



Unitarian Universalist

Fellowship of Gainesville

UUFG Governing Board Meeting Agenda
February 25, 2024 – 6:30 pm to 8:30 pm

UUFG Covenant

In our relationships to one another, we covenant to:

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

1. [6:30 pm] Gathering and Meeting Preparation	10 min
a. Welcome, Call to Order, Quorum	
b. Chalice Lighting and Reading	
c. Board Covenant: <i>Inspired by our Unitarian Universalist values and principles, together we guide our congregation and its mission and vision with transparency, gratitude, trust and respect.</i>	
d. Personal Check-In	
e. Confirm agenda and roles (timekeeper, gratitude notes, external observer)	
2. [6:40 pm] Congregational Input	10 min
3. [6:50 pm] Consent Agenda	15 min
a. Admin Report (Att. 1)	
b. Board Meeting Minutes February 12, 2025 (Att. 2)	
c. RE Report (Att. 3)	
4. [7:05 pm] Discussion, Action Items, Visioning	25 min
a. Follow-up on January's action items	
b. Finance Committee Recommendations (Att. 4)	
i. CD rollover	
ii. Piano insurance	
c. Annual Meeting Scheduling	
d. Social Justice- co-hosting <i>Breaking the Silence</i> (Att. 5)	
5. [7:30 pm] Leadership and Governance	40 min
a. Fellowship Council Charter (Att. 6)	
b. Proposed policy revisions (Att. 7)	
i. Removal of AMP-1 Friends and Other Non-members	
ii. GOV-5 Employment to replace PER-3 Hiring Authority	



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- c. Safer Congregations Proposal (Att. 8)
- d. CYREC/LUUMEN Charter Proposal (Att. 9)

6. [8:10 pm] Facilities 10 min

- a. Sanctuary fire alarm
- b. Bicycle donations

7. [8:20 pm] Wrap up 10 min

- a. Emerging Concerns
- b. Calendaring and Action Items
- c. Gratitude notes
- d. Board Process – external observer
- e. Next meeting March 24, 2025

8. [8:00] Adjournment



Unitarian Universalist Fellowship of Gainesville

To: Governing Board
 From: Cam Pierce
 Date: February 24, 2025
 RE: Monthly Congregational Admin Report to the Board

Membership Numbers

We have 155 members. Since my January report, Sheila Bishop, Laura Lough and Chris Sharp joined our Fellowship. Paul Hargrave died on February 10, 2025.

We currently have 27 supporting friends listed in our database.

Sunday Service Attendance

Sundays, January 2025 –

- Average in person attendance for four Sundays: 91
- Average YouTube visits for four Sundays: 61
- Total average participation for four Sundays with both YouTube and in person numbers: 151
- Current YouTube subscribers: 389

Date	YouTube	In-Person Attendance	Total
1/5/2025	59	123	182
1/12/2025	55	76	131
1/19/2025	75	81	156
1/26/2025	54	82	136

Sundays, January 2024 –

- Average in person attendance for four Sundays: 76
- Average YouTube visits for three Sundays: 78
- Total average participation for four Sundays: 134
- Current YouTube subscribers: 300

Date	YouTube	In-Person Attendance	Total
1/7/2024	83	70	153
1/14/2024	n/a	76	76
1/21/2024	59	72	131
1/28/2024	93	84	177

UUFG Office Notes

Rentals

Renters in January included Gainesville Bridge Club, Gainesville Secular Science, Paynes Prairie Chapter of the Florida Native Plant Society, and Joy of the Lord Outreach Ministries. I am pleased that Joy of the Lord has stayed current with its payments, and that Leah is bringing a new contract with JoL to the board for review.

Safety

On February 19, I sent a message to Robert Puzio from the uuoffice@uufg.org email address on behalf of UUFG and over Leah's name. To date, I have not received a response from him.

The Safety Team is looking into hosting possible training, and James Chase has put a hold on Fellowship space for a possible Crisis Intervention Training session at UUFG on Saturday, March 8.

Mailings & Communications

Per the board's approval last month, I have begun sending out anniversary letters from Rev. JeKaren, and listing monthly anniversaries in the Gazette.

Debra Neill-Mareci and James have been working on a new visitor postcard in Canva. With Paul Hargrave's memorial service and Tom Mareci's loss of his sister, the timeframe for the completion of the postcard has been pushed back.

Website, Social Media & Auction

As usual, I updated service and other event info on our website and Facebook page. The auction went well. I have begun entering in payment information as it comes through Stripe.

Finance

I participated in our monthly Finance Committee meeting, preparing financial reports for their review and for the board agenda. In addition to second quarter statements, I sent out 2024 tax statements to the congregation. I also worked with Mignon Craig as she prepared W2 and 1099 forms for our employees. I will be assisting the stewardship committee by providing pledge information as they plan our upcoming pledge drive. I have forwarded information to MissionSquare affirming the board's formal approval of my capacity to represent the Fellowship in discussions regarding Jean LeMire's estate. Finally, I completed an annual audit for Liberty Mutual for our workers compensation insurance.

Pastoral

Following Paul Hargrave's passing, I met with Doris and her family to initiate plans for Paul's memorial service on Saturday, February 15. I am grateful in particular for Debra Neill-Mareci for her help organizing members to help with the service – as well as Erin Parish for stepping in again to provide sound support, Resonance for providing music with Tane', and Chris Andrew for facilitating the actual service. It is gratifying to see how this congregation comes together in such times.

Facilities

This past month, thanks to Marilyn Roberts and the Foundation, we not only have new Sanctuary lighting, but also a new stove in our kitchen. We also have additional hearing loops available on Sunday mornings thanks to Sue Boone.

This coming Thursday, February 27, Juan Rivera is planning to strip and wax our Phillips Hall floor.

On February 26, I will meet with Steve Elliot of GRU along with Alice Gridley and Tim Christy to learn more about our energy usage and to discuss how we can potentially better manage that usage to

reduce our monthly electrical bill. Alice also reports that she has been in contact with the agent who in March will submit documents on our behalf for the \$30,000 solar rebate. Given current leadership in Washington, Alice isn't optimistic about receiving that money, but we are going forward with that process.

