



Unitarian Universalist

Fellowship of Gainesville

UUFG Governing Board Meeting Agenda

April 22, 2025 – 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	10 min
a. Admin Report (Att. 1)	
b. Board Meeting Minutes March 2025 (Att. 2)	
c. Treasurer's Report February 2025 (Att. 3)	
d. Treasurer's Report March 2025 (Att. 4)	
e. Board Personnel Quick Groups Update Report (Att. 5)	
f. Ministerial Search Working Group's April Report (Att. 6)	
4. [7:00 pm] Discussion, Action Items, Visioning	25 min
a. Follow-up on March's action items	
b. Foundation Grant Affirmations (Att. 7)	
c. Listserv for politics	
d. Jean LeMire gift	
e. UUA 2025/2026 pledge (Att. 8)	
f. General Assembly	
i. Delegates	
ii. Gatherings for programming	
g. Board member exit interview	



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Fellowship of Gainesville

5. [7:25 pm] Leadership and Governance 30 min
 - a. First Reading: Employee Benefits section of the Personnel Manual (Att. 9)
 - b. Job Descriptions Frist Readings (Att. 10):
 - i. Administration Professional Job Description (Att. 11)
 - ii. Audio-Visual Technician Job Description (Att. 12)
 - iii. Childcare Provider Job Description (Att. 13)
 - iv. Music Provider Job Description (Att. 14)
 - v. Religious Education Professional Job Description (Att. 15)
 - c. Board Personnel Quick Group 2 (Att. 16 and Att. 17)
 - i. *Motion:* Move that UUFG offers the UUA health insurance plan to all employees working 750 hours or more and their dependents.
 - ii. *Motion:* Move that the 2025-2026 budget includes a line-item for staff insurance costs, with the estimate based on the UUA plan costs per employee.
 - d. Upcoming Personnel tasks:
 - i. Exit interviews for Rev. JeKaren and Ricardo
 - ii. Annual employee evaluations
6. [7:55 pm] Facilities 15 min
 - a. Chemical sensitivity policy- air fresheners in bathroom
 - b. AC and Heating strip replacement
 - c. Safety and Security
 - i. Private vs. public space on UUFG campus
 - ii. Gun safety sign
 - d. Drinking fountain
 - i. Replacement fountain
 - ii. Cameras in breezeway
 - e. Completed projects
 - i. Playground Decking
 - ii. Lawn Mower Replacement
7. [8:10 pm] Wrap up 10 min
 - a. Emerging Concerns
 - b. Calendaring and Action Items
 - c. Gratitude notes
 - d. Board Process – external observer
 - e. Next meeting May 27, 2025
8. [8:20 pm] Executive Session 10 min
 - a. Meritorious Service Award discussion
9. [8:30] Adjournment



Unitarian Universalist Fellowship of Gainesville

To: Governing Board
From: Cam Pierce
Date: April 21, 2025
RE: Monthly Congregational Admin Report to the Board

Membership Numbers

We have 164 members. Since my March report, Misti Sharp, David Hurd, Deborah Hurd, Sierra Mackritis, Ellen Sattler, Lillian Strawder, Cathy McVay and Ted McVay have joined our Fellowship. Carolyn Kinnard Ziffer died on April 2, 2025.

We currently have 29 supporting friends listed in our database.

Sunday Service Attendance

Sundays, March 2025 –

- Average in person attendance for five Sundays: 104
- Average YouTube visits for five Sundays: 63
- Total average participation for five Sundays with both YouTube and in person numbers: 167
- Current YouTube subscribers: 396

Date	YouTube	In-Person Attendance	Total
3/2/2025	57	110	167
3/9/2025	68	124	192
3/16/2025	54	88	142
3/23/2025	60	91	151
3/30/2025	77	107	184

Sundays, March 2024 –

- Average in person attendance for five Sundays: 85
- Average YouTube visits for five Sundays: 97
- Total average participation for five Sundays: 182
- Current YouTube subscribers: 301

Date	YouTube	In-Person Attendance	Total
3/3/2024	101	70	171
3/10/2024	105	86	191
3/17/2024	84	84	168
3/24/2024	120	100	220
3/31/2024	75	87	162

UUFG Office Notes

Rentals

Renters in February included Gainesville Bridge Club, Gainesville Secular Science, Paynes Prairie Chapter of the Florida Native Plant Society, and Joy of the Lord Outreach Ministries. This past month we rented our Phillips Hall top Lifeline Screening. This coming month the Annesemle Orchestra will perform in our Sanctuary on the 17th. I have been in conversation with several possible renters regarding use of our facilities weekdays this summer, but those have yet to be finalized. We still need to finalize the Joy of the Lord contract for this year per board approval.

Safety

The Safety Team met on April 8 to discuss the situation with LaQanya Huynh that occurred on Sunday, April 6. A key question to be answered is how we might have more effectively responded to the situation as it emerged. The team agrees that having trained members available on Sundays to deal with mental health issues or issues surrounding cultural difference, etc., as they occur would be ideal. This need is in addition to the need for more monitors to support security monitoring. James Chase put forward a proposal to the Fellowship Council to recruit at least one member of each committee to serve on the Safety Team.

Early morning on April 16, the drinking fountain in the breezeway near Classroom 5 was vandalized. I am attaching my email to the board at the end of this report.

Mailings & Communications

I sent out anniversary letters from Rev. JeKaren, and listing monthly anniversaries in the Gazette.

Debra Neill-Mareci and James have created a new visitor postcard in Canva that they have submitted to the board for feedback and approval. I have been using that card, printing it in house, for visitors, but will order more in bulk once approval comes through.

This past month was remarkable for the number of new members who joined before our new members service on April 13. I processed the many new members' paperwork, entering their information into our database, sending them directories, subscribing them to our various listservs and the UU World, ordering nametags, etc. With much gratitude to Judith Kendall and Elizabeth Stewart for new member biographies and Debra Neill-Mareci for pictures, I assembled a handout for the service welcoming 17 new members.

Website, Social Media, Online Presence

As usual, I updated service and other info on our website and Facebook page. I created an online pledge form for our stewardship drive, which I have monitored to record pledge data. Per a request from the Foundation, I created a link on our Vanco site so that people can use Vanco to make donations to the UUFG Foundation.

Finance

The check from Jean LeMire's retirement plan, for \$74,603.06, was deposited and we are accounting for that money in a holding fund that we created (line item 3.205.100).

This past month I have assisted the Stewardship Team, providing pledge data from past year as well as providing regular updates in spreadsheet format to the Team of pledges that we've received.

Pastoral

Following Carolyn Kinnard Ziffer's passing, I have been in contact with Abi Fletcher to assist in scheduling a memorial service, as well as with Rev. JeKaren and Samara Powers. I ordered and installed a small plaque for Paul Hargrave in the memory garden.

Facilities

Last month I submitted a petition to GRU for credit due us for taxes that we have paid despite our non-profit status. They credited us for such payments back in November 2023, but GRU has continued to bill us for taxes. Our most recent bill does not show any credits, so I have emailed an updated petition to include taxes listed on the bill.

Personal Time

Thus far I have used five days of my 2025-2026 leave time.

admin@uufg.org

From: admin@uufg.org
Sent: Thursday, April 17, 2025 10:41 AM
To: 'Governing Board'
Cc: James Chase (dre@uufg.org); Marilyn Roberts (mrobertsrn@gmail.com)
Subject: Breezeway Drinking Fountain Vandalized
Attachments: IMG_4821.jpg; IMG_4822.jpg; IMG_4823.jpg; IMG_4824.jpg

Hi all,

Fountain Vandalism

Early this morning, around 4:30 am, I received a call from GPD. The call was to inform me that the fountain in our breezeway had been vandalized and the waterline was leaking.

I drove over to UUFG and met two GPD officers who were still here. They showed me the damaged fountain, and explained that one of the residents bordering our property had called in an apparent gun shot. The police department sent a number of officers over to our property, who went around to verify that no one was here when they arrived. They did however find the breezeway fountain had been torn off the wall.

Subsequently, they also patrolled our surrounding area, and found a homeless woman wandering "on 42nd Street." They brought her back to the Fellowship to talk to her here. In fact, she was still here when I arrived. She seemed quite inarticulate and perhaps impaired, but the police told me that they think she was sleeping here last night with an adult male. For whatever reason, the man became angry and ripped the fountain off the wall. And then evidently both the man and the woman fled.

One of the officers asked me if I wanted to "trespass" the woman, and I told them I did. They explained to the woman that they had her identity, and that if she returned to our property that she could be arrested.

Finally, a minor point: you will note in the attached images that the breezeway bench had also been moved – perhaps to access the electrical outlet?

All this information and more should be in the police report that Officer Poveda is filing. The report should be available in four or five working days.

After the police left, Tom Bullock arrived. Apparently he had also received a call from GPD about the vandalism. While we were talking, a homeless man on a white bicycle rode up to the little pantry, and then circled away – I am pretty sure I know who that person is, but of course there is no way of telling at this point if he is the man who "fled the scene."

Action Item – Improved Video Capability

I reviewed our various cameras, and did not find any clips or pictures of the homeless couple who were evidently here. I propose that we at least need a blink camera or cameras for our breezeway especially in that back area. We may alternatively consider budgeting for a more robust video system.

Action Item – Fountain Repair or Replacement

The fountain, even before this vandalism, was old and not in great condition. We've brought plumbers here before to fix issues. Now, it is also seems pretty badly damaged. I was able to turn off the water to the fountain using its water valve, so while we have a small drip, the situation is not an emergency. However, do we wish to try to repair

the fountain and reinstall it? Do we wish to replace the fountain altogether? Or do we go without a fountain as it seems like an attraction for after-hours visitors...?

Respectfully,
Cam

Camden Pierce
Congregational Administrator
(he/him)
Unitarian Universalist Fellowship
Gainesville, FL
352-377-1669
Please call or email for appointments





UUFG Governing Board Meeting

March 25, 2025 6:30 – 9:00pm

Board members present: Rev. JeKaren Bell, Leah Cobb Lee, Tom Mareci, Mary Anthony, Erin Parish, Norden Lucke, Kristin Stevens, Tim Christy

Congregants present: David Willkomm, Debra Neill-Mareci, Jonathan Coron, Peggy Maloney, Bev Giordano, Judith Kendall, Steve Cecil, Judi Oltmans, James Chase, Michael Bass

1. Gathering and Meeting Preparation:

- Roles: Mary Anthony - timekeeper, Kristin Stevens - gratitude notes, Jonathan Coron - external observer.

2. Congregational Input:

- Discussed needing larger no weapons sign than one in foyer, post and concrete for one outside would be about \$30.
- Consider putting sizable amount of Jean LeMire bequest into reserves.
- Recommend replacing at least 2 AC units and with more efficient units we would be within GRU rate structure.

3. Consent Agenda:

- Admin Report (Att. 1)
- Board Meeting Minutes February 12, 2025 (Att. 2)
- Treasurers report
\$12,000 ahead of budget we do have a lot of things to pay for in June.

Leah Cobb Lee Moves to approve Consent Agenda. Tom Mareci seconds. Passes unanimously.

4. Discussion, Action items, Visioning

- Ministerial Search Working Group (MSWG) update and affirmation (Att. 3)

End date of August 1, if we get a new minister that is when they would start, 5 people on it, would like Board to respond to questions. Hope to have everything ready to submit by April 12.

- Ministerial Continuity Working Group update and affirmation (Att. 4)

Rev JeKaren gave us info on time spent by minister on spiritual , administrative, pastoral. Reconsidering survey. Asking board to tell us if this is what we should be doing. End date of July 1 may not know if we have minister until Aug 1. Planning thru July 1 then would go to implementation.

- Alice Primack Social Justice Award (Att. 5)

Her children were wondering how Alice could be commemorated at fellowship. Ongoing thing to perpetuate Alice's memory, annual award for social justice funded by foundation and given to community person, \$ would go to person's organization. Social justice has approved. Great idea, makes us more visible. \$1000 per yr from foundation, they would have to make a commitment to do that. We need to get approval from UUFG Foundation before we approve it.

Tom Mareci moves the Board approve the creation of the UUFG Alice Primack Memorial Social Justice Award contingent upon funding by the UUFG Foundation, the award to be given to the organization of a community person receiving the award. Kristin Stevens seconds. Passes unanimously.

- Leadership Development Committee (LDC) funds (Att. 6)

Call for LDC funds. Funds disappear in Dec. and need to be re-approved in Jan. Asking to roll over from Dec.

Leah Cobb Lee moves to approve LDC plan to continue utilizing previously awarded LDC funds previously awarded by UUFG foundation. Norden Lucke seconds. Passes unanimously.

- Music Program fundraiser

Concert in May is an ad hoc fundraiser. Certain percentage of funds come to General Fund.

Mary Anthony moves to approve Music Program's ad hoc May 3 fundraiser. Leah Cobb Lee seconds. Passes unanimously.

- General Assembly (GA) certificates for delegates (Att. 7)

UUA wants to codify \$150.00 for all who go to GA. Should be a line item in the budget and should say will we cover business only registration. Congregation has to vote on line item in budget.

Mary Anthnoy moves to cover cost of GA delegates, the Board will budget the business registration fee of our delegates in our General Budget. Kristin Stevens seconds. Passes unanimously.

5. Leadership and Governance

- Safer Congregations Proposal (Att. 8)

James Chase, Lives into our values to create a safer congregation. Have adults background checked. Working on trainings. Asking people in different committees to be background checked and how to respond in a crisis will help Safety Team. UUA offers Safer congregation training on line. Want to work with safety team. Want to expand beyond RE. Awareness of safety , community responsibility to live into safety with youth and children.

Spread a congregation wide willingness be aware and step up.

Leah Cobb Lee moves to affirm the proposal to increase background checks, training and verified volunteer pool in order to comply with safety policy for the children and youth programming. Tom Mareci seconds. Passes unanimously.

- CYREC/LUUMEN Charter Proposal (Att. 9)
2nd reading
Dre voting member ? Or guiding members of committee. Professional staff person does not vote per James Chase. Membership is membership in this committee. Per James. Change to committee members, or persons. Take back to LUUMEN . Between 5 and 7 members. One member needs to be board affirmed. One member needs to be a congregational member.
- Social justice FB page guidance
Judi Oltmans, Call to actions on Social Justice page can we post them on page? Want some guidance on what we can post. COP-3 public actions taken in name of UUFG vs in name of social justice council. Defines what a public action is. Make sure entire social justice council supports actions. Would suggest tie action into UU values. If whole social justice council agrees and doesn't promote political party, make it clear social justice council promotes this not UUFG. Be cautious.
- Employee Benefits (Att. 10)
Not in compliance with UUA benefits. Have 2 other employees eligible for benefits.
Must offer to all employees. If any of our staff is on a plan we have to offer them the plan if they work 15hrs, 12 mo

a yr. If work 30 hrs have to pay 80% of premium and 50% for dependents. Kristin Stevens proposes set up several groups of 3 board members for specific board related tasks with answers and recommendations for approval.

6. Facilities

- Lawn Mower replacement (Att. 11)
Mary Anthony moves to spend up to \$2800.00 to buy new lawn mower from Long Term Maintenance. Kristin Stevens seconds. Passes unanimously.
- Private vs public space on UUFG campus
Moved to another Board meeting

7. Wrap up

- Emerging Concerns
None
- Calendaring and Action Items
 - a. Jonathan Coron to investigate further on having police presence on “Breaking the Silence” event
 - b. Board to respond to questions from Ministerial Search Working Group
 - c. Leah Cobb Lee to send Erin Parish Word doc from Feb. 12 Board meeting to make changes.
 - d. Ministerial Continuity Working Group update and get back to Board
 - e. Follow up on Board members getting background checked
 - f. Mary Anthony and Erin Parish to address Employee Benefits points
 - g. Cost estimate for AC and heat strip
- Gratitude notes

Thank Rabbi Michael Joseph who is retiring, person who gave crisis training.

