarian Universalist Fellowship of Gainesville Foundation Grant Proposal Application

Date October 27, 2025Amount requested \$1789.21

Title of Proposed Project __Replacement drinking fountain in sanctuary lobby.

Home Program Committee_____Facilities_____

Project Coordinator _____Marilyn Roberts_____Phone 352-284-3819
Email _____mrobertsrn@gmail.com_____

Brief proposal description

For several years the drinking fountain near the restrooms in the sanctuary has not had a functional "chiller". In addition, the water pressure has been very low, resulting in a sub optimal experience for our members and guests. Repairs on the old fountain were considered too much for the age of the equipment.

During the recent replacement of the damaged outdoor fountain it came to my attention that a bottle filling feature was also desirable. It was not added at that time due to cost issues.

I request your consideration of the Elkay fountain for installation in the lobby where the old fountain is located.

Project Details:

Zurn Elkay LZS8WSSLK ezH20 8 GPH Stainless Steel Hands Free Filtered Bottle filling station with drinking fountain, chilled

Project costs:

Equipment.....	\$1375.99
Delivery.....	213.21
Installation.....	200.00 (approx.)
Total.....	\$1789.20

Start Date: __November 2025__

Completion Date: __One day installation__

How does this proposal contribute to the mission and long-range plans of UUFG?

The new equipment will contribute to the welcoming and comfortable experience we hope members and guests will have.



Fundraising Request Form:

Section 1: Contact and Sponsoring Information

Saved to this PC **Inner(s) Name(s):** *Mary Bahr & Erin Parish*

- **Sponsoring Committee:** *Social Justice*
- **Contact Information:** *erinuu603@gmail.com*

Section 2: Event Details

- **Fundraiser Name:** *Earth One Conservation (parrot conservation)*
- **Event Purpose and Description:** *Information on parrot conservation in Central America.*
- **Beneficiary (Who receives the money?):**
 - The UUFG Fellowship
 - Earth One Conservation
- **Proposed Dates and Times:** *January 9, 2026. 7pm-9pm*
- **Event Frequency:**
 - Single Event
- **Resource Needs for Ongoing or Repeated Events:** *Will need Sanctuary, Social Hall and tech person.*

Section 3: Financial Plan

- **Fund Collection Method:**
 - Free Will Donations Only
 - Mix of both (book sales)
- **Projected Income and Expense Breakdown (FAP-4, 7.d.):** *No expenses, no estimated income*
- **Target Financial Goal (\$):** *none*
- **Total Projected Expenses (\$):**
 - \$0



- **How will anticipated expenses be covered?** Not needed
- **Third-Party Proceeds (FAP-4, 7.e.):** Will a third party receive any proceeds?
 - Yes, non-profit Earth One Conservation. Have no estimate.

Section 4: Acknowledgment and Compliance

- **Sponsor Approval:** I confirm that this proposal is officially sponsored and endorsed by the committee/individual names in Section 1. x
- **UUFG Policy Compliance (FAP-4, 7.f.):** I understand and agree to comply with all applicable UUFG policies, including FAP-2 and FAP-3 (Money Handling). x
- **Legal Compliance:** I have researched whether the local permits or licenses are required, and agree to secure them before the event if approved. x
- **Undue Burden Review:** I have checked the Fellowship calendar and confirm this event does not create undue burden or significant conflict with other scheduled events. x



Title: *Who We Say We Are*

Transgender Day of Remembrance

Speaker: James Chase

Date: November 16, 2025

Overview:

This sermon reframes Transgender Day of Remembrance beyond ritual mourning by inviting the congregation into a deeper exploration of authenticity - both personal and congregational. While the sermon includes reflections on the lived experience of being transgender, including the impacts of living inauthenticity and the importance of supportive community, its primary focus is on the congregation's own growth, identity, and alignment with its stated values.

Core Themes:

- **Authenticity & Integrity:** The sermon examines the gap between who we say we are (e.g., welcoming, inclusive, justice-oriented) and how we actually show up in practice.
- **Congregational Identity:** As UUFG enters program-size church growth, we are invited to discern what is truly ours to do, and where we want to place our communal energy and focus.
- **The Cost and Necessity of Change:** Like individuals, congregations face “closets” of inauthenticity; choosing to live into one’s real identity can be uncomfortable but is essential for sustainability and growth.
- **The Role of Support & Inclusion:** Includes accurate, research-based information on the mental health outcomes for transgender youth and the life-saving impact of supportive adults and inclusive environments.
- **Visioning Forward:** Emphasizes the possibilities ahead—expanded programming, deeper community life, justice work, multigenerational engagement—if we clarify who we are and commit to living that identity fully.

Tone & Approach:

The message is serious and grounded, with moments of levity. It is pastoral, invitational rather than accusatory, and encourages reflection without prescribing a single “correct”



identity for the congregation. The sermon acknowledges tensions while framing them as normal developmental signs of a community in transition.

Purpose of the Follow-Up Discussion:

After the service, there will be a Congregational Town-Hall/Discussion, the first in a six-part series that will explore:

- Congregational identity and direction
- What we want to invest in, and what we are ready to let go of
- Practical discernment around issues such as bathroom signage, inclusivity practices, community priorities, and emerging ministries

The goal is to gather honest, broad-based congregational feedback to support ongoing identity formation and to help the Board, staff, and congregation discern a clear, authentic path forward.

Summary:

This sermon is a launch point for a year-long congregational discernment process. It aligns with UUFG's commitments to inclusion, spiritual growth, and democratic decision-making, and provides a theologically grounded framework for discussing both transgender inclusion on TDOR *and* broader congregational identity work.

Possible discussion questions:

1. What parts of UUFG feel the most authentic and life-giving to you right now?
2. Where do you notice a gap between who we say we are and how we actually live our values?
3. What dreams do you have for what UUFG could become in the next five years?
What areas of our congregation feel under-supported or out of alignment with who we're becoming?
4. What ministries, practices, or programs feel uniquely "ours" and worth investing more deeply in?
5. What helps you personally feel safe, welcomed, and grounded in this community?
6. How do you feel about our current gender-neutral bathroom signage, and which direction feels most aligned with our values and comfort as a congregation?
(Options may include: keep as-is, return to gendered signage, or maintain gender-neutral signage while exploring privacy improvements.)



Unitarian Universalist

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Attachment 13

7. What do you need from this community in order to stay engaged, invested, and willing to help shape our shared future?