Personal Time

Thus far I have used five days of my 2024-2025 leave time. In February, I used two personal days – Thursday, February 13 and Friday, February 14, returning to work on Tuesday, February 18 after the Monday holiday.



Board Meeting: February 12, 2025

1. Attending: Leah Cobb Lee, Tom Mareci, Tim Christy, Norden Locke, Rev. Bell
Visitors: Debra Neill-Mareci (Taking minutes notes for Erin Parrish), Jonathan Coron (External Observer), Liz Stewart, David Willkomm, Harry Mangle; Leah Cobb Leah (Gratitude Notes)
2. Consent Agenda: passed
3. Discussions: Ministerial Search Working Group: UUA Transitions Group forming and reactivating UUFG congregation record, Contingency Planning Working Group: Harry Mangle, Erin Parrish, Mary Anthony, Tom Mareci: focus on how/when to meet, contingency plans for Sunday services
4. New Visitor Postcard (for office)- under development by James Chase and D Neill-Mareci, Motion: Tom Mareci: proceed with postcard development, Seconded Leah Cobb Lee.
5. Fellowship Council Charter 2nd reading, next Board meeting 3rd reading (final).
6. Fellowship Council Report: Tabling Permissions; currently no review (Cam schedules). Kristen: current charter: someone must have a running group to ask for table via Cam. A person who is not a leader but doing independent work may use a table in the Phillips Hall after Sunday service? Cleared with Cam. Fellowship Council is advertised thru News and Needs listserv.
7. Safety Committee report: Jonathan Coran and David Willkomm.
 - a. Planning active shooter training, dates to be determined
 - b. Planning CPR training: dates to be determined; last time two years ago
 - c. Conversation on dealing with visitors who are troublesome and procedures for care
8. Ameris Bank safety deposit box: determined to be empty, UUFG deed and possibly other paperwork not found. Funds for keeping safety deposit box questionable.
9. Board Retreat: Board Retreat March 16th?
10. Proposed policy revisions (Agenda Attachment 5), same as Nov 2024 (Kristen Stevens)
 - a. Removal of AMP-1 friends and Other non-members; already removed
 - b. GOV-5 Employment to replace Per-3 Hiring Authority and revised for more clarity for Personnel Committee hiring process and who is responsible for those steps.
 - c. Employment Review: employee job review every year, supervisor will review with Personnel Committee. This annual process must be done yearly (previous history not done).
11. Marilyn Roberts got quote for tree removal (\$1050) in flood overflow zone at entrance to UUFG. Motion: Leah Cobb Lee: Move to approve \$10150 for tree removal from flood collection area, Tim Christy: seconded, pass unanimously
12. Tom Mareci working on UUFG history that would cover start and current day information
13. Emerging Concerns: none
14. Calendaring/Action items:
 - a. UUFG 75th Anniv> March 2027
 - b. Leah: get UUA immigrant support signage
 - c. Converse with Mary Anthony/Cam Pierce about UUFG deed location and safety deposit box
 - d. Note changes to lease for Joy of the Lord renters
15. Gratitude notes: get well card for Erin P, thank Susan Christy for auction success
16. Board process observer: Jonathan Coron says excellent use of time and the positivity of group
17. Next meeting Feb 25, 2025, Adjourned 8:00 PM

RE Report, February 2025

James Chase

Children and Youth Programming

Things are going well—both Middlers and Youth are meeting consistently and developing strong connections. Attendance has been steady, and engagement levels suggest that these groups are becoming meaningful spaces for our children and teens.

At the encouragement of my Credentialing Mentor and a few peers, I am working on developing my Middlers program into a teachable curriculum - This work will enable me to hand this class off to member volunteers.

In March, I will be testing a curriculum from a local UCC minister with our elementary-aged kids as an alternative to our usual snack and story time. While this curriculum has Christian elements, it is values-based and fully aligned with our UU principles. I have also received permission to adapt and expand the content to include education about a broader range of faith traditions, ensuring that it remains inclusive and reflective of our pluralistic community. This will provide a deeper and more structured learning experience while maintaining the openness and exploration that are core to UU religious education.

Our Middlers group has expanded to about 8-9 kids coming consistently. These kids will hopefully fill an OWL class in April, which will happen weekly during the RE hour on Sunday Afternoons.

Our Youth Group has made great progress in community-building. They have successfully created their covenant and are now working on establishing leadership and responsibility roles within their group. This step fosters a sense of ownership, autonomy, and shared accountability, which will help strengthen their engagement and leadership skills as they continue to grow together.

CYREC/LUUMEN**Updates on Committee purpose -**

Several months ago, the CYREC Steering Committee voted to expand its scope to better align with my transition from Director of Religious Education (DRE) to Director of Lifespan Faith Development (DLFD). It was decided that I should shift my focus from program/numbers expansion, which was my goal for the last few years, to member integration. As part of this shift, we voted to rename our committee to **LUUMEN - Lifespan UU Ministry for Education and Nurture**. We have also revised and approved the attached charter to reflect our evolving mission.

In assessing the needs of our congregation, one major gap that became clear was the lack of consistent, engaging community-building opportunities. Many members expressed a desire for more structured social connections, but without additional burdens being placed on already overextended volunteers and staff.

Small Group Development:

To address this, LUUMEN is prioritizing the development of small group activities that allow members to connect through shared interests while distributing leadership responsibilities. This approach will deepen relationships, enhance congregational engagement, and create a more connected and resilient community.

I am also maintaining a boundary where each small group must have a leadership team that will take responsibility for planning, hosting, and facilitating these meetings. I may participate for the fun of it, but will not be taking on leadership in any small group teams. I would like to help with providing structure/guidelines to help keep these groups in line with our community values, as well as reporting their progress and status to the Board/Fellowship Council, unless they should do that directly.

Current Small Group Engagement

Several small groups leadership teams are already forming:

- **Karaoke Group** - Two members have stepped up to co-lead a monthly gathering.
- **Fiber Arts Group** - Six members have expressed interest, possibly leading to multiple groups.
- **Other Potential Groups** - Dungeons & Dragons, Intergenerational Board Games, and Ballroom Dancing, provided at least four members commit to leading together to distribute responsibilities.