- Board Process, Jonathan Coron-external observer, lot on agenda, discussion concise, went over, expected to go over.
- Next meeting April 22, 2025
- Adjourned 900pm

Respectfully submitted by

Erin Parish Board Secretary

Unitarian Universalist Fellowship - Gainesville FL Treasurer's Report as of February 2025 for General Fund								
Wednesday, March 5, 2025		Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget	Annual Budget Remaining
Account #	Account Name	February 2025						
Income								
<i>Income to General Fund</i>								
<i>Sustaining Gifts-Members & Friends</i>								
4.100.030	Current Years Pledges	17,166.10	24,396.00	199,291.84*	195,168.00	4,123.84	292,748.00	93,456.16
4.100.050	Sunday Collect/Unidentified G	734.36	950.00	8,757.44*	7,600.00	1,157.44	11,394.00	2,636.56
Total Sustaining Gifts-Members & Friends			\$17,900.46	\$25,346.00	\$208,049.28*	\$202,768.00	\$5,281.28	\$304,142.00
<i>Miscellaneous Income</i>								
4.100.210	Rental Income	960.00	917.00	13,784.41*	7,336.00	6,448.41	11,000.00	(2,784.41)
4.100.300	Special Activities and Auction	11,059.28	1,333.00	11,888.51*	10,664.00	1,224.51	16,000.00	4,111.49
4.100.330	Interest	31.41	292.00	314.61	2,336.00	(2,021.39)	3,500.00	3,185.39
4.100.430	Book Cart Income	0.00	25.00	1,000.00*	200.00	800.00	300.00	(700.00)
Total Miscellaneous Income			\$12,050.69	\$2,567.00	\$26,987.53*	\$20,536.00	\$6,451.53	\$30,800.00
Total Income to General Fund			\$29,951.15	\$27,913.00	\$235,036.81	\$223,304.00	\$11,732.81	\$334,942.00
Total Income			\$29,951.15	\$27,913.00	\$235,036.81	\$223,304.00	\$11,732.81	\$334,942.00
Expense								
<i>Expenses from General Fund</i>								
<i>Programs</i>								
5.100.110	Membership	26.90	67.00	191.03	536.00	(344.97)	800.00	608.97
5.100.120	UU Leadership	0.00	50.00	600.00*	400.00	200.00	600.00	0.00
5.100.130	Social Justice	0.00	125.00	564.00	1,000.00	(436.00)	1,500.00	936.00
5.100.140	RELATE	0.00	8.00	0.00	64.00	(64.00)	100.00	100.00
5.100.150	CUUPS	35.96	21.00	131.49	168.00	(36.51)	250.00	118.51
5.100.240	RE Program Activities	12.50	183.00	1,842.51*	1,464.00	378.51	2,200.00	357.49
5.100.270	Background Checks	198.75	50.00	736.25*	400.00	336.25	600.00	(136.25)
5.100.280	Hospitality Budgeted	2.94	17.00	200.00*	136.00	64.00	200.00	0.00
5.100.300	Special Activities and Auction Expenses	50.00	83.00	714.60*	664.00	50.60	1,000.00	285.40
5.100.310	Worship - Sunday Services	0.00	617.00	1,341.69	4,936.00	(3,594.31)	7,400.00	6,058.31
5.100.320	Music Program	270.00	200.00	743.82	1,200.00	(456.18)	2,000.00	1,256.18
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	64.00	(64.00)	100.00	100.00
Total Programs			\$597.05	\$1,429.00	\$7,065.39	\$11,032.00	(\$3,966.61)	\$17,250.00
<i>Administration & Operational Support</i>								
5.100.010	Board Discretionary Funds	0.00	83.00	740.00*	664.00	76.00	1,000.00	260.00
5.100.020	Pastoral Care Expense	0.00	17.00	73.00	136.00	(63.00)	200.00	127.00
5.100.030	Contributions to Reserves	417.00	417.00	3,336.00	3,336.00	0.00	5,000.00	1,664.00
5.100.520	Denominational Dues	1,433.00	1,423.00	11,434.00*	11,384.00	50.00	17,078.00	5,644.00
5.100.525	Insurance	4,153.28	1,583.00	15,860.58*	12,664.00	3,196.58	19,000.00	3,139.42
5.100.530	Office Expense	629.10	583.00	4,814.98*	4,664.00	150.98	7,000.00	2,185.02
5.100.540	Bookkeeper	475.00	250.00	825.00	2,000.00	(1,175.00)	3,000.00	2,175.00
5.100.545	Telephone & Internet	415.46	625.00	3,897.55	5,000.00	(1,102.45)	7,500.00	3,602.45
5.100.550	Utilities - Electricity & Water	3,217.97	1,250.00	10,109.07*	10,000.00	109.07	15,000.00	4,890.93
5.100.560	Waste Disposal	237.25	217.00	1,600.93	1,736.00	(135.07)	2,600.00	999.07
5.100.570	Custodial Service	900.00	900.00	7,200.00	7,200.00	0.00	10,800.00	3,600.00
5.100.572	Custodial Supplies	121.87	69.00	434.37	552.00	(117.63)	825.00	390.63
5.100.575	Facilities Maintenance	45.11	792.00	3,832.57	6,336.00	(2,503.43)	9,500.00	5,667.43
5.100.580	Backflow and Fire Suppression	1,747.60	333.00	3,611.12*	2,664.00	947.12	4,000.00	388.88
5.100.583	Security & Safety	0.00	58.00	172.98	464.00	(291.02)	700.00	527.02

Unitarian Universalist Fellowship - Gainesville FL Treasurer's Report as of February 2025 for General Fund								
Wednesday, March 5, 2025		Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget	Annual Budget Remaining
Account #	Account Name	February 2025						
5.100.585	Pest Control		0.00	0.00	400.00	400.00	0.00	400.00
5.100.590	Other Expenses inc Bank Fees		50.00		50.00			
5.100.595	VANCO, Online Platform and Bank Fees		379.50	167.00	1,455.45*	1,336.00	119.45	2,000.00
	Total Administration & Operational Support		\$14,222.14	\$8,767.00	\$69,847.60	\$70,536.00	(\$738.40)	\$105,603.00
Compensation & Related Expenses								
5.100.610	Ministers Salary		4,041.67	4,042.00	31,394.27	32,336.00	(941.73)	48,500.00
5.100.620	Ministers Housing Allowance		2,500.00	2,500.00	17,500.00	20,000.00	(2,500.00)	30,000.00
5.100.630	Ministers, In Lieu of Self Employment Tax		500.42	500.00	3,502.94	4,000.00	(497.06)	6,005.00
5.100.640	Ministers Pension Fund		708.33	708.00	5,666.64*	5,664.00	2.64	8,500.00
5.100.650	Ministers Health Insurance		291.66	1,250.00	2,300.42	10,000.00	(7,699.58)	15,000.00
5.100.660	Ministerial Transition Expense		0.00	1,125.00	0.00	9,000.00	(9,000.00)	13,500.00
5.100.670	Ministers Professional Expenses		127.41	667.00	1,343.18	5,336.00	(3,992.82)	8,000.00
5.100.680	Contributions to Ministers Sabbatical Fund		0.00	0.00	0.00	0.00	0.00	0.00
5.100.710	Congregational Administrator Salary		3,746.84	3,707.00	29,675.65*	29,656.00	19.65	44,480.00
5.100.712	Congregational Administrator-Professional Expenses		41.25	167.00	141.25	1,336.00	(1,194.75)	2,000.00
5.100.720	Choir Director Salary		1,850.00	1,850.00	14,589.54	14,800.00	(210.46)	22,200.00
5.100.722	Music Director's Professional Expenses		0.00	183.00	943.40	1,464.00	(520.60)	2,200.00
5.100.725	Pianist/Accompanist - Payroll		0.00	250.00	1,200.00	2,000.00	(800.00)	3,000.00
5.100.728	Audiovisual Technician		323.00	417.00	1,273.00	3,336.00	(2,063.00)	5,000.00
5.100.731	Director of RE Salary		3,348.87	2,250.00	20,128.81*	18,000.00	2,128.81	27,000.00
5.100.732	Director of Religious Education-Professional Exp.		0.00	225.00	1,202.70	1,800.00	(597.30)	2,700.00
5.100.740	Child Care		539.75	667.00	5,295.50	5,336.00	(40.50)	8,000.00
5.100.820	Staff Pensions		595.67	596.00	4,765.36	4,768.00	(2.64)	7,148.00
5.100.910	Payroll Tax Expenses		750.36	680.00	5,666.01*	5,440.00	226.01	8,161.00
	Total Compensation & Related Expenses		\$19,365.23	\$21,784.00	\$146,588.67	\$174,272.00	(\$27,683.33)	\$261,394.00
	Total Expenses from General Fund		\$34,184.42	\$31,980.00	\$223,501.66	\$255,840.00	(\$32,388.34)	\$384,247.00
	Total Expense		\$34,184.42	\$31,980.00	\$223,501.66	\$255,840.00	(\$32,388.34)	\$384,247.00
	Difference		(\$4,233.27)	(\$4,067.00)	\$11,535.15	(\$32,536.00)		(\$49,305.00)

* = Income/Expense exceeds amount budgeted to date

				Unitarian Universalist Fellowship - Gainesville, FL				
				Budget Variance Report				
				February 2025				
Account #	Account Name							
Income								
Income to General Fund								
Sustaining Gifts-Members & Friends								
4.100.030	Current Years Pledges							
4.100.050	Sunday Collect/Unidentified Giving							
Miscellaneous Income								
4.100.210	Rental Income							
4.100.300	Special Activities-Auction							
4.100.330	Interest							
4.100.430	Book Cart Income							
Expense								
Expenses from General Fund								
Programs								
5.100.110	Membership							
5.100.120	UU Leadership							
5.100.130	Social Justice							
5.100.140	RELATE							
5.100.150	CUUPS							
5.100.240	RE Program Activities							
5.100.270	Background Checks							
5.100.280	Hospitality Budgeted							
5.100.300	Special Activities and Auction Expenses							
5.100.310	Worship - Sunday Services							
5.100.320	Music Program							
5.100.410	Canvass Expenses							
5.100.430	Book Cart Expense							
Administration & Operational Support								
5.100.010	Board Discretionary Funds							
5.100.020	Pastoral Care Expense							
5.100.030	Contributions to Reserves							
5.100.520	Denominational Dues							
5.100.525	Insurance							
5.100.530	Office Expense							
5.100.540	Bookkeeper							
5.100.545	Telephone & Internet							
5.100.550	Utilities - Electricity							
5.100.560	Waste Disposal							

Unitarian Universalist Fellowship - Gainesville FL Consolidated Fund Activity Report for February 2025						
Wednesday, March 5, 2025		Beg Balance	Receipts	Disbursements	Transfers/JE's	End Balance
Account #	Account Name					
3.100.100	General Fund Balance	94,264.76	29,951.15	34,184.42	0.00	90,031.49
3.100.301	Ministers Discretionary Pass Through Fund Balance	0.00	904.10	904.10	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	0.00	200.00	29.17	0.00	170.83
3.201.120	CUUPS Support Fund Balance	646.00	0.00	0.00	0.00	646.00
3.202.100	Music Support Fund	1,978.10	0.00	0.00	0.00	1,978.10
3.203.110	Memory Garden Fund	607.11	0.00	95.00	0.00	512.11
3.203.120	Courtyard Fund Balance	2,455.16	0.00	45.00	0.00	2,410.16
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	315.90	0.00	0.00	0.00	315.90
3.206.100	<i>Foundation Grants</i>					
3.206.113	Youth Room Update (Grant) Fund Balance	259.38	0.00	0.00	0.00	259.38
3.206.115	Banned Books (Grant) Fund Balance	73.95	0.00	0.00	0.00	73.95
3.206.117	Sanctuary Lighting (Grant) Balance	23.50	0.00	0.00	0.00	23.50
3.206.118	Hearing Assistance Devices (Grant) Fund Balance	159.85	0.00	0.00	0.00	159.85
3.206.119	Kitchen Stove (Grant) Fund Balance	0.00	1,650.00	1,342.48	0.00	307.52
3.206.120	Crosswalk Painting (Grant) Fund Balance	0.00	500.00	500.00	0.00	0.00
3.206.140	UU Leadership Fund - Balance	4,313.30	0.00	0.00	0.00	4,313.30
3.206.141	OWL Fund (Grant) Balance	510.00	3,850.00	4,360.00	0.00	0.00
3.206.189	Hospitality Supply (grant) Balance	742.00	0.00	0.00	0.00	742.00
3.206.190	Memory Garden (grant) Balance	2,075.00	0.00	0.00	0.00	2,075.00
3.210.100	<i>CYREC</i>					
3.210.110	RE Fund Balance	2,198.18	0.00	0.00	0.00	2,198.18
3.210.120	Youth Support Fund Balance	1,362.14	0.00	154.88	0.00	1,207.26
3.210.125	OWL Fund Balance	7,947.07	(3,450.00)	3,767.74	0.00	729.33
3.210.160	Playground/Coffee Fund Balance	95.00	0.00	0.00	0.00	95.00
3.216.100	<i>Social Justice Fund</i>					
3.216.110	Social Justice Unallocated Funds	4,634.63	0.00	0.00	0.00	4,634.63
3.216.160	Share The Plate Balance	438.75	378.75	438.75	0.00	378.75
3.400.100	<i>Future Funding & Capital Reserve Accounts</i>					
	<i>Balance</i>					
3.404.110	Res. Fd for Large Scale Maintenance-Balance	53,571.57	0.00	0.00	417.00	53,988.57
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	478,997.25	250.00	0.00	0.00	479,247.25
3.500.250	Ministers Discretionary Fund Bank Account	5,337.64	0.00	0.00	0.00	5,337.64
	<i>Balance</i>					
	Total	\$1,879,188.81	\$34,234.00	\$45,821.54	\$417.00	\$1,868,018.27

Unitarian Universalist Fellowship - Gainesville
Consolidated Fund Narrative Report
February 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	Mary Anthony/Leah Cobb Lee/Rev. JeKaren Olaoya	Donations	This is a pass-thru account. We transfer this money to a separate checking account that the minister manages. We are also using this line item to process Rev. JeKaren's use of her credit card for Minister's Discretionary Fund transactions.
3.100.321	Ministers Sabbatical Fund Balance	Board	General Fund	Originally money reserved for a substitute Minister when our Minister goes on Sabbatical (Yrs 4-7) . Will be used to cover interim ministry expenses in coming years.
3.100.700	Minister's Housing Fund Balance	Mary Anthony	General Fund	Board approved creating a fund for Rev. JeKaren's hotel expenses, transferring \$520/month from the general fund in August, September, October & November.
3.201.110	Hospitality Fund Balance	Lynn Jamieson/Susan Christy	Donations	In February, 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	Beverly Sanders, Choir President	Donations/Events	For music program expenses not covered by the budgeted line item. This month shows income from concert
3.203.110	Memory Garden Fund	Pete Turner & Tamara Evonne	Donations	For the maintenance of the memory garden. Main expenses are name plates for deceased members and shrub spraying.
3.203.120	Courtyard Fund Balance	Peggy Maloney	Donations	Funds remaining from drive to purchase benches and landscaping the courtyard. Funds are used for improvements and long-term maintenance of the courtyard, including twice yearly shrub spraying.
3.203.140	Interim Ministry Fund	Mary Anthony	Donations	Donated funds held to help pay salary and expenses of an interim minister.
3.203.145	Board Special Holding Fund Balance	Mary Anthony	General Fund transfer	Board authorized fund to use in case we need additional funding for FY 2024-2025 expenses.
3.203.150	Labrynth Fund	Debra Neill-Mareci	Donations	Funds to maintain and improve our labyrinth. Money transferred in July from Foundation grant line item per Denis Whittaker & family.
3.204.110	Book Cart Fund	Paul Hargrave	Sales	Book purchase income. In August, we transferred \$1000 from the fund, reflecting collections over the past several fiscal years.
Foundation Grants				
3.206.113	Youth Room Update Fund	James Chase	Foundation	Fall 2022 grant
3.206.115	Banned Books Fund	Mary Bahr	Foundation	Fall 2023 grant
3.206.117	Sanctuary Lighting Fund	Marilyn Roberts	Foundation	Fall 2024 grant. Project complete
3.206.118	Hearing Assistance Devices Fund	Sue Boone	Foundation	Fall 2024 grant. Project complete.
3.206.119	Kitchen Stove Fund			Winter 2024 grant. Project complete.
3.206.140	UU Leadership Fund	LDC	Foundation	
3.206.141	OWL Fund	James Chase	Foundation	Fall 2024 grant. Project complete.
3.206.189	Hospitality Supply Fund	Debra Neill-Mareci & Hazel Hazlett	Foundation	Spring 2024 grant to purchase new plates and supplies for the kitchen. No receipts have been submitted.
3.206.090	Memory Garden (grant) Fund	Joy Avery	Foundation	Spring 2024 grant to have camillias professionally trimmed. No receipts have been submitted.

Unitarian Universalist Fellowship - Gainesville
Consolidated Fund Narrative Report
February 2025

Account #	Account Name	Name	Source	Purpose
<i>CYREC</i>				
3.210.120	RE Fund Balance	James Chase	raising activities	To benefit children & youth.
3.210.120	Youth Support Fund Balance	James Chase	Fundraisers (pancake breakfasts, CON fees, car washes, etc.)	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. OWL training classes were held in Jan 2025. This fund and the OWL fund grant line item were used in February to pay UCG for the OWL training classes.
3.201.160	Playground/Coffee Fund Balance	James Chase	Fundraisers	To support playground equipment and supplies
<i>Social Justice Fund</i>				
3.216.110	Social Justice Unallocated Funds	Mary Bahr	Directed donations	To cover costs not budgeted for external events, membership fees to other organizations, etc. In October and November, we recorded receipts from "It Can't Happen Here" productions. The November disbursement is the share of receipts owed to Actors Warehouse.
2.216.160	Share The Plate Balance	Mary Bahr	Directed Donations	Donations collected typically as Sunday offering on the third Sunday of the month and as directed donations through online payment portals.
<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 2024-25, we are paying \$417/month into the fund.
3.500.100	Land & Building Fund			Assessment using Alachua County Property Appraisers figures per 2023.
3.500.150	Furnishings & Equipment Fund			This is an old value of furnishings and equipment.
3.500.200	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.	Rev. JeKaren Bell, Leah Cobb Lee & Mary Anthony	Donations	This is the balance in the Minister's Discretionary Fund Bank Acct, updated monthly. No changes in October.

Unitarian Universalist Fellowship - Gainesville FL			
Balance Sheet as of February 28, 2025			
Wednesday, March 5, 2025			
Account #	Account Name	Beginning Balance	YTD Balance
Assets			
Cash			
1.000.130	Ameris Bank-Checking	186,909.39	120,667.87
1.000.140	Ameris Bank-Money Market	81,604.88	81,919.49
1.000.155	Solar Fund - Checking	147.75	0.00
		Total Cash	\$268,662.02
			\$202,587.36
Fixed Assets			
1.000.310	Building & Land	1,105,900.00	1,043,432.00
1.000.320	Equipment	62,670.00	62,670.00
		Total Fixed Assets	\$1,168,570.00
			\$1,106,102.00
Other Assets			
1.000.160	CDs - Certificates of Deposit	0.00	75,000.00
1.000.410	UUFG Foundation	476,678.83	478,997.25
1.100.250	Ministers Discretionary Fund Account	597.99	5,337.64
		Total Other Assets	\$477,276.82
			\$559,334.89
		Total Assets	\$1,914,508.84
			\$1,868,024.25
Liabilities			
Current Liabilities			
2.000.120	Payroll Taxes Payable	5.98	5.98
		Total Current Liabilities	\$5.98
			\$5.98
		Total Liabilities	\$5.98
			\$5.98
Fund Balance			
3.100.100	General Fund Balance	105,228.34	90,031.49
3.100.301	Ministers Discretionary Pass Through Fund Balance	5,668.00	0.00
3.100.321	Minister's Sabbatical Fund Balance	27,908.58	27,908.58
3.100.700	Minister's Housing Fund Balance	0.00	496.44
3.201.110	Hospitality Fund Balance	0.00	170.83
3.201.120	CUUPS Support Fund Balance	631.00	646.00
3.202.100	Music Support Fund	1,703.00	1,978.10
3.203.110	Memory Garden Fund	814.11	512.11
3.203.120	Courtyard Fund Balance	2,500.16	2,410.16
3.203.130	Solar Panel Fund Balance	(147.75)	0.00
3.203.140	Interim Ministry Fund Balance	49,421.00	55,023.55
3.203.145	Board Special Holding Fund Balance	0.00	24,652.00
3.203.150	Labyrinth Fund Balance	2,000.00	2,000.00
3.204.110	Book Cart Fund	1,079.90	315.90
3.206.100	<i>Foundation Grants</i>		
3.206.113	Youth Room Update (Grant) Fund Balance	259.38	259.38
3.206.115	Banned Books (Grant) Fund Balance	73.95	73.95
3.206.116	Security Camera Grant Balance	256.83	0.00
3.206.117	Sanctuary Lighting (Grant) Balance	0.00	23.50
3.206.118	Hearing Assistance Devices (Grant) Fund Balance	0.00	159.85
3.206.119	Kitchen Stove (Grant) Fund Balance	0.00	307.52
3.206.140	UU Leadership Fund - Balance	4,536.33	4,313.30
3.206.189	Hospitality Supply (grant) Balance	742.00	742.00
3.206.190	Memory Garden (grant) Balance	2,075.00	2,075.00
		Total Foundation Grants	\$7,943.49
			\$7,954.50
3.210.100	<i>CYREC</i>		
3.210.110	RE Fund Balance	1,971.18	2,198.18
3.210.120	Youth Support Fund Balance	1,070.91	1,207.26
3.210.125	OWL Fund Balance	3,056.42	729.33
3.210.160	Playground/Coffee Fund Balance	95.00	95.00
		Total CYREC	\$6,193.51
			\$4,229.77
3.216.100	<i>Social Justice Fund</i>		
3.216.110	Social Justice Unallocated Funds	3,290.26	4,634.63
3.216.160	Share The Plate Balance	280.12	378.75
		Total Social Justice Fund	\$3,570.38
			\$5,013.38
3.400.100	<i>Future Funding & Capital Reserve Accounts Balance</i>		
3.404.110	Res. Fd for Large Scale Maintenance- Balance	53,994.57	53,988.57
		Total Future Funding & Capital Reserve Accounts Balance	\$53,994.57
			\$53,988.57
3.500.100	Land & Building Fund	1,105,900.00	1,043,432.00
3.500.150	Furnishings & Equipment Fund	62,670.00	62,670.00
3.500.155	Solar Fund Bank Account Balance	147.75	0.00
3.500.200	UUFG Foundation Balance	476,678.83	479,247.25
3.500.250	Ministers Discretionary Fund Bank Account Balance	597.99	5,337.64
		Total Fund Balance	\$1,914,502.86
			\$1,868,018.27
		Total Liabilities and Fund Balance	\$1,914,508.84
			\$1,868,024.25

Unitarian Universalist Fellowship - Gainesville FL Treasurer's Report as of March 2025 for General Fund								
Tuesday, April 15, 2025		Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget	Annual Budget Remaining
Account #	Account Name	March 2025						
Income								
<i>Income to General Fund</i>								
<i>Sustaining Gifts-Members & Friends</i>								
4.100.030	Current Years Pledges	33,225.60	24,396.00	232,517.44*	219,564.00	12,953.44	292,748.00	60,230.56
4.100.050	Sunday Collect/Unidentified G	1,453.34	950.00	10,210.78*	8,550.00	1,660.78	11,394.00	1,183.22
	Total Sustaining Gifts-Members & Friends	\$34,678.94	\$25,346.00	\$242,728.22*	\$228,114.00	\$14,614.22	\$304,142.00	\$61,413.78
<i>Miscellaneous Income</i>								
4.100.210	Rental Income	2,875.00	917.00	16,659.41*	8,253.00	8,406.41	11,000.00	(5,659.41)
4.100.300	Special Activities and Auction	3,021.00	1,333.00	14,909.51*	11,997.00	2,912.51	16,000.00	1,090.49
4.100.330	Interest	34.80	292.00	349.41	2,628.00	(2,278.59)	3,500.00	3,150.59
4.100.430	Book Cart Income	0.00	25.00	1,000.00*	225.00	775.00	300.00	(700.00)
	Total Miscellaneous Income	\$5,930.80	\$2,567.00	\$32,918.33*	\$23,103.00	\$9,815.33	\$30,800.00	(\$2,118.33)
	Total Income to General Fund	\$40,609.74	\$27,913.00	\$275,646.55	\$251,217.00	\$24,429.55	\$334,942.00	\$59,295.45
	Total Income	\$40,609.74	\$27,913.00	\$275,646.55	\$251,217.00	\$24,429.55	\$334,942.00	\$59,295.45
Expense								
<i>Expenses from General Fund</i>								
<i>Programs</i>								
5.100.110	Membership	0.00	67.00	191.03	603.00	(411.97)	800.00	608.97
5.100.120	UU Leadership	0.00	50.00	600.00*	450.00	150.00	600.00	0.00
5.100.130	Social Justice	0.00	125.00	564.00	1,125.00	(561.00)	1,500.00	936.00
5.100.140	RELATE	0.00	8.00	0.00	72.00	(72.00)	100.00	100.00
5.100.150	CUUPS	0.00	21.00	131.49	189.00	(57.51)	250.00	118.51
5.100.240	RE Program Activities	301.61	183.00	2,144.12*	1,647.00	497.12	2,200.00	55.88
5.100.270	Background Checks	62.75	50.00	799.00*	450.00	349.00	600.00	(199.00)
5.100.280	Hospitality Budgeted	0.00	17.00	200.00*	153.00	47.00	200.00	0.00
5.100.300	Special Activities and Auction Expenses	177.18	83.00	891.78*	747.00	144.78	1,000.00	108.22
5.100.310	Worship - Sunday Services	300.00	617.00	1,641.69	5,553.00	(3,911.31)	7,400.00	5,758.31
5.100.320	Music Program	6.99	200.00	750.81	1,400.00	(649.19)	2,000.00	1,249.19
5.100.410	Canvass Expenses	0.00	500.00	0.00	500.00	(500.00)	500.00	500.00
5.100.430	Book Cart Expense	0.00	8.00	0.00	72.00	(72.00)	100.00	100.00
	Total Programs	\$848.53	\$1,929.00	\$7,913.92	\$12,961.00	(\$5,047.08)	\$17,250.00	\$9,336.08
<i>Administration & Operational Support</i>								
5.100.010	Board Discretionary Funds	0.00	83.00	740.00	747.00	(7.00)	1,000.00	260.00
5.100.020	Pastoral Care Expense	0.00	17.00	73.00	153.00	(80.00)	200.00	127.00
5.100.030	Contributions to Reserves	417.00	417.00	3,753.00	3,753.00	0.00	5,000.00	1,247.00
5.100.520	Denominational Dues	1,433.00	1,423.00	12,867.00*	12,807.00	60.00	17,078.00	4,211.00
5.100.525	Insurance	1,840.58	1,583.00	17,701.16*	14,247.00	3,454.16	19,000.00	1,298.84
5.100.530	Office Expense	381.49	583.00	5,196.47	5,247.00	(50.53)	7,000.00	1,803.53
5.100.540	Bookkeeper	0.00	250.00	825.00	2,250.00	(1,425.00)	3,000.00	2,175.00
5.100.545	Telephone & Internet	704.46	625.00	4,602.01	5,625.00	(1,022.99)	7,500.00	2,897.99
5.100.550	Utilities - Electricity & Water	1,926.88	1,250.00	10,714.05	11,250.00	(535.95)	15,000.00	4,285.95
5.100.560	Waste Disposal	236.70	217.00	1,837.63	1,953.00	(115.37)	2,600.00	762.37
5.100.570	Custodial Service	900.00	900.00	8,100.00	8,100.00	0.00	10,800.00	2,700.00
5.100.572	Custodial Supplies	0.00	69.00	434.37	621.00	(186.63)	825.00	390.63
5.100.575	Facilities Maintenance	2,100.00	792.00	5,932.57	7,128.00	(1,195.43)	9,500.00	3,567.43
5.100.580	Backflow and Fire Suppression	30.00	333.00	3,641.12*	2,997.00	644.12	4,000.00	358.88

Unitarian Universalist Fellowship - Gainesville FL Treasurer's Report as of March 2025 for General Fund									
Tuesday, April 15, 2025									
Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget	Annual Budget Remaining	
			March 2025						
5.100.583	Security & Safety		0.00	58.00	172.98	522.00	(349.02)	700.00	527.02
5.100.585	Pest Control		0.00	0.00	400.00	400.00	0.00	400.00	0.00
5.100.590	Other Expenses inc Bank Fees		0.00		50.00				
5.100.595	VANCO, Online Platform and Bank Fees		127.06	167.00	1,582.51*	1,503.00	79.51	2,000.00	417.49
Total Administration & Operational Support			\$10,097.17	\$8,767.00	\$78,622.87	\$79,303.00	(\$730.13)	\$105,603.00	\$27,030.13
Compensation & Related Expenses									
5.100.610	Ministers Salary		4,041.67	4,042.00	35,435.94	36,378.00	(942.06)	48,500.00	13,064.06
5.100.620	Ministers Housing Allowance		2,500.00	2,500.00	20,000.00	22,500.00	(2,500.00)	30,000.00	10,000.00
5.100.630	Ministers, In Lieu of Self Employment Tax		500.42	500.00	4,003.36	4,500.00	(496.64)	6,005.00	2,001.64
5.100.640	Ministers Pension Fund		708.33	708.00	6,374.97*	6,372.00	2.97	8,500.00	2,125.03
5.100.650	Ministers Health Insurance		291.66	1,250.00	2,592.08	11,250.00	(8,657.92)	15,000.00	12,407.92
5.100.660	Ministerial Transition Expense		0.00	1,125.00	0.00	10,125.00	(10,125.00)	13,500.00	13,500.00
5.100.670	Ministers Professional Expenses		1,145.63	667.00	2,488.81	6,003.00	(3,514.19)	8,000.00	5,511.19
5.100.680	Contributions to Ministers Sabbatical Fund		0.00	0.00	0.00	0.00	0.00	0.00	0.00
5.100.710	Congregational Administrator Salary		4,151.62	3,707.00	33,827.27*	33,363.00	464.27	44,480.00	10,652.73
5.100.712	Congregational Administrator-Professional Expenses		0.00	167.00	141.25	1,503.00	(1,361.75)	2,000.00	1,858.75
5.100.720	Choir Director Salary		1,850.00	1,850.00	16,439.54	16,650.00	(210.46)	22,200.00	5,760.46
5.100.722	Music Director's Professional Expenses		0.00	183.00	943.40	1,647.00	(703.60)	2,200.00	1,256.60
5.100.725	Pianist/Accompanist - Payroll		250.00	250.00	1,450.00	2,250.00	(800.00)	3,000.00	1,550.00
5.100.728	Audiovisual Technician		228.00	417.00	1,501.00	3,753.00	(2,252.00)	5,000.00	3,499.00
5.100.731	Director of RE Salary		3,335.94	2,250.00	23,464.75*	20,250.00	3,214.75	27,000.00	3,535.25
5.100.732	Director of Religious Education-Professional Exp.		58.32	225.00	1,261.02	2,025.00	(763.98)	2,700.00	1,438.98
5.100.740	Child Care		714.00	667.00	6,009.50*	6,003.00	6.50	8,000.00	1,990.50
5.100.820	Staff Pensions		595.67	596.00	5,361.03	5,364.00	(2.97)	7,148.00	1,786.97
5.100.910	Payroll Tax Expenses		786.39	680.00	6,452.40*	6,120.00	332.40	8,161.00	1,708.60
Total Compensation & Related Expenses			\$21,157.65	\$21,784.00	\$167,746.32	\$196,056.00	(\$28,309.68)	\$261,394.00	\$93,647.68
Total Expenses from General Fund			\$32,103.35	\$32,480.00	\$254,283.11	\$288,320.00	(\$34,086.89)	\$384,247.00	\$130,013.89
Total Expense			\$32,103.35	\$32,480.00	\$254,283.11	\$288,320.00	(\$34,086.89)	\$384,247.00	\$130,013.89
Difference			\$8,506.39	(\$4,567.00)	\$21,363.44	(\$37,103.00)		(\$49,305.00)	

* = Income/Expense exceeds amount budgeted to date

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

Account #	Account Name	
<i>Income</i>		
<i>Income to General Fund</i>		
<i>Sustaining Gifts-Members & Friends</i>		
4.100.030	Current Years Pledges	Pledge income for March is over budget by \$8830; we are over budget for our fiscal year thus far by \$12,953.
4.100.050	Sunday Collect/Unidentified Giving	
<i>Miscellaneous Income</i>		
4.100.210	Rental Income	Main monthly rental income from the Gainesville Bridge Club and Joy of the Lord Outreach Ministries. Rental income for March also includes Lifeline Screening and Gainesville Secular Science classes, which extended through May 12
4.100.300	Special Activities-Auction	Special Activities income for March includes proceeds from rummage sale
4.100.330	Interest	
4.100.430	Book Cart Income	
<i>Expense</i>		
<i>Expenses from General Fund</i>		
<i>Programs</i>		
5.100.110	Membership	
5.100.120	UU Leadership	September board retreat supplies reimbursement - leadership line item budget is spent. Future expenses will come from fund
5.100.130	Social Justice	In Jan, we reimbursed for Grace bags and an ad in the Vets for Peace publication
5.100.140	RELATE	
5.100.150	CUUPS	
5.100.240	RE Program Activities	Misc supplies & food, etc.
5.100.270	Background Checks	Note we are over budget for the year -- with extra activities with children and youth, we are running more background checks for volunteers.
5.100.280	Hospitality Budgeted	Note this line item is exhausted. We are using the Hospitality Fund line item for future hospitality purchases thanks to a \$200 donation honoring Lynn Jamieson, which she requested be used for hospitality expenses.
5.100.300	Special Activities and Auction Expenses	
5.100.310	Worship - Sunday Services	March includes honorarium/donation for Mom's Demand Action
5.100.320	Music Program	
5.100.410	Canvass Expenses	
5.100.430	Book Cart Expense	
<i>Administration & Operational Support</i>		
5.100.010	Board Discretionary Funds	
5.100.020	Pastoral Care Expense	
5.100.030	Contributions to Reserves	Monthly payment
5.100.520	Denominational Dues	Monthly payment
5.100.525	Insurance	Premium payments to Liberty Mutual this year are a bit over what we budgeted.
5.100.530	Office Expense	Includes contracts with Konica Minolta and Office 365. October also had misc resupplies.
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	