To maintain a safe, welcoming, and values-aligned environment, leaders of these small groups will undergo basic training and verification, ensuring consistency and support for all participants. Whenever possible, I would like for these groups to be intergenerational - open to all, not limited to any faith beliefs or identity.

Why Small Groups Matter for Congregational Health

As our congregation grows, intentionally fostering small-group engagement will strengthen our community in several key ways:

- **Deepening personal connections** - Strengthening relationships between individuals builds a more resilient and connected congregation.
- **Breaking down silos** - Encouraging members to engage beyond their usual committees will foster new relationships, cross-pollinate ideas, and organically expand leadership.
- **Providing reliable, joyful community engagement** - Regular, enjoyable social spaces help support mental health, especially in times of personal or societal crisis.
- **Creating purpose and meaning** - Offering accessible, structured opportunities for shared joy and engagement can help balance the weight of current political and social stresses.

- **Preparing for a Congregational shift** - As our congregation grows, we must also prepare for the psychological shifts that come with that growth. In larger communities, individuals who are not engaged in small groups are far more likely to feel disconnected and eventually drift away. According to Dunbar's Law, there is a natural limit to how many meaningful relationships a person can maintain, which means that as the congregation expands, the sense of ease and belonging may decrease if intentional structures aren't in place.

By intentionally fostering multiple smaller circles of connection, we create spaces where individuals can feel at home, build deeper relationships, and sustain long-term engagement within the larger community.

Volunteer Recruitment/Time Management -

I am very grateful for the congregation and boards support in increasing my hours, and am being proactive and mindful in how to balance new activities and focuses with maintaining/sustaining current programs.

To ensure these efforts remain sustainable and volunteer-driven, therefore not expanding my duties beyond the scope of my hours, I have recruited four volunteers to form a team that will take over leadership of Messy Playdates. I will be meeting with them regularly, ensuring that they understand the scope, values, and intention for this program.

Additionally, I am actively identifying and supporting volunteers to lead CommUUnity Conversations, allowing me to step back from spaces where others are able to take on leadership roles.

I have been more proactive in directly asking individuals to take on Youth Group Facilitation. I am providing general purpose and agendas, but have stepped back from most direct facilitation. With better equipped and prepared facilitation, and by encouraging the youth to take leadership, that system is becoming more empowered and sustainable.

OWL Training Update:

I have obtained a copy of the OWL training expenses from UCG, and based on current understanding, everything should be fine and within budget. I am waiting on clarification before I submit my final report, but there is progress happening. I am grateful for the patience in getting this project wrapped up.

Feb 20, 2025

To: UUFG Board
From: UUFG Finance Committee

The Finance Committee met Tuesday night, February 18th. Among other things, we discussed our 9 month CD's and the fact that they are coming to maturity. After discussion we approved by motion and unanimous vote the following recommendation to the Board:

1. That we roll over the full \$75,000 that we currently have invested in 3 \$25,000 CDs. This roll over of \$75,000 would be into another CD, or CDs, that Mary Anthony, Treasurer, deems the best option.
2. That we further take an additional \$25,000 out of our checking account and invest that amount into a CD that Mary deems the best option.

We also discussed the insurance coverage we have on the piano in our sanctuary. The piano does not currently have sufficient coverage to pay the replacement cost of a similar piano. We recommend to the Board that we increase our coverage to the level of the replacement cost of the piano.

In Fellowship,

Jim Wright, Chair

UUFG Board of Directors

4225 NW 34th Street

February 20, 2025

Gainesville, Fl. 32605

Dear UUFG Board,

The Social Justice Circle Requests Board Approval of our Co-Hosting with *Jewish Voice for Peace* (JVP) and *Faculty and Staff for Justice in Palestine* (FSJP) a Public Event at UUFG on Saturday, March 29th from 12:00 to 2:00 PM with a former Israeli Solider from the Israeli Defense Force (IDF) who is a member of the Israeli organization, *Breaking the Silence*. Our speaker would join us from Israel via Zoom.

Breaking the Silence is an organization of IDF Veterans, formed in September of 2000 who now conscientiously object to the Israeli Occupation of Palestine and the role they as soldiers play in enforcing the Occupation. All young people (male and female) face mandatory conscription upon their completion of high school. From the age of 18, these young men and women perform duties including: staffing mandatory checkpoints, which often requires holding and arresting children, women and men at these checkpoints; enforcing curfews, forcibly entering homes at gunpoint, sometimes in the middle of the night to evict people from their homes and lands, as well as destroying their homes, olive groves and farmland for minor infractions. Such duties take a toll on these young people. Some of whom since the invasion, mass killings and destruction of Gaza are committing suicide in large numbers.

By their publicly condemning these practices and refusing to serve, these brave young men and women endeavor to stimulate public debate at home and abroad about these practices and the price they personally pay for having to police and often terrorize a civilian population. These conscientious objectors suffer from arrests, harassment, persecution and public humiliation for their courageous actions. Their aim is to bring an *End to the Israeli Occupation of Palestine, to create a lasting peace between the Israelis and Palestinians based on equal rights for all* and most importantly *to regain their own humanity*. For additional information about the organization, please visit: <https://www.breakingthesilence.org>.

We want to bring this young man of conscience (whom several of us have met via Zoom previously) who is doing a series of Public Events in the U.S. and in other countries via Zoom. This will be a live Zoom Presentation with a Q & A to follow. We are hopeful that exposing U.S. audiences to this young person of conscience will lead to increased efforts by Americans to establish peace in Israel/Palestine.

Thank you for your consideration of our request.

Mary Bahr, Co-Chair UUFG Social Justice Circle

Gwendolyn Zoharah Simmons, Member, Social Justice Circle

CHARTER (proposed)

Fellowship Council

Annual Review: Governing Board

Initial Approval: 16 March 2020

Board Review: 1st review 28 January 2025, 2nd review 12 February 2025

1. Purpose

The Fellowship Council shall ensure coordination and communication of activities in support of the Fellowship mission.