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

Account #	Account Name	
5.100.575	Facilities Maintenance	March expenses included strip & wax of Phillips Hall floor and large tree removal
5.100.580	Backflow and Fire Suppression	monitoring service fees.
5.100.583	Security & Safety	
5.100.585	Pest Control	Melrose Pest Control's annual termite treatment was performed in September
5.100.595	VANCO, Online Platform and Bank Fees	Vanco manages most of our online donations. The other online platforms we use include Venmo, PayPal and Stripe.
Compensation & Related Expenses		
5.100.610	Ministers Salary	
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	
5.100.710	Congregational Administrator Salary	
5.100.712	Congregational Administrator-Professional Expenses	
5.100.720	Choir Director Salary	
5.100.722	Music Director's Professional Expenses	
5.100.725	Pianist/Accompanist	
5.100.728	Audiovisual Technician	
5.100.731	Director of RE Salary	James' pay reflects their current 30 hr/week payroll data
5.100.732	Director of Religious Education-Professional Exp.	
5.100.740	Child Care	
5.100.820	Staff Pensions	
5.100.910	Payroll Tax Expenses	

Unitarian Universalist Fellowship - Gainesville FL Consolidated Fund Activity Report for March 2025						
Tuesday, April 15, 2025		Beg Balance	Receipts	Disbursements	Transfers/JE's	End Balance
3.100.100	General Fund Balance	91,030.39	40,609.74	32,103.35	0.00	99,536.78
3.100.301	Ministers Discretionary Pass Through Fund	0.00	0.00	798.14	0.00	(798.14)
	Balance					
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	170.83	0.00	11.29	0.00	159.54
3.201.120	CUUPS Support Fund Balance	646.00	0.00	0.00	0.00	646.00
3.202.100	Music Support Fund	1,978.10	0.00	0.00	0.00	1,978.10
3.203.110	Memory Garden Fund	512.11	0.00	112.00	0.00	400.11
3.203.120	Courtyard Fund Balance	2,410.16	0.00	0.00	0.00	2,410.16
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	315.90	86.00	0.00	0.00	401.90
3.205.100	Jean LeMire Bequest Balance	0.00	74,603.06	0.00	0.00	74,603.06
3.206.100	<i>Foundation Grants</i>					
3.206.113	Youth Room Update (Grant) Fund Balance	259.38	0.00	0.00	0.00	259.38
3.206.115	Banned Books (Grant) Fund Balance	73.95	0.00	0.00	0.00	73.95
3.206.117	Sanctuary Lighting (Grant) Balance	23.50	0.00	0.00	0.00	23.50
3.206.118	Hearing Assistance Devices (Grant) Fund Balance	159.85	0.00	0.00	0.00	159.85
3.206.119	Kitchen Stove (Grant) Fund Balance	307.52	0.00	0.00	0.00	307.52
3.206.140	UU Leadership Fund - Balance	4,313.30	0.00	0.00	0.00	4,313.30
3.206.189	Hospitality Supply (grant) Balance	742.00	0.00	0.00	0.00	742.00
3.206.190	Memory Garden (grant) Balance	2,075.00	0.00	0.00	0.00	2,075.00
3.210.100	<i>CYREC</i>					
3.210.110	RE Fund Balance	2,198.18	0.00	0.00	0.00	2,198.18
3.210.120	Youth Support Fund Balance	1,207.26	0.00	214.51	0.00	992.75
3.210.125	OWL Fund Balance	729.33	0.00	0.00	0.00	729.33
3.210.160	Playground/Coffee Fund Balance	95.00	0.00	0.00	0.00	95.00
3.216.100	<i>Social Justice Fund</i>					
3.216.110	Social Justice Unallocated Funds	4,634.63	0.00	0.00	0.00	4,634.63
3.216.160	Share The Plate Balance	378.75	45.75	0.00	0.00	424.50
3.400.100	<i>Future Funding & Capital Reserve Accounts</i>					
	Balance					
3.404.110	Res. Fd for Large Scale Maintenance-Balance	53,988.57	0.00	0.00	417.00	54,405.57
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	479,247.25	550.00	0.00	0.00	479,797.25
3.500.250	Ministers Discretionary Fund Bank Account	5,337.64	0.00	0.00	(1,715.10)	3,622.54
	Balance					
	Total	\$1,869,017.17	\$115,894.55	\$33,239.29	(\$1,298.10)	\$1,950,374.33

**Unitarian Universalist Fellowship -
Consolidated Fund Narrative Report
March 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	Mary Anthony/Leah Cobb Lee/Rev. JeKaren Olaoya	Donations	This is a pass-thru account. We transfer this money to a separate checking account that the minister manages. We are also using this line item to process Rev. JeKaren's use of her credit card for Minister's Discretionary Fund transactions. <i>March shows a negative balance because the transfer to pay for credit card transactions occurred in April.</i>
3.100.321	Ministers Sabbatical Fund Balance	Board	General Fund	Originally money reserved for a substitute Minister when our Minister goes on Sabbatical (Yrs 4-7) . Will be used to cover interim ministry expenses in coming years.
3.100.700	Minister's Housing Fund Balance	Mary Anthony	General Fund	Board approved creating a fund for Rev. JeKaren's hotel expenses, transferring \$520/month from the general fund in August, September, October & November.
3.201.110	Hospitality Fund Balance	Lynn Jamieson/Susan Christy	Donations	In February, 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	Beverly Sanders, Choir President	Donations/Events	For music program expenses not covered by the budgeted line item. This month shows income from concert
3.203.110	Memory Garden Fund	Pete Turner & Tamara Evonne	Donations	For the maintenance of the memory garden. Main expenses are name plates for deceased members and shrub spraying. <i>March includes Paul Hargrave's plate. April will likely include Alice Primack and Carolyn Kinnard Ziffer's plates. Fund will be running low.</i>
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	Mary Anthony	Donations	Donated funds held to help pay salary and expenses of an interim minister.
3.203.145	Board Special Holding Fund Balance	Mary Anthony	General Fund transfer	Board authorized fund to use in case we need additional funding for FY 2024-2025 expenses.
3.203.150	Labrynth Fund	Debra Neill-Mareci	Donations	Funds to maintain and improve our labyrinth. Money transferred in July from Foundation grant line item per Denis Whittaker & family.
3.204.110	Book Cart Fund	Paul Hargrave	Sales	Book purchase income. In August, we transferred \$1000 from the fund, reflecting collections over the past several fiscal years.
Foundation Grants				
3.206.113	Youth Room Update Fund	James Chase	Foundation	Fall 2022 grant
3.206.115	Banned Books Fund	Mary Bahr	Foundation	Fall 2023 grant
3.206.117	Sanctuary Lighting Fund	Marilyn Roberts	Foundation	Fall 2024 grant. Project complete
3.206.118	Hearing Assistance Devices Fund	Sue Boone	Foundation	Fall 2024 grant. Project complete.
3.206.119	Kitchen Stove Fund			Winter 2024 grant. Project complete.
3.206.140	UU Leadership Fund	LDC	Foundation	
3.206.141	OWL Fund	James Chase	Foundation	Fall 2024 grant. Project complete.
3.206.189	Hospitality Supply Fund	Debra Neill-Mareci & Hazel Hazlett	Foundation	Spring 2024 grant to purchase new plates and supplies for the kitchen. Receipts submitted in April, so this fund will zero out.

**Unitarian Universalist Fellowship -
Consolidated Fund Narrative Report
March 2025**

Account #	Account Name	Name	Source	Purpose
3.206.090	Memory Garden (grant) Fund	Joy Avery	Foundation	Spring 2024 grant to have camillias professionally trimmed. No receipts have been submitted.

	<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 (pancake breakfasts, CON fees, car washes, etc.)	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. OWL training classes were held in Jan 2025. This fund and the OWL fund grant line item were used in February to pay UCG for the OWL training classes.
3.201.160	Playground/Coffee Fund Balance	James Chase	Fundraisers	To support playground equipment and supplies
	<i>Social Justice Fund</i>			
3.216.110	Social Justice Unallocated Funds	Mary Bahr	Directed donations	To cover costs not budgeted for external events, membership fees to other organizations, etc. In October and November, we recorded receipts from "It Can't Happen Here" productions. The November disbursement is the share of receipts owed to Actors Warehouse.
2.216.160	Share The Plate Balance	Mary Bahr	Directed Donations	Donations collected typically as Sunday offering on the third Sunday of the month and as directed donations through online payment portals.
	<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 2024-25, we are paying \$417/month into the fund.
3.500.100	Land & Building Fund			Assessment using Alachua County Property Appraisers figures per 2023.
3.500.150	Furnishings & Equipment Fund			This is an old value of furnishings and equipment.
3.500.200	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.	Cobb Lee & Mary Anthony	Donations	This is the balance in the Minister's Discretionary Fund Bank Acct, updated monthly.

Unitarian Universalist Fellowship - Gainesville FL			
Balance Sheet as of March 31, 2025			
Tuesday, April 15, 2025			
Account #	Account Name	Beginning Balance	YTD Balance
Assets			
Cash			
1.000.130	Ameris Bank-Checking	186,909.39	204,704.23
1.000.140	Ameris Bank-Money Market	81,604.88	81,954.29
1.000.155	Solar Fund - Checking	147.75	0.00
	Total Cash	\$268,662.02	\$286,658.52
Fixed Assets			
1.000.310	Building & Land	1,105,900.00	1,043,432.00
1.000.320	Equipment	62,670.00	62,670.00
	Total Fixed Assets	\$1,168,570.00	\$1,106,102.00
Other Assets			
1.000.160	CDs - Certificates of Deposit	0.00	75,000.00
1.000.410	UUFG Foundation	476,678.83	478,997.25
1.100.250	Ministers Discretionary Fund Account	597.99	3,622.54
	Total Other Assets	\$477,276.82	\$557,619.79
	Total Assets	\$1,914,508.84	\$1,950,380.31
Liabilities			
Current Liabilities			
2.000.120	Payroll Taxes Payable	5.98	5.98
	Total Current Liabilities	\$5.98	\$5.98
	Total Liabilities	\$5.98	\$5.98
Fund Balance			
3.100.100	General Fund Balance	105,228.34	99,536.78
3.100.301	Ministers Discretionary Pass Through Fund Balance	5,668.00	(798.14)
3.100.321	Minister's Sabbatical Fund Balance	27,908.58	27,908.58
3.100.700	Minister's Housing Fund Balance	0.00	496.44
3.201.110	Hospitality Fund Balance	0.00	159.54
3.201.120	CUUPS Support Fund Balance	631.00	646.00
3.202.100	Music Support Fund	1,703.00	1,978.10
3.203.110	Memory Garden Fund	814.11	400.11
3.203.120	Courtyard Fund Balance	2,500.16	2,410.16
3.203.130	Solar Panel Fund Balance	(147.75)	0.00
3.203.140	Interim Ministry Fund Balance	49,421.00	55,023.55
3.203.145	Board Special Holding Fund Balance	0.00	24,652.00
3.203.150	Labyrinth Fund Balance	2,000.00	2,000.00
3.204.110	Book Cart Fund	1,079.90	401.90
3.205.100	Jean LeMire Bequest Balance	0.00	74,603.06
3.206.100	<i>Foundation Grants</i>		
3.206.113	Youth Room Update (Grant) Fund Balance	259.38	259.38
3.206.115	Banned Books (Grant) Fund Balance	73.95	73.95
3.206.116	Security Camera Grant Balance	256.83	0.00
3.206.117	Sanctuary Lighting (Grant) Balance	0.00	23.50
3.206.118	Hearing Assistance Devices (Grant) Fund Balance	0.00	159.85
3.206.119	Kitchen Stove (Grant) Fund Balance	0.00	307.52
3.206.140	UU Leadership Fund - Balance	4,536.33	4,313.30
3.206.189	Hospitality Supply (grant) Balance	742.00	742.00
3.206.190	Memory Garden (grant) Balance	2,075.00	2,075.00
	Total Foundation Grants	\$7,943.49	\$7,954.50
3.210.100	<i>CYREC</i>		
3.210.110	RE Fund Balance	1,971.18	2,198.18
3.210.120	Youth Support Fund Balance	1,070.91	992.75
3.210.125	OWL Fund Balance	3,056.42	729.33
3.210.160	Playground/Coffee Fund Balance	95.00	95.00
	Total CYREC	\$6,193.51	\$4,015.26
3.216.100	<i>Social Justice Fund</i>		
3.216.110	Social Justice Unallocated Funds	3,290.26	4,634.63
3.216.160	Share The Plate Balance	280.12	424.50
	Total Social Justice Fund	\$3,570.38	\$5,059.13
3.400.100	<i>Future Funding & Capital Reserve Accounts Balance</i>		
3.404.110	Res. Fd for Large Scale Maintenance- Balance	53,994.57	54,405.57
	Total Future Funding & Capital Reserve Accounts Balance	\$53,994.57	\$54,405.57
3.500.100	Land & Building Fund	1,105,900.00	1,043,432.00
3.500.150	Furnishings & Equipment Fund	62,670.00	62,670.00
3.500.155	Solar Fund Bank Account Balance	147.75	0.00
3.500.200	UUFG Foundation Balance	476,678.83	479,797.25
3.500.250	Ministers Discretionary Fund Bank Account Balance	597.99	3,622.54
	Total Fund Balance	\$1,914,502.86	\$1,950,374.33
	Total Liabilities and Fund Balance	\$1,914,508.84	\$1,950,380.31

Board Personnel Quick Groups Update

April 19, 2025

Quick Group 1: Job Descriptions Updates – Mary, Kristin, Erin, Rev. JeKaren

- Compiled current job descriptions.
- Met with Rev. JeKaren, decided on job description reviews.
- Attended staff meeting, informed staff of Board's efforts on behalf of personnel, reassured them this proactive work for congregation, and there will be no negative consequences.
- Job Description Reviews conducted by Rev. JeKaren (Cam and James), Mary (Tané) and Erin (Ricardo).
- Job description revisions underway; **first readings at April 22 Board meeting.**

Quick Group 2: Addressing Health Insurance Concern – Tim, Kristin

- Contacted current eligible staff (Cam, James) to determine their needs and current coverage.
- Reached out to UUA to get information on Medicare supplemental insurance.
- Reviewed health care coverage in nearby UU congregation personnel manuals.
- Provided information to Finance Committee.
- **Board recommendations, potential motions, and first reading of Personnel Manual changes at April 22 Board meeting.**

Quick Group 3: General Benefits Review – Norden, Kristin, Cam

- Working on Benefits Tune-up Workbook with Cam
- May have suggested actions at May Board meeting.

Quick Group 4: Salary Recommendation Review – Mary, Erin, Kristin

- Working on aligning job descriptions with UUA Job Levels.
- Working to determine where on compensation scale to place current employees based on training, experience, and length of service.
- Provided projected information to Finance Committee.
- Will have recommendations at May Board meeting.

Quick Group 5: Review Personnel Processes (Onboarding, Annual Review, Offboarding) – Tom, Leah, Kristin

- Compiled annual review options for the remainder of current fiscal year: desk audit, self-evaluation, stay interview, biweekly check-ins.
- Needs:
 - Plan and schedule reviews for this year (who, how, when)
 - Plan and schedule exit interviews for this year for Rev. JeKaren and Ricardo (who, how, when)

Ministerial Search Working Group Report

April 16, 2025

The Ministerial Search Working Group (MSWG) has met several times since the last report and completed the Congregational Record, questionnaire, and other parts of the Interim Ministry application. We submitted the application and record for review by our Regional contact, Kathy McGowan, on Monday, April 14. Everything was reviewed and approved, and as of Wednesday, April 16, our Congregational Record (CR) is live for ministers to view.