2. Responsibilities and Duties

- a. Coordinate planning and calendaring for Fellowship functions, activities, and events.
- b. Identify needs of the Congregation, committees, and working groups and help address these needs.
- c. Develop initiatives for advancing programs in support of Fellowship's mission.
- d. Communicate functions, activities, and events to the Congregation.

3. Membership and Meeting

- a. Fellowship Council members are chairpersons or representatives of all chartered committees and working groups.
- b. Governing Board Vice-President is the Fellowship Council Coordinator and sets meeting agenda.
- c. The Fellowship Council selects a recording secretary to keep meeting minutes.
- d. Meetings will be held monthly and are open to the congregation.
- e. Fellowship committee chairpersons and working group leaders provide a summary of recent activities written before or delivered verbally during each meeting.

4. Reporting Responsibility

- a. During Governing Board meetings, the Fellowship Council Coordinator reports on Fellowship Council activities and provides meeting minutes to the Board Secretary.
- b. Fellowship Council Coordinator provides a written annual summary report of Fellowship Council activities to the Governing Board Secretary before the Annual Congregation Meeting.

Policies and Procedures Working Group for Feb. 12, 2025

1. **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. Removal of **AMP-1 Friends and Other Non-members**
 - b. **GOV-5 Employment** to replace **PER-3 Hiring Authority** (Attachments: **2025-02-12 Meeting PER-3 to new GOV-5.pdf** and **2025-02-12 Meeting PER-3 Revisions All Markup.pdf**)
- 2.

GOV-5 Employment

Annual Review: Governing Board, with substantive changes presented by the Personnel Committee

Initial Approval: Nov. 19, 2009

Latest Revision: Nov. 16, 2024

Purpose

These policies establish the steps and authority of employment matters, including how job positions are created, altered, or abolished, and how employees and independent contractors are hired and reviewed.

Policy

1. The Governing Board (Board) approves the establishment of all staff positions and the job descriptions of their duties, whether they are permanent or temporary, and whether they are exempt or nonexempt. The Board may alter or abolish existing positions.
2. The Board approves all personnel hires and employee letters of agreement/signed contracts, including hours, compensation, and supervision.
3. The Board Treasurer shall determine if a position may be filled by an independent contractor rather than an employee (IRS Publication 1779). A supervisor may fill a position with an independent contractor provided funds are allocated by the Board, already budgeted, or otherwise available for that function.
4. The Personnel Manual shall be maintained by a Personnel Committee with changes approved by the Board.

Procedures

1. Employee Hiring Process
 - a. Initiating the process: When the Governing Board determines the need for a new employee, or is informed of the need by the Chief of Staff, to fill a vacancy in an existing position or to fill a newly created position, it shall direct the Personnel Committee to commence the hiring process.
 - b. Job description: The Personnel Committee will work with the appropriate committees and/or staff members to write a Job Description for a newly created position or review an existing job description, including a recommended salary range, and present the Job Description and salary to the Board for approval.
 - c. Advertising: The Personnel Committee will develop a hiring notice for any vacant position that needs to be filled and advertise in appropriate venues.

d. Applications:

- i. All applications and applicants' names will remain confidential.
- ii. The Personnel Committee will screen all applications and determine which candidates will be interviewed.
- iii. Any candidate must submit proof of eligibility to work in the USA.

e. Interviews:

- i. Interviews shall be conducted by the Personnel Committee, and shall include the minister, a Board designee, supervising staff member, and congregation members as deemed appropriate, all of whom will provide feedback to the Personnel Committee for consideration.
- ii. Interviews for any position shall be consistent for each potential candidate.

f. Selecting the final candidate:

- i. The Personnel Committee will, by consensus or by vote, decide the candidate who best meets the qualifications of the position.
- ii. If no candidate receives strong support, the Personnel Committee may re-open the application process.

g. Screening of final candidate: When a final candidate for the position has been selected,

- i. The Personnel Committee will contact the candidate's references.
- ii. All candidates must pass a basic four-point background check, which includes social security number verification, single county search (includes addresses, felonies and misdemeanors for that county), criminal super search national sex offender registry (state and federal), and Office of Foreign Assets Control terrorist search.
- iii. If the references and background check are satisfactory, the Personnel Committee will inform the Board and move forward with an offer and negotiations.

h. Offer and negotiations:

- i. The Personnel Committee will contact the selected candidate and offer the position, and negotiate the salary and benefits with the candidate.
- ii. If the first-choice candidate turns down the offer, the Personnel Committee may either consider the second-choice candidate or reopen the application process.

i. Special provisions:

- i. For temporary or occasional musicians and/or childcare workers, the supervising staff member shall conduct the above steps: applications, interviews, and selecting the final candidate.
- ii. The music director hires guest musicians as independent contractors, who are exempt from the above provisions.
- iii. For purposes of childcare workers, the childcare supervisor will compile a list of Board-approved persons from which to draw as childcare is needed.

j. Notification of Governing Board: Once a candidate has accepted the offer, the Personnel Committee will notify the Board of the candidate, hours, and salary, so that the Board can approve the hiring.

k. Notification of other applicants: Applicants not selected shall be notified.

2. Administrative Hiring Procedures

- a. All new employees, independent contractors, and guest musicians must complete a W-4 form (name, address, social security number) prior to being paid.
- b. Independent contractors must sign a form explaining that UUFG will not withhold income tax or FICA, and that the independent contractor is responsible for paying their own payroll and FICA. The Treasurer will prepare this form, and it will be available from the Treasurer or in the office.
- c. UUFG will file a 1099 form for any person earning more than the amount specified by law in a calendar year. This person may be retained as an independent contractor or hired as an employee.

3. Employment Review

- a. Each year, employees shall receive a job review from their supervisor who will discuss with the Personnel Committee their performance, job description, hours, and compensation. The Personnel Committee shall provide any change recommendations to the Board.
- b. When an employee changes job positions or is promoted, the new job title, job description, hours, and compensation shall be approved by the Board.
- c. Any employee changes in job title, job description, hours, or compensation will be included as a document signed by the employee and the Board President in their employee file.