As part of submitting the application, the MSWG affirmed the following covenant on behalf of the Board and congregation:

On behalf of your congregational board, please enter into covenant using the checkbox on your congregational record on MinistrySearch. Participation in interim search requires agreeing to and following the covenant.

1. We agree to follow the rules and timelines within the Transitional Ministry Handbook and UUA Transitions Team website.
2. We agree to honor a minister's need to follow the UUMA guidelines for the conduct of ministry (regardless of membership).
3. We agree to not to ask the interim to be a candidate for a congregation's settled position and understand that that the interim may not apply to a position with our congregation that starts within 3 years of their last day as interim minister.
4. We agree to inform and work with UUA transitions and regional staff throughout the transitional process.
5. We agree to complete interim progress appraisals as required.
6. We agree to fund the training cost of the interim minister, if they have not completed the transitional ministry training already. We acknowledge that differences in pay based upon gender, race, ethnicity, ableism, and other marginalized identities are well documented, and understand that ministers are encouraged to communicate with the UUA Transitions Team regarding the salary offered.
7. We understand that an interim minister must have a mentor (all except Accredited Interim Ministers) or collegial support system (AIMS only) during the interim ministry.

We understand the need for fairness throughout the search and interim period. We agree to abide by the interim search rules as well as to support interim ministry in our congregation throughout the interim period.

The Working Group is now down to four members, as Anna Deyle had to leave due to external commitments making the heavy commitment mid-May impossible.

As for the timeline, between now and May 4, potential ministers may view our CR and our website to see if they want to put in their name for consideration. On May 6, the UUA Transitions Office will release up to six candidate names to the MSWG. We will then be meeting at 7 p.m. on Thursday, May 8, to discuss the candidates and decide the next steps.

I will be speaking at the Ministry Update Town Hall on Sunday, April 20, after service about the process and where we are in it.

Respectfully submitted,
Kristin Stevens, Trustee

Foundation Grant: Spring 2025

Upgrade to UUFG's main playground via Sun Shade:



Add a 20'x 20' **Sun Shade** over part of the playground. It would be mounted on two trees and two 4x4 poles. Attached by the same pulley system that is over the Phillips Hall. Image>right

Two trees with bolts (rings) will be drilled into the trees and the suspension rope lines will be attached. The two new posts will hold the other two corners. Each pole will have a padded cover over



would not be left up as it presents a possibility of misuse when no one is around and for safety purposes, is only up during specific times as directed by the Lifespan Dev. Director. The image below shows how the Slack Line will be hung between two specific trees for use.



the 4x4 posts so children will be protected if running...

Along with the sun shade, it desired to install a **Slack Line** for children to enjoy. A wide ribbon is slung between two other trees in the playground and there are covers to protect the trees while providing a study protection for the tree trunk. This

2025 March: UUFG Playground Proposal (UUFG Foundation Grant)

Item	Specs	SUPPLIER	Qty	Cost	TOTAL
Shade Sail	20' x 20'	SUNNY GUARD Sun Shade Sail (Amazon)	1	\$110.00	\$110.00
Posts	6" x 6"x 12'	Home Depot	2	\$51.00	\$102.00
Hooks for Posts	SS 304 Swing Hangers+Bearings, 1 set of 2	Aisto (Amazon)	1	\$21.99	\$21.99
Hooks for Tree Mounting	Heavy duty hooks for hanging, eye bolt screws; Load capacity 550 lbs., set of 2	Bathonly (Amazon)	1	\$15.00	\$15.00
Pulley	2 per pack	Home Depot	2	\$29.44	\$58.88
Rope, waterproof	2 per pack	J-FM TWNTHSD (Amazon)	2	\$21.95	\$43.90
Carabiners	Large Spring Snap Hook Carabiner, 304 Stainless Steel	Grandbuy (Amazon)	4	\$11.69	\$46.76
Gravel	For post setting, 1 bag: 0.5 Cu ft.	<u>Sakrete (Lowe's)</u>	6	\$5.88	\$35.28
Concrete	Quick setting: 50lbs/bag	Sakrete (Home Depot)	24	\$6.65	\$159.60
Pole pads for posts	6' tall 4x4 Pole Pad for posts	Katop (Walmart)	2	\$140.00	\$280.00
Total Cost					\$873.41

Foundation Grant: Spring 2025

Fencing for toddler playground along south wing of children's classrooms.

Director James Chase would like to rebuild the toddler playground (was a children's area many years ago) for many youngsters who are currently in the RE Program. This would provide a safe place for them to be outside and away from the running older children on the main playground east of the administrative wing.



This 4x4 post fence with plastic covered wire would provide an easy way to create a fence. There would be a gate on the eastern edge (back corner) where the north/south sidewalk empties into the south parking lot.

There would also be a fence (with a gate) around the AC condenser that is keeping children away from the tubes and wires of the condenser. This is a safety decision.



2025 March: Children's Wing Outdoor Fence

ITEM	SPECS	SUPPLIER	Qty	Cost	Total
Fence top rail	2" x 4" x 8'	Home Depot	25	\$5.48	\$137.00
Fence Posts	4" x 4" x 12' (cut in half)	Home Depot	11	\$19.78	\$217.58
Fence Staples 1 LB	Poultry Net Staples, box	Home Depot	1	\$5.98	\$5.98
Wire Fence, black	4' x 50', 16 GA PVC Coated	Home Depot	2	\$98.97	\$197.94
Wood Screws	10 x 3", box of 69, Star Drive Exterior	Home Depot	2	\$11.97	\$23.94
Gate Hinges	Boardersmover self closing	Amazon	2	\$24.64	\$49.28
Gate Latch	Boardersmover	Amazon	2	\$19.99	\$39.98
Gravel	For post setting, 1 bag: 0.5 Cu ft.	<u>Sakrete (Lowe's)</u>	4	\$5.88	\$23.52
Concrete	Quick setting: 50lbs/bag	Sakrete (Home Depot)	15	\$6.65	\$99.75
Delivery to UUFG		Home Depot			\$80.00
TOTAL					\$874.97

Explanation

Fence around playground with gate on east side & fence around air conditioner

Total: 20' x 68' x 3'8", South Gate: 4' wide, Total: 9' 3"

Q & A from Debra Neill-Mareci

The labor costs are unnecessary: Tom Mareci, myself, and a new member (took his photo but need to look up his name) will do both jobs.

You may not be aware that Tom built the sunshade over the Phillips Hall patio. I am a helper in these endeavors, he is the designer. He experimented on the patio sunshade configuration for over ten months to figure out the best way to set up and take down the sun shade (one person can do it); designed the equipment configuration: the pulleys, the marine rope for endurance, and the cleats for tying off the rope. Once learned how, it is not a difficult set up and will provide good shade during the hot summers for the kids and adults.

The fence is straight forward. We have many 4x4 posts in our yard (on walkways and to pull hoses and also many rain barrels to use for watering and not damaging any plants (we installed a zeroscaped front and back yard about 12 years ago- no grass, rocks, brick walkways and mostly native plants).

Tom also has the needed wood working tools for the fence project with portable work tables and saws, etc. Both projects are fairly straight forward.

On aside. Tom put up a sun shade over a bare concrete patio on one end of our house. It has worked out extremely well.

Do come back if you have any more questions- either to Tom or myself. These are excellent projects that will last and add great assets to our RE program which, under James's leadership and skills, has greatly increased the ability to attract new visitors and members to UUFG.

Thank you for asking your questions and come back to me if you have more questions. You can also direct questions to Tom also.

Kindest regards

Debra

On Thu, Apcan , 2025, 1:59 PM Pete Turner <peteturner123@gmail.com> wrote:

Hi Debra

Thanks for your application to improve the kids' playground, with the detailed breakdown of costs.

Who provides the labor for these projects? Will the installation of the sunshade and fence look professional?

I'm not sure who put up the sunshade outside the Social Hall, but that looks fine.

If you can respond by Monday that would be great, as we're reviewing the grant applications later that week. Please use Reply All.

Thanks again for all the effort you put into improving UUFG,

Pete T

Debra Neill-Mareci

Replacement tables for Social Hall

March 23rd 2025

Expenditures and descriptions:

10 48" round white plastic top tables with folding steel legs. \$629.90

10 30"X72" rectangular white plastic top tables with folding steel legs. 489.90

Shipping for above items to UUFG. 311.76
Total \$1431.56

Items to be purchased from Webstaurant on line store, where we purchased steel table in the kitchen.

For comparison;

Home Depot 6' Lifetime table, \$138.48 10 for 1384.80

Home depot 4' round Kathryn table, \$149 10 for 1490.00

Total \$2874.80

From Judith Kendall (email, 3/28/2025)

"Also approved by the Board on March 25, my proposal (attached) to establish the Alice Primack Social Justice Award, contingent upon endowment of that award in the annual amount of \$1,000 by the UUFG Foundation. I know this is a big ask, but it is crucial to making this award work and be of interest the community. The funds could be taken from the Foundation's grant funds once a year. This needs to be a secure endowment, not an annual grant request that may or may not be funded. Social Justice has endorsed this and has agreed to administer the award. Please let me know if Foundation members would like me to attend a meeting to discuss this."

MEMORANDUM

TO: UUFG Governing Board

FROM: Judith Kendall

DATE: March 17, 2025

SUBJECT: Award Honoring Alice Primack

The children of Alice Primack have expressed interest in ways for the congregation to acknowledge and honor their mother's contributions to social justice. They were interested in a bench honoring Alice, but Alice already has a very nice bench that is part of the Courtyards landscaping project that was dedicated to her while she was alive.

A different kind of memorial seems appropriate. I request that the UUG Governing Board establish the UUFG Alice Primack Memorial Social Justice Award to be presented annually to a member of the larger community who lives up to the ideals of caring—for others, for the environment—shown by Alice during her lifetime.

Here is how I envision its working:

- UUFG Governing Board officially establishes the award.
- UUFG Social Justice Council agrees to administer the award, involving Alice's family in selecting awardees. (This happened by unanimous vote on March 16.)
- UUFG Foundation agrees to a request to fund the annual award in the amount of \$1,000. Award will not go to the individual selected, but to that person's affiliated organization or selected charity or action group. I believe that having a monetary award will add gravitas to and interest in the award.
- Social Justice Council notifies Alice's family of the award and establishes a date for accepting the first year's nominees.

- Social Justice Council establishes a process for publicizing the award, requirements for nominations, and selection process.

In addition to honoring Alice's memory, this annual community award would help the Board meet its goal of more visibility for the congregation in the community.

Thank you for considering this request.

Q&A Judith Kendall

On Apr 3, 2025, at 1:53 PM, Pete Turner <peteturner123@gmail.com> wrote:

Hi Judith

Thanks for the application for the Alice Primack Memorial Fund. A few points:

- 1) I'm not sure we can commit to fund this for an indefinite period. Maybe for 5 years.
- 2) When the award goes to someone working in "the larger community," what exactly does this mean? Does this mean just Gainesville? Or Alachua county? Or a wider area?
- 3) Sending Foundation money outside the Fellowship is not really compatible with the Foundation mission to improve facilities or activities, training etc. at UUFG. If the Foundation were giving the funds to a charity that someone from UUFG is actively involved in (e.g., Backpacks for Kids, Grace Marketplace, Pine Ridge kids), that would seem much more acceptable. I do see the point that awarding funds would make UUFG Social Justice efforts more visible in the community, but I feel there has to be a direct link to UUFG volunteers who are continuing in the tradition that Alice exemplified.
- 4) Does the Governing Board have to approve the choice of the recipient organization each year, or is that entirely up to the Social Justice Council?

If you can respond to these questions/concerns by Monday, that would be great. Please use Reply All.

Thanks again for all you do for UUFG,

Pete T

Reply:

Hi Pete, those are excellent questions, and I will try to address them, although the details of how this is to be administered will be turned over to the social justice council.

1. Although it would be ideal to have this funded into perpetuity, five years would be an excellent start. I understand your concern about making it indefinite.
2. By "wider community" I meant the community outside the fellowship. This will not be awarded to a member of UUFG. I was thinking Gainesville, but it certainly could be expanded to Alachua County. I don't think we would want to go beyond that.
3. I see your point. However, as I recall, the mission of the foundation is to promote liberal, religious values in the wider community. I just looked up the current foundation policies, and it

appears that the purpose wording has been changed somewhat from the original wording. It now says " supporting the fellowship and promoting liberal religion." This award will promote liberal religious values pertaining to social justice.

4. I do not see the Governing Board approving each award. They approved the concept of the award as administered by the social justice council and referred it to the foundation for funding. I think the social justice council is much more attuned with individuals and organizations that exemplify the social justice work that Alice espoused.

I hope this helps. I am available to discuss further.

Thank you so much for considering this proposal.

In Fellowship,
Judith

Title: Celebrating Our Seniors--Hallway Bulletin Board

Project Description: Create 6 attractive detachable semi-permanent bulletin boards to line the accordion wall in the Social Hall. Decorate with photos and mini-bios of our UUFG members age 80+. The wall will be labeled "Honoring our Elders."

I have conferred with Marilyn Roberts, Cam Pierce, and Sandra Top

Itemize and describe expenditures for this project:

- bulletin board foam \$40 2 sheets of 1/2 inch building quality foam, 4x8', Home Depot
- fabric for covering \$180 ivory Jacquard print fabric, clearance price, JoAnn's
- fabric glue \$27 3M super strength spray adhesive, 2 bottles, Home Depot
- wall screws \$15 12-15, Home Depot
- decorative paper \$20 98 sheets, wooden look with greenery edging, Amazon

How does this proposal contribute to the UUFG mission, UUFG long-range plans, or the promotion of liberal religion?

I hope to honor our many beloved UUFG seniors, using this project to ramp up to our 75th Anniversary celebration in 2027

2921 Gainesville FL



President/Board Chair or Senior Minister

UU Fellowship of Gainesville
4225 NW 34th St
Gainesville, FL 32605-1422

Dear Friend,

On behalf of the Unitarian Universalist Association, I want to thank you for your dedication of time and care. The leadership you provide in your congregation is a meaningful gift. Thank you for being willing to serve through what continues to be a very challenging time.

I also want to thank you for your support. Your congregation's giving to the Annual Program Fund ensures that the UUA can serve all congregations effectively. We are so grateful to serve, and for your generosity which we recognize makes our work possible.

By submitting your pledge form and letting us know your intentions, you enable us to plan for the present and prepare for the future. This allows us to discern how we can most effectively fulfill our mission of equipping congregations for vital ministry, training and supporting leaders, and advancing UU values.

Thank you for renewing the covenant that sustains our faith. Collective support of the Annual Program Fund by congregations both large and small makes clear that we are not isolated communities; rather, we are bound together in a network of mutual support as an Association of Congregations.

Faithfully,

Rev. Sofia Betancourt, PhD
UUA President

Your congregation's **Annual Program Fund Request for Support for the UUA's FY2026** (July 1, 2025 – June 30, 2026) is enclosed. Please submit your congregation's FY26 pledge online at www.uua.org/giving/apf-pledge (or by mail or email) by June 15, 2025. No payments for FY26 are due before July 1.

Your congregation's FY2026 APF Request of \$18,697 was calculated using the following figures:

Operating Expenditures (As reported by 2/1/24):	\$276,990
Membership (As reported by 2/1/2024):	151
Geo-Index Code:	2
Adjusted Expenditures (if applicable):	\$276,990
Reason for adjustment (if applicable):	No Adjustments
Collar** applied (if applicable):	NO

***The APF request is collared, meaning no congregation is asked to go up (or down) by more than 10% than the full amount requested in the previous UUA fiscal year.*

Annual Program Fund Request for Support | Region: Southern (SR)**For UUA Fiscal Year 2026 (July 1, 2025 – June 30, 2026)**

UU Fellowship of Gainesville (ID# 2921)
4225 NW 34th St
Gainesville, FL 32605-1422

Your congregation's FY2026 Annual Program Fund (APF) Request is: \$18,697

Please submit this pledge online at <http://www.uua.org/giving/apf-pledge> by June 15, 2025. Be sure to read all the instructions before completing the online form, as we have made changes to the form. Alternately, you can scan this completed form and email it to apf@uua.org or return it by mail in the enclosed envelope. We'll send a confirmation email when we have received your pledge, regardless of how it is submitted. No payments for FY26

If your congregation's fiscal year is different than the UUA fiscal year, please pledge the amount the congregation intends to contribute between July 1, 2025 - June 30, 2026.

We pledge to contribute the full requested amount of \$18,697.

Congregations contributing the full amount requested will be recognized as 2026 Honor Congregations.

We are unable to pledge the full amount requested for UUA FY2026. Our FY2026 Annual Program Fund pledge is \$_____.