PER-3 GOV-5 Hiring Authority Employment

Annual Review: Governing Board, with substantive changes presented by the Personnel Committee

Initial Approval: November Nov. 19, 2009

Latest Revision: July 27, 2011 Nov. 2, 2024

Purpose

These policies establish the steps and authority of employment matters, including how job positions are created, altered, or abolished, and how employees and independent contractors are hired and reviewed.

Policy

1. 1. The authority to approve staff positions and to hire UUFG personnel rests with the Governing Board. UUFG staff positions are defined as those positions, either permanent or temporary, for which there is an approved job description and for which the employee receives a signed contract. The authority to designate which positions require job descriptions and contracts rests with the Governing Board, which shall consult with and consider the recommendation of the Personnel Committee. The Governing Board (Board) approves the establishment of all staff positions and the job descriptions of their duties, whether they are permanent or temporary, and whether they are exempt or nonexempt. The Board may alter or abolish existing positions.
2. 2. The Governing Board shall approve the establishment of all positions prior to hiring. The Governing Board shall approve all persons hired as employees, as opposed to independent contractors (see #3). The Board approves all personnel hires and employee letters of agreement/signed contracts, including hours, compensation, and supervision.
3. 3. A supervisor may fill a position with an "independent contractor" providing funds are already budgeted or otherwise available for that function. If funding is not in place for an "independent contractor," the Governing Board must approve allocating funds as well as hiring that position. The Board treasurer has the authority to designate whether a person is hired as an employee or independent contractor in consultation with the Personnel Committee and the supervisor. The Board Treasurer shall determine if a position may be filled by an independent contractor rather than an employee (IRS Publication 1779). A supervisor may fill a position with an independent contractor provided funds are allocated by the Board, already budgeted, or otherwise available for that function.
- 3.4. The Personnel Manual shall be maintained by a Personnel Committee with changes approved by the Board.

Procedures

1. Employee Hiring Process

PER 3.1: Procedures**1. Part Time/ Full Time Exempt employees/Ongoing employed non-exempt employees****2.1. (including but not limited to RE director, music director, office administrator)**

- a. Initiating the process: When the Governing Board (GB) determines the need for a new employee ~~in one of the above categories, or is informed of the need by the Chief of Staff, either~~ to fill a vacancy in an existing position or to fill a newly created position, it shall direct the Personnel Committee to commence the hiring process.
- b. Job description: The Personnel Committee will work with the appropriate committees and/or staff members to write a Job Description for a ~~newly created~~newly created position, including a recommended salary range, and present the Job Description and salary to the Board for approval.

1. Advertising:**2. The Personnel Committee will develop a hiring notice for any vacant position that needs to be filled and.**

- c. ~~Hiring notices will be advertised in appropriate UU venues, such as the Gazette, News and Needs, FLUUA, and the UUA job vacancies list.~~

a. Flyers may be sent to various targeted audiences such as area churches, and appropriate departments at the University of Florida.**b. A notice may be placed on Craigslist.****c. If budgeted, an advertisement may be placed in the Independent Florida Alligator.****d. Applications:**

- i. All applications and applicants' names will remain confidential.
- ii. The Personnel Committee will screen all applications and determine which candidates will be interviewed.
- iii. Any candidate must submit proof of eligibility to work in the USA.

e. Interviews:

- i. Interviews shall be conducted by the Personnel Committee, and shall include the minister, a Board designee, supervising staff member, and congregation members as deemed appropriate, all of whom will provide feedback to the Personnel Committee for consideration.
- ii. Interviews for potential candidates for any position shall be consistent with each other.

~~a. The Interview Committee (IC) will consist of the Personnel Committee, the Senior Minister, the GB president or designee, and other members from the congregation as~~

~~deemed appropriate by the Personnel Committee. Unless otherwise decided, the chair of the Personnel Committee shall chair the IC.~~

b. ~~The IC will determine a list of questions to ask. The interviews will be conducted so as to provide as much consistency from one interview to the next.~~

c. ~~The IC will determine if an interviewee should be called for a second interview.~~

f. Selecting the final candidate:

i. The Personnel Committee will~~The IC will select~~, by consensus or by vote, decide the candidate who best meets the qualifications of the position.

ii. If no candidate receives strong support, ~~from the IC~~, the ~~IC~~ Personnel Committee may re-open the application process.

g. Screening of final candidate: When ~~the IC has selected the~~ a final candidate for the position has been selected,

i. The ~~IC chair~~ Personnel Committee will contact the candidate's references ~~and report to the IC at large~~.

ii. All candidates must pass a basic four-point background check, which includes social security number verification, single county search (includes addresses, felonies and misdemeanors for that county), criminal super search national sex offender registry (state and federal), and OFAC terrorist search.

iii. If the references and background check are satisfactory, the Personnel Committee will inform the Board and move forward with an offer and negotiations~~recommend the candidate to the GB for hiring~~.

h. Offer and negotiations:

~~iv.~~

~~v.~~ The Personnel Committee ~~IC~~ will contact the selected candidate and offer the position.

~~vi.~~i. The IC will, and negotiate the salary and benefits with the candidate.

~~vii.~~ii. If the ~~first choice~~first-choice candidate turns down the offer, the Personnel Committee ~~IC~~ may either consider the ~~second choice~~second-choice candidate or reopen the application process.

i. Special provisions:

i. For temporary or occasional musicians and/or childcare workers, the supervising staff member shall conduct application screening, interviews, and selection.

ii. The music director hires guest musicians, who are exempt from the above provisions.

iii. For purposes of childcare workers, the childcare supervisor will compile a list of Board-approved persons from which to draw as childcare is needed.

j. Notification of gGoverning bBoard: Once a candidate has accepted the offer, the Personnel Committee will notify the GBBoard of the candidate, hours and salary, so that the GBBoard can approve the hiring.

3. Notification of other applicants:

h. Applicants not selected shall be notified Letters of Rejection will be mailed by US Mail to the applicants not selected.

i.k. A UU member who has submitted an application but was not selected to be hired will be contacted by an IC member directly.