Briefly indicate reason for lower amount being pledged (optional)

Name and Signature of Senior Minister or elected leader authorized to make this pledge (required)

Title:

Name and Title of contact person to receive APF communications and monthly statements (required)

Email of APF contact (required):

ACH DEBIT PAYMENTS: Congregations can make their own **direct debit payments** from the congregation's bank account at any point during the year—or setup automatic, scheduled debit payments on a monthly, quarterly, semi-annual or one-time basis (payments beginning in July).

- *If you wish to set up scheduled debit payments, you must use the online pledge form.*
- *If you signed up for automatic payments in 2025, you'll need to re-authorize them for FY26.*

Board Personnel Quick Group 1: Job Descriptions

April 19, 2025

This group is working on reviewing our current job descriptions, checking in with supervisors and/or staff persons to ensure that it includes the job duties they are currently doing and we should be expecting from them, and updating them to reflect what our congregation actually expects from our employees.

Process Summary

We collected all current job descriptions and confirmed we had the most up-to-date versions that people were working from. After discussing options with Rev. JeKaren, we decided to conduct job description audits with employees to assess how closely their job description matches their actual job duties. Additionally, we decided that in the revision process we would switch to a uniform format, as recommended by the UUA.

Kristin attended a staff meeting to share the Board's personnel review process, get feedback and answer any questions. There were positive responses regarding the Board's efforts and enthusiasm for a consistent process moving forward.

Rev. JeKaren, Mary, and Erin, along with staff, conducted job description reviews to guide the rewriting process. Rev. JeKaren worked with Cam and James, Mary worked with Tané, and Erin worked with Ricardo. Mary also talked with Kirsten Flamand about the role she has taken in the absence of a Director of Music Programming.

Recommendations for Board Action

We recommend that UUFG begin the process of updating job descriptions to a uniform format and define jobs by the UUA Job Levels, to ensure consistent compensation levels.

First readings:

- A. Administration Professional Job Description**
- B. Audio-Visual Technician Job Description**
- C. Childcare Provider Job Description**
- D. Music Provider Job Description**
- E. Religious Education Professional Job Description**

Respectfully submitted,

Mary Anthony, Treasurer; Erin Parish, Secretary; and Kristin Stevens, Board Trustee

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Mary Anthony, Treasurer; Erin Parish, Secretary; and Kristin Stevens, Board Trustee

Administration Professional Job Description

Title: *Congregational Administrator (CA)*

Job Level:

Reports to: Minister (or designee)

FLSA Status: Nonexempt

Hours and schedule: (0.8 FTE) Monday-Friday 10 a.m.-4 p.m., other times as needed

Date created or revised: April 22, 2025

Pay Rate:

Position Purpose

Responsible for a broad variety of administrative and operational tasks with minimal guidance. Manages office procedures, facilities, schedules, purchasing, and bookkeeping services. Creates and maintains an efficient and professional office environment to support the Minister, staff, and members in carrying out the ministry and mission of UUFG. Knowledgeable with major office-related computer applications including database management. Will supervise volunteer office personnel. Prepares reports and recommendations to the Minister and Governing Board. Knowledgeable about the organization and its policies. May prepare payroll, accounts payable, bank reconciliations and record revenue. As the general public's first point of contact with UUFG, will maintain a friendly, helpful disposition to members and general public alike.

[The Congregational Administrator ensures the smooth and efficient day-to-day operations of the Fellowship by managing administrative functions, facilities, communications, and basic financial processes. This role serves as a central point of contact and provides essential support to the Minister, staff, volunteers, and congregation, fostering a professional and welcoming environment that enables the effective pursuit of UUFG's ministry and mission. The Administrator's proactive management and positive presence are crucial for the overall well-being and functionality of the Fellowship.]

Core Competencies

Administrative Expertise: Demonstrates strong organizational skills, attention to detail, and the ability to manage multiple tasks and prioritize effectively with minimal guidance.

Operational Efficiency: Establishes and maintains efficient office procedures, manages resources effectively (supplies, equipment), and ensures the smooth functioning of facilities.

Financial Acumen: Possesses a working knowledge of basic bookkeeping principles, including reconciliation, accounts payable/receivable, and payroll processes, with the ability to manage financial records accurately.

Communication Proficiency: Exhibits excellent oral and written communication skills, maintaining a friendly and professional demeanor in all interactions and conveying information clearly and concisely.

Technological Competence: Proficient in using standard office software, database management systems (e.g., Church Windows), website content management, and social media platforms.

Interpersonal and Supervisory Skills: Demonstrates the ability to interact effectively with a diverse group of people, including staff, volunteers, members, and the public, and possesses the skills to supervise volunteer office personnel and potentially custodial staff.

Organizational Knowledge and Support: Understands the mission, vision, values, and policies of UUFG and actively supports them in all aspects of the role.

Discretion and Confidentiality: Maintains the confidentiality of sensitive information and exercises good judgment in handling congregational matters.

Essential Functions

1. Office Administration

- a. Answer telephone and email during office hours (or oversee volunteer answering of phone and email), and forward phone messages, calls, texts, emails and written correspondence to appropriate staff and volunteers.
- b. Order supplies as needed and as requested by programming or supervisor.
- c. Oversee the photocopier and associated maintenance agreement.

[Manage Office Operations: Oversee all aspects of office administration, including phone and email communication, supply ordering, equipment maintenance, and maintaining an organized office environment.]

2. Congregational Leadership Support

- a. Maintain and update the church's member, friend, and visitor databases (including Church Windows and online visitors spreadsheet); communicate with the UUA on membership changes, and **annually** publish a directory of members and their preferred contact information; distribute new guest registry information to Membership Committee.
- b. Provide monthly reports to the Minister **and Board President** regarding changes to membership, attendance, and miscellaneous office-related issues.
- c. Keep the church calendar up to date and publicly available.
- d. Copy materials and file minutes for the Board Secretary as needed.
- e. Prepare weekly visitor letters and monthly member anniversary letters; produce membership documents and welcome packets for new members.

[Provide Congregational Leadership Support: Maintain member, friend, and visitor databases, generate related reports and annual member directory, manage the church calendar, prepare communications (letters, packets), and provide monthly report and administrative support to the Minister and Governing Board. Communicates with UUA for certification and employee benefit changes.]

3. Financial

- a. Monthly reconciliation of bank statements and regular participation in monthly Finance Committee meetings.
- b. Provide administrative and material support for the annual pledge canvass.
- c. Support Board Treasurer in bill paying and processing vouchers.
- d. Expense bookkeeping, including paying bills and managing accountable reimbursement plans for staff and budgeted reimbursement for volunteers.
- e. Process payroll and employee benefits.
- f. Work with contracted bookkeeping and work with the Board Treasurer to manage cash flow and operating budget, providing reports as needed.
- g. Prepare monthly Treasurer's Reports for the Board.

[Execute Basic Financial Administration: Perform monthly bank reconciliations, support the annual pledge canvass, assist with bill paying and voucher processing, manage expense bookkeeping (bills, staff accountable reimbursement plans, line-

item reimbursements), process payroll and benefits, and work with external bookkeeper and the Treasurer on budget management and reporting including monthly Treasurer's Reports for the Board.]

4. Supervision

- a. Supervise custodial staff/manage custodial contractor.
- b. Help manage weekly office volunteers (e.g., reminders for lock up duties, monthly columns, etc.)

[Supervise Support Staff and Volunteers: Oversee the work of custodial staff/contractors and manage weekly office volunteers to ensure efficient office operations.]

5. Facility Operations

- a. Schedule building use; arrange rental contracts and ensure evidence of insurance coverage with large outside groups; manage buildings building-use requests from committees and staff.
- b. Maintain records of individuals with keys to UUFG facilities.
- c. Help Facilities Committee (if operational) to maintain monthly/yearly inspections and maintenance as needed; perform daily building inspections. **Advise appropriate individuals of needed maintenance issues. Provide support to Solar Power Team.**
- d. May be on the short list of people for Fire Alarm monitoring company and Gainesville Fire Rescue to contact in case of emergency.
- e. Participate in the yearly review of the Emergency Operations Plan. **Attend Safety Team meetings as ex officio member.**

[Coordinate Facility Operations: Schedule building use, manage rental agreements, maintain key records, support facility maintenance efforts, and participate in safety protocols and emergency preparedness.]

6. Communication

- a. Attend weekly staff meetings to facilitate communications strategies for congregation.
- b. Online Presence: Prepare and schedule social media posts and update website.
- c. Electronic Communication: Help in maintaining listservs; send out small group mailings; weekly email distribution with current calendar and event information.
- d. Type, format, edit and copy weekly orders of service and Sunday announcements.
- e. Format, edit, and distribute **weekly Chalice Connections e-newsletter as well as a more in depth weekly Gazette newsletter** (UUFG and larger UU world).

[Facilitate Internal and External Communications: Attend staff meetings, manage online presence (website and social media), maintain electronic communication channels (listservs, email), and prepare weekly and regular congregational communications (orders of service, announcements, weekly Chalice Connections e-newsletter, in-depth weekly Gazette newsletter).]

~~Other duties as assigned by the supervisor.~~

Qualifications

Skills, Knowledge, and Physical Requirements

1. Proficiency in standard office software (Microsoft Office Suite, Google Workspace).
2. Working knowledge of database management systems (e.g., Church Windows or similar).
3. Familiarity with website content management systems and social media platforms.

4. Basic bookkeeping and financial record-keeping skills.
5. Strong organizational and time management abilities.
6. Excellent written and verbal communication skills.
7. Effective interpersonal and customer service skills.
8. Understanding of general office procedures and equipment.
9. Knowledge of basic supervisory principles.
10. Familiarity with or willingness to learn about Unitarian Universalist values and congregational dynamics.

Experience

- Proven experience (typically 3+ years) in office administration or a related field with increasing responsibility.
- Experience with bookkeeping or basic financial record-keeping.
- Experience managing office procedures and resources.
- Experience supervising volunteers or staff (preferred).
- Experience working in a non-profit or faith-based organization (beneficial).

Education

Associate's degree in business administration, non-profit management, or a related field or equivalent experience required. Bachelor's degree preferred. Relevant certifications or coursework in office management, bookkeeping, or communications are a plus.

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.

Audio-Visual Technician Job Description

Title: *Audio-Visual Technician*

Job Level: Support Level

Reports to: Minister or designee

FLSA Status: Nonexempt

Hours and schedule: (2-4 hours/week) Sundays, 10:15 a.m.-12:15 p.m., additional hours for special events (first right of refusal)

Date created or revised: April 22, 2025

Pay Rate: \$18.13-\$22.21 per hour (depending on experience) – \$19-\$25 set 08/28/23

Position Purpose

The Audio-Visual Technician plays a vital role in facilitating impactful worship experiences for both in-person and online attendees by expertly preparing and delivering seamless audio-visual content for Sunday services (including livestreaming via YouTube) and additional services/gatherings as needed, while also maintaining and managing the church's AV equipment in cooperation with the Minister, staff, and lay leaders to extend the ministry's reach.

Core Competencies

Technical Aptitude and Learning Agility: Displays a natural inclination towards understanding technology, a proactive approach to learning new systems and software, and the ability to quickly adapt to technological changes in the AV and livestreaming landscape.

Attention to Detail and Precision: Dedicated to achieving high standards through meticulous preparation, precise execution, and consistent monitoring to ensure optimal outcomes for all audiences.

Problem-Solving and Troubleshooting: Ability to diagnose issues methodically, think critically under pressure, and implement effective solutions quickly to minimize disruptions during services or events.

Collaboration and Teamwork: Effectively communicates with ministers, worship team, musicians, and volunteers, understanding their needs, and working together seamlessly to achieve a unified vision for the service.

Time Management and Organization: Has strong organizational skills and the ability to prioritize effectively to manage multiple tasks and troubleshoot.

Composure and Adaptability: Able to remain calm and focused under pressure, adapt to unexpected changes or technical challenges gracefully, and maintain a positive demeanor even when things don't go according to plan.

Communication Skills: Can clearly and concisely explain technical issues or instructions to both technical and non-technical individuals. Can document procedures and troubleshooting logs.

Essential Functions

Systems Management

- **Audio System Setup and Operation:** Setting up and operating microphones (wired and wireless), mixing consoles (analog and digital), monitor speakers, and other audio equipment before services and events.
- **Sound Checks and Adjustments:** Conducting thorough sound checks for musicians, speakers, and vocalists, and making real-time adjustments to ensure optimal clarity and balance for both the sanctuary and the livestream.

- **Mixing for Different Audiences:** Creating distinct audio mixes tailored for the in-house sound system and the livestream feed, considering the nuances of each environment.
- **Camera Operation and Switching:** Operating and potentially directing multiple cameras, managing camera angles, and switching between video sources to provide engaging visuals for the livestream.
- **Video Recording and Encoding:** Ensuring high-quality recording of services and proper encoding for livestreaming platforms (e.g., YouTube, Facebook Live).
- **Graphics and Visuals:** Managing and displaying song lyrics, worship slides, and other visual elements using presentation software (e.g., PowerPoint, Google Slides).
- **Troubleshooting:** Identifying and resolving audio issues quickly and efficiently during services or rehearsals. Diagnosing and resolving video-related issues during services or events.

Livestreaming Operations

- **Platform Management:** Setting up and managing the church's livestreaming platform, including scheduling streams and ensuring proper connectivity.
- **Stream Monitoring:** Continuously monitoring the audio and video feeds of the livestream to ensure quality and make necessary adjustments in real time.
- **Archiving:** Managing and organizing recordings of past livestreams for on-demand viewing.

Technical and System Knowledge

- **Equipment Proficiency:** Maintaining a strong working knowledge of various audio, video, and lighting equipment.
- **Software Familiarity:** Being proficient in relevant software for presentation, video editing (basic), and livestreaming.
- **Networking Basics:** Understanding basic network configurations related to livestreaming.
- **Troubleshooting Skills:** Possessing strong analytical and problem-solving skills to address technical challenges.

Collaboration and Communication

- **Coordination with Worship Teams:** Working closely with the minister, worship leaders, musicians, and others to understand their technical needs.
- **Volunteer Management (If Applicable):** Recruiting, training, and coordinating volunteers to assist with AV and livestreaming tasks.
- **Clear Communication:** Communicating effectively with team members, volunteers, and service participants regarding technical aspects.

Other Essential Functions

- **Pre-Event Preparation:** Ensuring all AV and livestreaming systems are tested and ready before each service or event.
- **Post-Event Procedures:** Properly shutting down and storing equipment after use.
- **Maintenance:** Performing basic maintenance on audio and video equipment and reporting any significant repair needs.
- **Flexibility:** Adapting to the dynamic nature of church services and special events.
- **Maintaining a Distraction-Free Environment:** Ensuring that all technical operations contribute to a smooth and focused worship experience.

Qualifications

Skills and Knowledge

1. Proficient in operating analog and digital mixing consoles.
2. Competent in operating various types of video cameras and related equipment.
3. Knowledge of video and audio editing techniques to create polished end products (desirable).
4. Ability to monitor livestream feeds for audio and video quality.
5. Skilled with Zoom, iMovie (or PC version), able to convert other video formats to MP4, familiarity with both Mac and PC operating systems. Also skilled in PowerPoint and Google Slides.
6. Awareness of legal considerations regarding copyrights for displaying lyrics, videos, and music online (desirable).

Physical Requirements

1. Ability to move and transport AV equipment, which may include lifting and carrying items (up to 10 lbs).
2. Fine motor skills for operating equipment, connecting cables, and making precise adjustments.
3. Ability to discern subtle audio differences and identify sound issues.
4. Good vision (or corrected vision) for monitoring screens, operating cameras, and making precise adjustments.
5. Ability to stand or sit for extended periods during rehearsals, services, and events.
6. Ability to reach equipment in various locations and bend to connect cables or adjust settings.
7. Ability to work in a small space with limited mobility accommodations (small sound room attached to a spacious sanctuary and a large meeting room).

Experience

Proven experience (e.g., 1-3 years) in operating audio and video equipment, preferably in a live event or broadcast setting. Experience with livestreaming is highly desirable. Volunteer experience in a church AV ministry may be considered.

Education or Other Requirements

High School diploma or equivalent preferred. Certifications in specific audio or video technologies can be a plus.

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.

Childcare Provider Job Description

Title: *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: April 22, 2025

Pay Rate: \$18.13-\$22.21 per hour (depending on experience)

Position Purpose

The Childcare Provider creates 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 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 Childcare Provider contributes directly to the welcoming and inclusive spirit of the community.

Core Competencies

Child Development and Learning: Understands age-appropriate activity differences and adapts 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: Consistent, punctual, and dependable, and follows 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: Communicate clearly and respectfully with parents, guardians, and supervisors regarding children's needs, incidents, or concerns. 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.

Collaborative Teamwork: Proactively collaborate with childcare assistants and other staff, contributing to planning and identifying areas for growth through open and respectful communication to foster a positive work environment.

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. Familiarity with early childhood development principles is helpful but not required.
8. Ability to lift and carry children (up to 40 lbs) and engage with them at their level (e.g., floor play, yard games).
9. Ability to work in a space with limited mobility accommodations (playground, play equipment).

Experience

Experience caring for infants and young children, through paid work, volunteer roles, or lived experience.

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.

Music Provider Job Description

Title: *Choir Director/Pianist/Accompanist*

Job Level: Specialist+ Level

Reports to: Minister or designee

FLSA Status: Nonexempt

Hours and schedule: 0.25 FTE-0.375 FTE, Sundays 10 a.m.-12 p.m., Thursdays 7-8:30 p.m., other times as needed

Date created or revised: April 22, 2025

Pay Rate: \$24.50-\$38.50 per hour (depending on experience)

Position Purpose

The Choir Director/Pianist/Accompanist enriches the worship experience through inspiring choral leadership, skillful musical accompaniment, and engaging solo piano performances. This role is responsible for directing the church choir in rehearsals and performances, providing proficient piano accompaniment for congregational singing, smaller ensembles, and liturgical music, and offering meaningful solo piano selections at times during services. By contributing through choral direction, accompaniment, and solo performance, this position significantly enhances the vibrant and meaningful musical landscape of the congregation's worship services.

Core Competencies

Musical Mastery: Demonstrates expert-level piano skills as both a soloist and accompanist, with a broad command of diverse musical styles including jazz, pop, classical, gospel, and hymnody.

Choral Leadership: Exhibits competence in choral rehearsing and conducting techniques, effectively guiding singers of all musical levels to achieve cohesive and inspiring performances.

Congregational Music Support: Possesses the ability to provide effective piano guidance and support for congregational singing, ensuring an optimum musical experience for singers of all abilities.

Communication Proficiency: Communicates effectively both orally and in writing in English, fostering clear understanding and collaboration. Relates well to adult volunteers, children, and youth, fostering positive and productive interactions.

Mission Alignment: Understands and actively supports the mission, vision, and values of the Unitarian Universalist Fellowship of Gainesville (UUFG).

Dependability and Reliability: Consistently fulfills responsibilities in a timely and trustworthy manner.

Team Orientation: Demonstrates a collaborative spirit and works effectively with colleagues and other members of the congregation.

Essential Functions

Guide Choral and Congregational Singing: Direct the adult choir in weekly rehearsals and performances for Sunday services (September-June) and the Christmas Eve service. Lead the congregation in song and provide supplementary music to enhance worship experiences.

Provide Comprehensive Piano Music for Worship: Offer proficient piano accompaniment for choir rehearsals and performances, congregational singing, and smaller musical groups, while also providing engaging solo piano music as a key element of Sunday service, whether the choir is performing or not.

Collaborate on Worship Music: Communicate regularly with the (vacant) Director of Music Programming (or designated contact), Minister, and Worship Committee to provide input and coordinate the selection and preparation of service music.

Maintain Choir Engagement: Foster a positive and supportive environment for choir members, including providing opportunities for summer participation.

Prepare and Practice Music: Dedicate sufficient time for the selection, preparation, and rehearsal of music for choir and worship services.

Qualifications

Skills/Knowledge/Physical Requirements

- Mastery of piano performance as a soloist and accompanist across diverse musical styles (hymnody, classical, gospel, pop, jazz)
- Demonstrated competence in rehearsing and conducting adult choirs of varying skill levels, including vocal technique and rehearsal planning
- Skill in leading and supporting congregational singing effectively
- Ability to select, arrange (basic), and prepare music for choir and worship services
- Proficient sight-reading skills for both piano and choral scores
- Familiarity with a range of liturgical and contemporary worship music
- Clear and effective oral communication in English for leading rehearsals and interacting with the congregation and staff
- Ability to work collaboratively and build positive relationships with volunteer choir members and church leadership

Experience

Significant experience as a performing pianist in both solo and accompaniment roles, along with demonstrated experience leading and rehearsing adult choirs for performances. Prior experience directing music within a church or similar worship setting is strongly preferred, as is a proven ability to effectively motivate and guide volunteer musicians.

Education or Other Requirements

Bachelor's Degree in Music: Preferably in Piano Performance, Choral Conducting, Music Education, or a closely related field. Equivalent professional experience demonstrating the required skills and knowledge may be considered in lieu of a degree.

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.

Religious Education Professional Job Description

Title: Director of Lifespan Faith Development (DLFD)

Job Level:

Reports to: Minister (or designee)

FLSA Status: Nonexempt

Hours and schedule: (0.75 FTE) Sunday 10 a.m.-2 p.m., office hours as scheduled, other times as needed

Date created or revised: April 22, 2025

Pay Rate:

Position Purpose

The DLFD is responsible for overseeing the development and execution of religious education across all age groups for the congregation under the guidance of the Minister and through the lens of Unitarian Universalism.

[The Director of Lifespan Faith Development (DLFD) provides visionary leadership and strategic direction for the congregation's religious education programs across all age groups, from nursery through adults. Working under the guidance of the Minister and in alignment with Unitarian Universalist values, the DLFD develops and implements engaging curricula, coordinates educational events, supports volunteer and paid staff, and ensures a safe and nurturing environment for lifelong spiritual growth within the Fellowship. This role is pivotal in fostering a vibrant culture of learning and deepening faith development throughout the congregation.]

Core Competencies

1. Technical Expertise.

- a. Knowledgeable about the philosophy of liberal religious education, Unitarian Universalist curricula, and Faith Development theories.
- b. Possesses and models good classroom management skills.

[**Expertise in Liberal Religious Education:** Demonstrates comprehensive knowledge of liberal religious education philosophy, Unitarian Universalist curricula, and faith development theories, coupled with effective classroom management skills.]

2. Mission/Vision.

- a. Demonstrates understanding of and support for UUFG's mission, vision, and values.
- b. Adapts and modifies the program to support goals set by the Minister, the Board, and the congregation.
- c. Reflects thoughtfully about and constructs a broad and attractive educational vision that motivates faith development and supports the congregation's mission.

[**Mission and Vision Alignment:** Clearly understands and actively supports the mission, vision, and values of the Unitarian Universalist Fellowship of Gainesville (UUFG), adapting programs accordingly.]

[**Visionary Program Development:** Exhibits the ability to thoughtfully construct and articulate a broad and attractive educational vision that motivates faith development and directly supports the congregation's mission and goals.]

3. Professional Development.

- a. Maintains a plan of ongoing professional development including:
- b. Available training for Unitarian Universalist religious education development.

- c. Membership in the Liberal Religious Educators Association (LREDA) and networking with LREDA members and other UU Religious Education professionals.
- d. Pursuing UUA credentialing, funded by congregation.

[Professional Growth and Engagement: Actively pursues ongoing professional development through relevant training, membership in LREDA, networking with colleagues, and pursuing UUA credentialing.

4. Interpersonal skills.

- a. Functions positively and effectively in a team environment and independently.
- b. Demonstrates the ability to lead others.
- c. Demonstrates the skills of active listening and openly accepts criticism.
- d. Must be able to handle complex and sensitive pastoral and managerial concerns with care and confidentiality
- e. Demonstrates self-differentiation and a non-anxious presence.

[Effective Leadership and Teamwork: Functions positively and effectively both independently and in a team environment, demonstrating the ability to lead others, actively listen, and constructively receive feedback.

Pastoral and Managerial Acumen: Demonstrates the capacity to handle complex and sensitive pastoral and managerial concerns with care, confidentiality, self-awareness, and a non-anxious presence.]

5. Unitarian Universalism.

- a. Is familiar with Unitarian Universalist history, theology, polity, and values.
- b. Intentionally incorporates Social Justice awareness.
- c. Identified Unitarian Universalist preferred but not required.

[Commitment to UU Principles: Possesses a strong understanding of Unitarian Universalist history, theology, polity, and values, intentionally incorporating social justice awareness into programming.]

Essential Functions

1. Curriculum, Programming and Worship

- a. Develop and coordinate age-appropriate curriculum and programming for all age groups, including but not limited to Sunday morning religious education.
- b. Work with minister and lay leaders to schedule and plan services for all ages and coordinate youth participation in selected worship services. **Plan, present, and/or delegate the Moment for All Ages during services.**
- c. Work with minister, staff, and volunteers to plan and deliver special educational events.
- d. Collaborate with minister, staff, and volunteer leaders to provide educational offerings and events within the broader congregational context.
- e. Provide direction and coordination for Adult Religious Education.
- f. Be present at UUFG 35 Sundays per year and occasional holidays and make appropriate arrangements for program leadership for absences.

[Develop and Implement Lifespan Curricula: Create and coordinate age-appropriate religious education curriculum and programming for all age groups, including Sunday morning and other educational offerings.

Collaborate on All-Ages Worship: Work with the Minister and lay leaders to plan and schedule intergenerational services and facilitate youth participation, including planning and presenting or delegating the Moment for All Ages.

Coordinate Educational Events: Collaborate with the Minister, staff, and volunteers to plan and deliver special educational events that enrich congregational life.

Provide Leadership for Adult RE: Offer direction, resources, and coordination for the congregation's Adult Religious Education program.]

2. Religious Education Staffing and Supervision

- a. Recruit, train, coordinate, and support volunteer teachers and facilitators to support all congregational educational offerings.
- b. Recruit, train, schedule, and supervise ~~paid nursery staff members~~ childcare providers.
- c. Maintain and submit paid staff time records.
- d. Provide professional development and performance management to paid staff and volunteers as necessary.

[Manage RE Staff and Volunteers: Recruit, train, coordinate, support, and provide professional development and performance management as needed for volunteer teachers/facilitators and paid nursery/childcare staff.]

3. Education Administration, Safety and Security

- a. In collaboration with congregational leaders and the minister, create and maintain a framework of expectations for stable and healthy lifespan congregational life by reviewing/revising or creating policy procedures, guidelines, and/or expectations around children, youth, and family congregational life, including religious education, childcare, etc.
- b. Develop and monitor adherence to ~~the~~ annual budget; manage external fund use.
- c. Manage educational supplies, curricula, resources, and equipment.
- d. Update and maintain relevant records.
- e. Abide by Safe Congregation guidelines at all times.
- f. Proactively lead the Safety and Security Team, adhering ~~to~~ and reviewing the Emergency Operations Plan.

[Ensure Safe and Healthy Environment: Develop, maintain, and monitor adherence to policies, procedures, and guidelines related to children, youth, and family life, including religious education and childcare, and abide by Safe Congregation guidelines.

Administer RE Resources and Budget: Develop and monitor the annual RE budget, manage educational supplies, curricula, resources, and equipment, and maintain relevant records.

Lead Safety and Security Efforts: Proactively lead the Safety and Security Team, adhering to and reviewing the Emergency Operations Plan.]

4. Communication

- a. Attend weekly staff meetings to facilitate communication strategies for ~~the~~ congregation.
- b. Submit written monthly reports to the Minister on the state of the educational ministry.
- c. Facilitate and/or attend other UUFG meetings and events as requested and appropriate.
- d. Write copy for the Fellowship's publications and online presence as appropriate.
- e. Communicate with the congregation through social media, creating events, managing platforms for communication with parents, guardians, caregivers, volunteers, etc.

[Facilitate Communication: Attend weekly staff meetings, submit monthly reports to the Minister, participate in other meetings as requested, write content for Fellowship publications and online presence, and communicate effectively with the congregation, parents, and volunteers.

Maintain Presence: Be present at UUFG for a consistent number of Sundays annually and for occasional holidays, ensuring appropriate program leadership during absences.]

Qualifications

Skills, Knowledge, and Physical Requirements

1. Comprehensive knowledge of liberal religious education principles and practices.
2. Deep understanding of Unitarian Universalist curricula and faith development theories.
3. Proven classroom management skills.
4. Strong understanding of Unitarian Universalist history, theology, polity, and values.
5. Excellent communication (written and verbal) and interpersonal skills.
6. Demonstrated leadership and team-building abilities.
7. Proficiency in planning, developing, and implementing educational programs.
8. Budget management and resource allocation skills.
9. Knowledge of safety and security protocols for children and youth.
10. Familiarity with relevant technology and communication platforms (social media, email, etc.).

Experience

- Significant experience (typically 3+ years) in developing and implementing religious education programs in a liberal religious setting.
- Experience in recruiting, training, and supervising volunteers and/or paid staff.
- Experience working collaboratively with ministers, staff, and lay leaders.
- Experience in developing and managing program budgets.
- Experience in leading or participating in safety and security initiatives.

Education or Other Requirements

Bachelor's degree in Religious Education, Theology, Education, or a related field. Formal training or certification in religious education (especially within Unitarian Universalism) is highly desirable.

Active affiliation with the Liberal Religious Educators Association (LREDA) or willingness to join. Willingness to pursue UUA credentialing in religious education.

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.

Board Personnel Quick Group 2: Health Insurance Benefits

This group is working on reviewing the recommendations and requirements for health insurance coverage, particularly who should be offered coverage and what portion, if any, the congregation should cover. Additionally, this group will look at whether we will be offering the UUA health plan or offer reimbursement on another plan. Ultimately, this group will recommend to the Board further action and potential benefits policy changes.

Summary of UUA Expectations

Offer an employer-provided health insurance plan to each employee working 750 hours or more (15/hours/week, 12 months) and their dependents. For full-time employees (30 hours/week and up suggested), cover 80% of the individual health insurance premium and 50% of the incremental cost for dependents. The portion of the premium paid by the employer may be adjusted for less than full-time staff through transparent, equitable policy. Enrollment must be done within 30 days of hire or qualifying event.

We strongly encourage congregations to offer the UUA Standard Plan (Gold level) or non-UUA equivalent, as this best protects the employee against high out-of-pocket medical expenses.

The UUA does not have a position on whether congregations should help their employees pay for health insurance obtained through other sources. However, **if a congregation does want to help staff pay for other health insurance, we urge the leadership to establish a clear, transparent, and equitable policy.** Prior to the health care reform introduced along with the Affordable Care Act (ACA), it was fairly common for employers to make direct payments or provide reimbursements for other insurance. However, such arrangements, known as “employer payment plans,” are now generally prohibited by the ACA and should be approached with extreme caution due to regulatory penalties.

The simplest, most legally compliant way to help employees pay for other health insurance is to increase their taxable compensation. Such an increase cannot be contingent upon the employee's purchase of coverage nor can you require substantiation of the premium expense. We suggest making this added income a *separate line in payroll* – for tracking purposes as well as because it is not included in benefits calculations.

Review of Current Staff Health Insurance Coverage

We currently have employees who would qualify for health insurance coverage, as they exceed the 750 hours threshold: Cam Pierce at 1,664 hours (32 hours/week) and James Chase now at

1,560 hours (30 hours/week). According to official records, Tane is a 0.375 FTE year-round salaried employee, which is equivalent to 780 hours, which would also qualify. Note: when James was at only 20 hours/week, they still exceed the 750 hours threshold at 1,040 hours.

Cam Pierce is 64 years old, is currently on his wife's health insurance plan through UF, and their premium is \$180/month (\$90 biweekly). He will turn 65 in October and qualify for Medicare; Marsha will probably retire in the same time frame. At that time the UUA offers a Medicare Supplement plan for \$269 a month.

James Chase is currently on a family plan via the Health Insurance Marketplace (<https://www.healthcare.gov/>); their premium is \$145/month. They seem happy with this insurance.

Examples of How Other UU Congregations Describe Coverage

UUC Tallahassee (Personnel Manual, p. 12)

D.1. Health Insurance

UUCT shall reimburse employees who work 750 hours or more a year for up to 80 percent of their health insurance premiums, as documented by the employee in January of each year, pro-rated as a percentage of time worked compared to a fulltime (40 hours per week). UUCT shall use the UUA Health Plan as a benchmark. If an employee chooses an alternative health insurance plan, UUCT shall cover the employee's premiums under the current formula so long as those costs are no greater than those for individual coverage under the UUA Health Plan.

D.2. Other Health-Related Benefits

UUCT shall offer life insurance, dental insurance, and long-term disability insurance to employees who work 750 hours or more a year, through enrollment in the UUA-sponsored plans. Premiums for coverage shall be paid by the employee.

UU Atlanta (p. 38)

HEALTH INSURANCE BENEFITS

Employees who are expected to work at least 750 hours per year may enroll in the group health insurance plan sponsored by the congregation. The Congregation currently pays 100% of the premium for full-time employees for the Silver PPO plan offered by the UUA. Employees may upgrade to the Gold Plan either within 30 days of hire or during open enrollment.