4.1. NOTIFICATION OF GOVERNING BOARD: Once a candidate has accepted the offer, the Personnel Committee will notify the GB so that the GB can approve the hiring.

B. Temporary/Part time/Occasional Employees

1. INITIATING THE PROCESS:

a. When the Chief of Staff (CoS) determines the need for a new employee to fill a vacancy in an existing position, he/she will notify the Governing Board (GB) and commence the hiring process.

b. When the CoS is requesting the creation of a new position, he/she will get the approval of the GB before starting the hiring process.

c. Any supervisor wishing to hire an employee or independent contractor shall consult with the Treasurer or his/her designee prior to hiring to determine whether the person shall be hired as an employee or independent contractor.

2. JOB DESCRIPTION: The Personnel Committee will work with the appropriate committees and/or staff members to write a job description for a newly created position, including a recommended salary range.

1. ADVERTISING:

a. Vacancies for hourly positions will be communicated to the congregation by posting a notice in the Gazette and/or sending an email to the News and Needs mailing list.

b. Advertising outside the congregation may be done by word of mouth, electronic posting, such as Craigslist, and /or distributing notices to general or targeted audiences, such as other congregations, the University of Florida, etc.

2. APPLICATIONS:

a. All applications and applicants' names will remain confidential.

b. The CoS or the supervising staff member will screen all applications and determine which candidates will be interviewed.

3. INTERVIEWS:

- a. All candidates will be interviewed in person by the staff member who supervises that position.
- b. Other persons may participate in the interview, as deemed appropriate by the supervisor and CoS.

4. BACKGROUND CHECK:

a. All candidates must pass a basic four point background check, which includes social security number verification, single county search (includes addresses, felonies and misdemeanors for that county), criminal super search national sex offender registry (state and federal), and OFAC terrorist search.

b. All candidates must submit proof of eligibility to work in the USA.

5. NOTIFICATION OF GOVERNING BOARD: Once a position has been filled, the COS will notify the GB so that the GB can approve the hiring.

6. SPECIAL PROVISIONS FOR GUEST MUSICIANS: Guest musicians will be hired by the Music Director. Guest musicians are exempt from the above provisions.

7. SPECIAL PROVISIONS FOR CHILD CARE WORKERS:

- a. For purposes of child care workers, the Child Care Supervisor will compile a list of Board approved persons from which to draw as child care is needed.
- a. When a request is made for child care, the Child Care Supervisor will contact a person on the child care list depending on availability and the situation.

The Child Care Supervisor will make arrangements with the person who will provide child care to either have the door unlocked or obtain a key for that child care provider. Also, arrangements will be made for relocking the door and returning the key, if provided.

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

- a. All new employees, independent contractors, and guest musicians must complete a W-4 form (name, address, social security number) prior to being paid.
- b. Independent contractors must sign a form explaining that UUFG will not withhold income tax or FICA, and that the Independent Contractor is responsible for paying his/her own payroll and FICA. The Treasurer will prepare

this form, and it will be available from the Treasurer or in the office.~~–. This form will be retained in UUFG files.~~

- c. UUFG will file a 1099 form for any person earning more than the amount specified by law~~\$600~~–. At this point a determination will be made ~~about~~about retaining the person as an independent contractor or designating the person as an employee.

3. Employment Review

- a. Each year, employees shall receive a job review from their supervisor who will discuss with the Personnel Committee their job description, hours, and compensation. The Personnel Committee shall provide any change recommendations to the Board.
- b. When an employee changes job positions or is promoted, the new job title, job description, hours, and compensation shall be approved by the Board.
- c. Any employee changes in job title, job description, hours, or compensation will be included as a document signed by the employee and the Board President in their employee file.

Policy and Procedures Manual

PER-3 Hiring Authority

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

Policy

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

PER 3.1: Procedures

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

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

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

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- a. The Interview Committee (IC) will consist of the Personnel Committee, the Senior Minister, the GB president or designee, and other members from the congregation as deemed appropriate by the Personnel Committee. Unless otherwise decided, the chair of the Personnel Committee shall chair the IC.
- b. The IC will determine a list of questions to ask. The interviews will be conducted so as to provide as much consistency from one interview to the next.
- c. The IC will determine if an interviewee should be called for a second interview.

6. SELECTING THE FINAL CANDIDATE:

- a. The IC will select, by consensus or by vote, the candidate who best meets the qualifications of the position.
- b. If no candidate receives strong support from the IC, the IC may re-open the application process.

7. SCREENING OF FINAL CANDIDATE: When the IC has selected the final candidate for the position,

- a. The IC chair will contact the candidate's references and report to the IC at large.
- b. All candidates must pass a basic four-point background check, which includes social security number verification, single county search (includes addresses, felonies and misdemeanors for that county), criminal super search national sex offender registry (state and federal), and OFAC terrorist search.
- c. If the references and background check are satisfactory, the Personnel Committee will recommend the candidate to the GB for hiring.

8. OFFER AND NEGOTIATIONS:

- a. The IC will contact the selected candidate and offer the position.
- b. The IC will negotiate the salary and benefits with the candidate.
- c. If the first choice candidate turns down the offer, the IC may either consider the second choice candidate or reopen the application process.

9. NOTIFICATION OF OTHER APPLICANTS

- a. Letters of Rejection will be mailed by US Mail to the applicants not selected.
- b. A UU member who has submitted an application but was not selected to be hired will be contacted by an IC member directly.

10. NOTIFICATION OF GOVERNING BOARD: Once a candidate has accepted the offer, the Personnel Committee will notify the GB so that the GB can approve the hiring.

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

1. INITIATING THE PROCESS:

- a. When the Chief of Staff (CoS) determines the need for a new employee to fill a vacancy in an existing position, he/she will notify the Governing Board (GB) and commence the hiring process.
- b. When the CoS is requesting the creation of a new position, he/she will get the approval of the GB before starting the hiring process.
- c. Any supervisor wishing to hire an employee or independent contractor shall consult with the Treasurer or his/her designee prior to hiring to determine whether the person shall be hired as an employee or independent contractor.

2. JOB DESCRIPTION: The Personnel Committee will work with the appropriate committees and/or staff members to write a job description for a newly-created position, including a recommended salary range.

3. ADVERTISING:

Policy and Procedures Manual

- a. Vacancies for hourly positions will be communicated to the congregation by posting a notice in the *Gazette* and/or sending an email to the News and Needs mailing list.
- b. Advertising outside the congregation may be done by word of mouth, electronic posting, such as Craigslist, and /or distributing notices to general or targeted audiences, such as other congregations, the University of Florida, etc.

4. APPLICATIONS:

- a. All applications and applicants' names will remain confidential.
- b. The CoS or the supervising staff member will screen all applications and determine which candidates will be interviewed.

5. INTERVIEWS:

- a. All candidates will be interviewed in person by the staff member who supervises that position.
- b. Other persons may participate in the interview, as deemed appropriate by the supervisor and CoS.

6. BACKGROUND CHECK:

- a. All candidates must pass a basic four-point background check, which includes social security number verification, single county search (includes addresses, felonies and misdemeanors for that county), criminal super search national sex offender registry (state and federal), and OFAC terrorist search.
- b. All candidates must submit proof of eligibility to work in the USA.

7. NOTIFICATION OF GOVERNING BOARD: Once a position has been filled, the COS will notify the GB so that the GB can approve the hiring.

8. SPECIAL PROVISIONS FOR GUEST MUSICIANS: Guest musicians will be hired by the Music Director. Guest musicians are exempt from the above provisions.

9. SPECIAL PROVISIONS FOR CHILD CARE WORKERS:

- a. For purposes of child care workers, the Child Care Supervisor will compile a list of Board-approved persons from which to draw as child care is needed.
- b. When a request is made for child care, the Child Care Supervisor will contact a person on the child care list depending on availability and the situation.
- c. The Child Care Supervisor will make arrangements with the person who will provide child care to either have the door unlocked or obtain a key for that child care provider. Also, arrangements will be made for relocking the door and returning the key, if provided.

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

ADMINISTRATIVE HIRING PROCEDURES

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

Proposal to the Board: Creating a Culture of Safety & Shared Responsibility

By James Chase, Director of Lifespan Faith Development

February 24, 2025

Proposal Summary

Our Safer Congregation Policy establishes that whenever possible, at least two unrelated paid staff or volunteers will be in the room when minors are present. We should have two background-checked adults in most spaces where minors are present, which is a good standard for congregational safety. However, our current culture around safety and volunteering is not fully supporting this goal, as youth are allowed to engage in Choir, our childcare is not always present when there are children at activities, and Children and youth are permitted to remain in the sanctuary when staff leave.

Here are some of the challenges that are currently preventing me from consistently maintaining our policy:

- Low engagement & volunteer hesitancy – Many members feel unprepared or unsure about stepping into RE and safety roles.
- Overburdened safety team – The small group of volunteers covering RE and safety-related tasks is experiencing burnout.
- Siloed committee structures – Many congregants remain within their committee roles without broader engagement, limiting cross-congregational support.

I am proposing a shift that will address these challenges through a Verified Volunteer Program, which will:

1. Expand the number of background-checked adults available to meet our policy requirements.
2. Provide committee members with a brief training on safety, crisis response, and our Emergency Operations Plan (EOP).
3. Normalize shared responsibility for safety and engagement instead of limiting it to a small, overwhelmed group.

Proposed Verified Volunteer Program**Who?**

-Any willing committee members and leadership teams. This would include the Board, the Fellowship Council, and all committees that report to the Fellowship Council. I would extend this to the CUUPs Planning Circle as well, to allow for ease of intergenerational activities.

-Any additional interested congregants who wish to serve in safety-related roles

- All current and future members of the Safety Team and RE support team - If checks have been performed, the increased training will be required to continue on in these roles.
- All facilitators/hosts for current and future small groups that might meet during the week - Allowing for better facilitation of our spaces.

What?

1. **Background Check** – Standard background screening for safety compliance. This should be repeated at least every 3 years, possibly more often.
2. **Training (1-2 Hours, Once Per Year or completed online/video - supplemented by optional training experiences provided by different community resources)**
 - Overview of our Safer Congregation Policy & EOP
 - Recognizing boundary violations & risk factors
 - How to respond to concerns & who to escalate to
 - Safety team orientation, and training on how to perform safety team duties.
 - Basic crisis response skills (de-escalation, paraphrasing, room awareness)
3. **Designation as a Verified Volunteer**
 - Verified individuals will have a small checkmark or other symbol on their name tag, indicating that they are a trained, safe person to bring concerns to.

Benefits of This Program

1. Expands Our Pool of Background-Checked Adults

- More flexibility in who can serve as a second adult in spaces requiring them. This would alleviate so much pressure that exists on our current RE support team. Widening the number of potential RE will allow for more consistency in program, providing much needed relief for the current volunteer pool.
- Reduces reliance on the same small group of safety volunteers. I would not ask for regular shift rotation from all committee/verified members, but there would be an understanding that they may be asked to step in if needed.

2. Increases Congregational Awareness & Responsibility

- Shifts safety and engagement from being a niche concern to a community-wide practice. This culture shift is beginning to happen in many spaces, and inspires confidence and a sense of trust that meaningful safety is a priority for this community space.

- Gives people the confidence to step into leadership roles without feeling unprepared.
- Empowers individuals to feel a sense of belonging, contribution, and stewardship over this congregation. This will build up a sense of loyalty, and should improve retention.

3. Strengthens Crisis Readiness & Conflict Resolution

- Ensures more people are trained in de-escalation, scanning for safety concerns, and connecting people to the right resources. In a crisis situation, this could be absolutely critical to a prepared and optimal response.
- Helps normalize conflict resolution and boundary-setting as a skill, reducing overall stress in the community.
- As our congregation shifts to have more members modeling healthy boundaries, reflective listening, etc - Those skills will spread organically. This can have impacts for a community that will help strengthen and enforce our shared values.

4. Preparing us for a shift into Intergenerational Community Mindset.

- If we have sufficient saturation of Verified members, we will be able to integrate Youth and Children into our congregational activities with ease.
- The LUUMEN Committee have identified a need for more fun community engagement, and are planning to start facilitating small groups - Karaoke, Fiber Arts, etc. If there are checked adults in these committees, children and youth would be able to attend without necessitating childcare. This would live into our values of being inclusive and welcoming to families.
- If more adults who are not directly involved with RE and children begin paying attention and feeling responsible for the well being of our children, this will deepen the bonds between our different committees, allowing for a stronger community.

Anticipated Challenges & Solutions

1. Concern: Resistance to Background Checks

Some members may feel hesitant about submitting to a background check or may take it personally. They may see this as a barrier, and individuals who might not be able to pass a background check may feel fear of exposure, shame, or unwelcome.

Solution: Frame background checks as a standard best practice that ensures compliance with our policy—not an assumption of wrongdoing. There should also never be any requirement or expectation to fill this verified role, even for committee members - an individual's history should not have a bearing on their ability to participate in our congregation. I would like to propose this to committees as an ask, and I believe that there will be a positive response. The only exception is for the Safety team, the RE support team, and all OWL Facilitators. These groups will inherently work closer with Children and youth in a position of authority, and should require verification.

2. Concern: Volunteer Burnout & Time Commitment

People may feel this is “one more thing” they’re being asked to do.

Solution: Keep the training brief (1-2 hours, once per year, or completed virtually/in video format) and focused on empowerment, not obligation. Emphasize how it makes their current roles easier, not harder. The training should be full of skills and tools that would help any individual navigate life easier. I am already planning to provide more congregational skill training, with the goal of building up our community “tool-boxes” and creating space for a culture of intentional growth and learning.

I would also like to begin presenting this opportunity with more regularity to the congregation - This will reassure people that when I ask for RE support, I will be providing the needed training for people to feel confident in their ability to perform.

3. Concern: Who Handles Safety Concerns?

If “Verified Volunteers” are seen as approachable, how do we ensure concerns go to the right place?

Solution:

- Training will include clear guidelines on when and how to escalate concerns.
- Verified Volunteers are not responsible for investigations or pastoral care—just directing concerns to the appropriate person.
- There would need to be a clear reporting chain clarified, though it exists already - any verified individual could report to a member of the Safety team, who could report to the DRE/Minister/Care team, etc.

4. Concern: A Sense of Alarm or Community Panic

Some members may feel uneasy if we suddenly prioritize safety in a more structured way. They may wonder: *Does this mean there is an increased risk? Is something wrong?*

Solution:

- This initiative is a proactive, intentional choice to ensure that our congregation is equipped with learning opportunities and meaningful support—not a response to any specific threat. By making safety education a normal part of our congregational life, we reduce uncertainty and anxiety rather than increase it.
- Instead of focusing on fear, this program builds trust in our collective ability to care for one another. A well-prepared community is a more confident and connected one, and this shift ensures that we are practicing our values of care, inclusion, and shared responsibility in real, actionable ways.

Additionally, this approach will:

- Increase trust in leadership by demonstrating that safety is not just a written policy but a meaningful and adaptive practice - like our living tradition should be.
- Strengthen volunteer confidence by ensuring that those serving in safety-related roles feel informed, supported, and empowered.
- Foster a culture of preparedness where safety is integrated into our daily congregational life, rather than treated as a crisis-driven reaction.

By creating a culture of readiness, rather than alarm, we can make our congregation a place where all members—children, youth, and adults—feel both welcomed and secure.

Next Steps & Board Approval Request

I am seeking Board approval to pilot this program and would like to:

1. Begin outreach to committee members, informing them of the new ask.
2. Draft a training plan and schedule sessions for initial training.
3. Work with the Safety Team to integrate this into existing security planning.

I believe this initiative will strengthen our congregation's sense of shared responsibility, support volunteers more effectively, and create a truly safer space for all.

I appreciate your consideration and am happy to discuss any concerns or modifications.

LUUMEN – Lifespan UU Ministry for Education and Nurture

I. Purpose

Lifespan UU Ministry for Education and Nurture (LUUMEN) exists to support and guide the Unitarian Universalist Fellowship's faith development programming across all ages. Rooted in our UU principles, we aim to nurture spiritual growth, foster community, and empower individuals to engage in meaningful exploration of values, justice, and personal beliefs.

II. Responsibilities

LUUMEN is responsible for:

1. Collaborating with the Director of Religious Education (DRE)/Director of Lifespan Faith Development(DLFD)and other staff/volunteers to develop, implement, and evaluate faith development programming for children, youth, and adults.
2. Supporting recruitment, training, and recognition of volunteers, including teachers, facilitators, and advisors.
3. Advocating for the necessary resources - volunteers, budget, training, space, and materials - to ensure program success.
4. Providing opportunities for congregational feedback to improve programming and ensure alignment with UU values.
5. Promoting intergenerational activities and fostering connections across age groups within the congregation.

III. Membership and Meetings

1. Membership:

- LUUMEN will consist of a minimum of 5 members, including the DRE and at least one member representing each age group (children, youth, and adults).
- Members should demonstrate a commitment to faith development and a willingness to collaborate.

2. Meetings:

- LUUMEN will meet monthly, with additional meetings scheduled as necessary. These meetings may exist in-person, or in a virtual format (zoom, facebook discussion, etc.)
- A quorum for decision-making will consist of 50% of members plus one.
- Meeting agendas and minutes will be prepared and shared with committee members in advance to ensure transparency and efficiency.

IV. Reporting Responsibility

1. LUUMEN will report regularly to the congregation, governing board, and Fellowship Council to ensure transparency and alignment with broader congregational goals. These reports may be included in the DLFD monthly RE reports.
2. Reports will include updates on program successes, challenges, and any resources or support needed from the congregation or leadership.

This charter provides a clear framework for Lifespan UU Ministry for Education and Nurture's work and commitment to supporting the spiritual journey of all members of our congregation. Together, we strive to foster a community where lifelong learning, exploration, and connection thrive.