Part-time staff working 750 hours or more are eligible to enroll for bronze, silver or gold health plans within 30 days of hire or during open enrollment periods (currently November) at the

employee's own cost. Eligible employee dependents may also be enrolled with additional premiums or difference in premiums paid by the employee.

Employees will be required to make their required contributions by payroll deduction or timely payment as appropriate. Consistent with federal law, if an employee has health insurance through another qualified group plan (i.e. spouse's employer plan), the congregation will reimburse the incremental cost of the employee's coverage up to the value of the health benefit the employee qualifies for in the above chart. The reimbursed amount is calculated as the difference between the cost of individual coverage and the cost of employee + spouse coverage in the other plan. Further information concerning the UUA health plan may be obtained by going to: <https://www.uua.org/finance/compensation/health>.

UUCA encourages employees to prioritize their mental health. Resources such as counseling and wellness programs are available through the UUA Health Plan and other approved providers. Employees are encouraged to discuss specific needs with their Supervisor or the Executive Director.

GROUP DENTAL/VISION, TERM LIFE, AND LONG-TERM DISABILITY INSURANCE

Term life and Long-Term disability insurance is available during new hire onboarding and within 30 days of employment. Premiums are paid by the employee.

Dental/Vision is available within 30 days of employment or during open enrollment periods which is currently each November.

Further information concerning these benefits may be obtained by going to:
<https://www.uua.org/finance/compensation/uua-insurance-plans>

Recommendations for Board Action

We recommend that UUFG shall establish a budget line-item for non-ministerial staff health insurance costs, separate from salary or other benefits. Budget amount would be based on UUA plan costs per employee; this line item would be expected to be under budget each year, since most employees would not use the UUA plan.

We recommend that UUFG offer health insurance, effective July 2025, in line with what UUCT and UU Atlanta do above, and to revise the UUFG Personnel Manual with equivalent information.

Motion: Move that UUFG offers the UUA health insurance plan to all employees working 750 hours or more and their dependents.

Motion: Move that the 2025-2026 budget includes a line-item for staff insurance costs, with the estimate based on the UUA plan costs per employee.

First reading, modification to Personnel Manual, III. Employee Benefits:

A. Group Insurance ~~Not Offered~~

1. Health Insurance

The Employer offers the UUA Health Plan to eligible Employees. Employees who are expected to work at least 750 hours per year may enroll in the group health insurance plan sponsored by the congregation. The Employer pays up to 80 percent of their health insurance premiums, pro-rated as a percentage of time worked compared to a fulltime (40 hours per week), and up to 50% of the incremental costs for dependents.

FTE	Hours per Week	Hours per Year	Percent of Premiums (80% x FTE)	Dependents (50% x FTE)
1.0	40	2,080	80%	50%
0.75	30	1,560	60%	37.5%
0.50	20	1,040	40%	25%
0.375	15	780	30%	18.75%

Employees will be required to make their required contributions by payroll deduction or timely payment as appropriate. Consistent with federal law, if an Employee has health insurance through another qualified group plan (i.e. spouse's employer plan), the congregation will reimburse the incremental cost of the employee's coverage up to the value of the health benefit the Employee qualifies for in the above chart. The

reimbursed amount is calculated as the difference between the cost of individual coverage and the cost of employee + spouse coverage in the other plan.

2. Other Health-Related Benefits

The Employer shall offer life insurance, dental insurance, and long-term disability insurance to Employees who work 750 hours or more a year, through enrollment in the UUA-sponsored plans. Premiums for coverage shall be paid by the Employee.

B. Worker's Compensation

Respectfully submitted,

Tim Christy and Kristin Stevens
Board Trustees



UUA Comprehensive MedSup

Group #: 01446600, 10, 70

On the chart below, you'll see what your plan pays for specific services. You may be responsible for a facility fee, clinic charge or similar fee or charge (in addition to any professional fees) if your office visit or service is provided at a location that qualifies as a hospital department or a satellite building of a hospital.

Benefit	Coverage
General Provisions	
Effective Date	01/01/2025
Benefit Period (1)	Calendar Year
Deductible (per benefit period) Individual	None
Plan Pays – payment based on the plan allowance	100%
Out-of-Pocket Limit (Includes coinsurance. Once met, plan pays 100% coinsurance for the rest of the benefit period) Individual	\$500
Total Maximum Out-of-Pocket (Includes deductible, coinsurance, copays, prescription drug cost sharing and other qualified medical expenses, Network only) (2) Once met, the plan pays 100% of covered services for the rest of the benefit period. Individual	\$500
Office/Clinic/Urgent Care Visits	
Retail Clinic Visits & Virtual Visits	100%
Primary Care Provider (PCP) Office Visits & Virtual Visits	100%
Specialist Office Visits & Virtual Visits	100%
Virtual Visit Provider Originating Site Fee	100%
Urgent Care Center Visits	100% copay, if any, does not apply to urgent care center visits prescribed for the treatment of mental health or substance abuse
Telemedicine Services (3)	not covered
Preventive Care	
Routine Adult	
Physical Exams	100%
Adult Immunizations	100%
Routine Gynecological Exams, including a Pap Test	100%
Mammograms, Annual Routine	100%
Mammograms, Medically Necessary	100%
Diagnostic Services and Procedures	100%
Routine Pediatric	
Physical Exams	not covered
Pediatric Immunizations	not covered
Diagnostic Services and Procedures	100%
Emergency Services	
Emergency Room Services	100%
Ambulance - Emergency and Non-Emergency	100%
Hospital and Medical / Surgical Expenses (including maternity)	
Hospital Inpatient	100%
Hospital Outpatient	100%
Maternity (non-preventive facility & professional services)	100%
Maternity for Dependent Daughters	not covered
Medical Care (including inpatient visits and consultations)/Surgical Expenses	100%
Therapy and Rehabilitation Services	
Physical Medicine	100%
Respiratory Therapy	100%

Benefit	Coverage
Speech Therapy	100%
Occupational Therapy	100%
Spinal Manipulations	100%
Other Therapy Services (Cardiac Rehab, Infusion Therapy, Chemotherapy, Radiation Therapy and Dialysis)	100%
Mental Health / Substance Abuse	
Inpatient Mental Health Services	100%
Inpatient Detoxification / Rehabilitation	100%
Outpatient Mental Health Services (includes virtual behavioral health visits)	100%
Outpatient Substance Abuse Services	100%
Other Services	
Allergy Extracts and Injections	100%
Assisted Fertilization Procedures	not covered
Dental Services Related to Accidental Injury	100%
Diagnostic Services	copays, if any, do not apply to diagnostic services prescribed for the treatment of mental health or substance abuse
Advanced Imaging (MRI, CAT, PET scan, etc.)	100%
Basic Diagnostic Services (standard imaging, diagnostic medical, lab/pathology, allergy testing)	100%
Durable Medical Equipment, Orthotics and Prosthetics	100%
Home Health Care	100%
Hospice	100%
Infertility Counseling, Testing and Treatment (4)	100%
Private Duty Nursing	not covered
Skilled Nursing Facility Care	100%
Transplant Services	100%
Precertification/Authorization Requirements (5)	No

This is not a contract. This benefits summary presents plan highlights only. Please refer to the policy/ plan documents, as limitations and exclusions apply. The policy/ plan documents control in the event of a conflict with this benefits summary.

(1) Your group's benefit period is based on a Calendar Year which runs from January 1 to December 31.

(2) Not Applicable

(3) Telemedicine Services (acute care for minor illnesses available on-demand 24/7) must be performed by a Highmark Designated Telemedicine Provider. Additional services provided by a Designated Telemedicine Provider are paid according to the benefit category that they fall under (e.g. PCP is eligible under the PCP Office Visit benefit, Behavioral Health is eligible under the Outpatient Mental Health Services benefit).

(4) Treatment includes coverage for the correction of a physical or medical problem associated with infertility. Infertility drug therapy may or may not be covered depending on your group's prescription drug program.

(5) If you receive services from an out-of-area provider or a provider who does not participate with the local Blue Cross and/or Blue Shield plan, you must contact Highmark Utilization Management prior to a planned inpatient admission, or within 48 hours of an emergency or unplanned inpatient admission to obtain any required precertification. If precertification is not obtained and it is later determined that all or part of the services received were not medically necessary or appropriate, you will be responsible for the payment of any costs not covered by your health plan.

Health benefits or health benefit administration may be provided by or through Highmark Blue Cross Blue Shield or Highmark Choice Company, which are independent licensees of the Blue Cross Blue Shield Association.

Discrimination is Against the Law

The Claims Administrator/Insurer complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex, including sex stereotypes and gender identity. The Claims Administrator/Insurer does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex assigned at birth, gender identity or recorded gender. Furthermore, the Claims Administrator/Insurer will not deny or limit coverage to any health service based on the fact that an individual's sex assigned at birth, gender identity, or recorded gender is different from the one to which such health service is ordinarily available. The Claims Administrator/Insurer will not deny or limit coverage for a specific health service related to gender transition if such denial or limitation results in discriminating against a transgender individual. The Claims Administrator/Insurer:

- Provides free aids and services to people with disabilities to communicate effectively with us, such as:
 - Qualified sign language interpreters
 - Written information in other formats (large print, audio, accessible electronic formats, other formats)
- Provides free language services to people whose primary language is not English, such as:
 - Qualified interpreters
 - Information written in other languages

If you need these services, contact the Civil Rights Coordinator.

If you believe that the Claims Administrator/Insurer has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, including sex stereotypes and gender identity, you can file a grievance with: Civil Rights Coordinator, P.O. Box 22492, Pittsburgh, PA 15222, Phone: 1-866-286-8295, TTY: 711, Fax: 412-544-2475, email: CivilRightsCoordinator@highmarkhealth.org. You can file a grievance in person or by mail, fax, or email. If you need help filing a grievance, the Civil Rights Coordinator is available to help you. You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at:

U.S. Department of Health and Human Services
 200 Independence Avenue, SW
 Room 509F, HHH Building
 Washington, D.C. 20201
 1-800-368-1019, 800-537-7697 (TDD)
 Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.

Insurance or benefit/claims administration may be provided by Highmark, Highmark Choice Company, Highmark Coverage Advantage, Highmark Health Insurance Company, First Priority Life Insurance Company, First Priority Health, Highmark Benefits Group, Highmark Select Resources, Highmark Senior Solutions Company or Highmark Senior Health Company, all of which are independent licensees of the Blue Cross and Blue Shield Association, an association of independent Blue Cross and Blue Shield plans.

ATTENTION: If you speak English, language assistance services, free of charge, are available to you. Call the number on the back of your ID card (TTY: 711).

ATENCIÓN: Si usted habla español, servicios de asistencia lingüística, de forma gratuita, están disponibles para usted. Llame al número en la parte posterior de su tarjeta de identificación (TTY: 711).

请注意：如果您说中文，可向您提供免费语言协助服务。
 请拨打您的身份证背面的号码（TTY: 711）。

CHÚ Ý: Nếu quý vị nói tiếng Việt, chúng tôi cung cấp dịch vụ hỗ trợ ngôn ngữ miễn phí cho quý vị. Xin gọi số điện thoại ở mặt sau thẻ ID của quý vị (TTY: 711).

알림: 한국어를 사용하시는 분들을 위해 무료 통역이 제공됩니다. ID 카드 뒷면에 있는 번호로 전화하십시오 (TTY: 711).

ATENSYON: Kung nagsasalita ka ng Tagalog, may makukuha kang mga libreng serbisyon tulong sa wika. Tawagan ang numero sa likod ng iyong ID card (TTY: 711).

ВНИМАНИЕ: Если вы говорите по-русски, вы можете воспользоваться бесплатными услугами языковой поддержки. Позвоните по номеру, указанному на обороте вашей идентификационной карты (номер для текст-телефонных устройств (TTY: 711).

تنبيه: إذا كنت تتحدث اللغة العربية، فهناك خدمات المعاونة في اللغة المجانية متاحة لك. اتصل بالرقم الموجود خلف بطاقة هويتك (جهاز الاتصال لذوي صعوبات السمع والنطق: 711).

Kominike : Si se Kreyòl Ayisyen ou pale, gen sèvis entèprt, gratis-ticheri, ki la pou ede w. Rele nan nimewo ki nan do kat idantite w la (TTY: 711).

ATTENTION: Si vous parlez français, les services d'assistance linguistique, gratuitement, sont à votre disposition. Appelez le numéro au dos de votre carte d'identité (TTY: 711).

UWAGA: Dla osób mówiących po polsku dostępna jest bezpłatna pomoc językowa. Zadzwój pod numer podany na odwrocie karty ubezpieczenia zdrowotnego (TTY: 711).

ATENÇÃO: Se a sua língua é o português, temos atendimento gratuito para você no seu idioma. Ligue para o número no verso da sua identidade (TTY: 711).

ATTENZIONE: se parla italiano, per lei sono disponibili servizi di assistenza linguistica a titolo gratuito. Contatti il numero riportato sul retro della sua carta d'identità (TTY: 711).

ACHTUNG: Wenn Sie Deutsch sprechen, steht Ihnen unsere fremdsprachliche Unterstützung kostenlos zur Verfügung. Rufen Sie dazu die auf der Rückseite Ihres Versicherungsausweises (TTY: 711) aufgeführte Nummer an.

注：日本語が母国語の方は言語アシスタンス・サービスを無料でご利用いただけます。ID カードの裏に明記されている番号に電話をおかけください (TTY: 711)。

توجه: اگر شما به زبان فارسی صحبت می کنید، خدمات کمک زبان، به صورت رایگان، در دسترس شماست. با شماره واقع در پشت کارت شناسایی خود (TTY: 711) تماس بگیرید.

Attachment 17 UUA Health Plan Comparison Grid: In-Network Costs

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This grid has been prepared by the UUA Office of Church Staff Finances for the convenience of participating organizations and their staff. For official information and further details, **including out-of-network coverage**, please refer to Plan summaries available at <https://www.uua.org/finance/compensation/health/benefits-highlights>.

This grid reflects in-network coverage, based on usual and customary charges. For out-of-network, see Plan summaries.

	Explanation	UU Cares Plan PPO (Gold)	High-Deductible PPO (Silver)	Bronze Plan
Deductible	How much you must pay before insurance starts to cover a portion of your charges for the year.	\$1,600 individual \$3,200 family	\$3,000 individual \$6,000 family	\$6,000 individual \$12,000 family
For most in-network services, Plan pays:	For in-network services, Plan providers agree to a fee schedule that they accept as payment in full, with no balance billing. (See Plan summaries for out-of-network.)	90% after deductible	85% after deductible	80% after deductible
Out of pocket max	Includes deductible, copays (dollar amount), and coinsurance (percentage of allowed amount for service). Once met, plan pays 100% for the rest of the benefit period (calendar year). The out-of-pocket max <i>does not</i> include your premiums.	\$6,500 individual \$12,000 family	\$6,500 individual \$13,000 family	\$7,500 individual \$14,500 family
Office visits		100% after copay (\$10 to \$35 depending on type of care)	WITH HSA: 80% after deductible WITHOUT HSA: 100% after copay (\$15 to \$35 depending on type of care)	WITH HSA: 80% after deductible WITHOUT HSA: 100% after copay (\$15 to \$35 depending on type of care)
Preventive Care	Coverage frequency based on Preventive Care Schedule: https://www.uua.org/finance/compensation/health/benefits-highlights	100% deductible does not apply	100% deductible does not apply	100% deductible does not apply
Diagnostic Services	Divided into Preventive Care diagnostics (typically ordered during an annual physical) and All Other diagnostics, such as MRI's, standard imaging, diagnostic medical, lab/pathology, allergy testing.	100% deductible does not apply	Preventive - 100% All Other - 80% after deductible	Preventive - 100% All Other - 80% after deductible

UUA Health Plan Comparison Grid: In-Network Costs

This grid reflects in-network coverage, based on usual and customary charges. For out-of-network, see Plan summaries.

	Explanation	UU Cares Plan PPO (Gold)	High-Deductible PPO (Silver)	Bronze Plan
Emergency Services	ER and ambulance/Urgent Care	ER – 90% after \$150 copay (waived if admitted) Ambulance – 90% after deductible Urgent Care – 100% after \$35 copay	85% after deductible Urgent Care – 100% after \$35 copay (ONLY FOR NON-HSA plan)	85% after deductible Urgent Care – 100% after \$35 copay (ONLY FOR NON-HSA plan)
Therapy and Rehab	Physical and Occupational Therapy, Speech Therapy, Spinal Manipulations/Acupuncture, other therapy services	90% after deductible. See limits on number of visits/benefit period	85% after deductible. See limits on number of visits/benefit period	80% after deductible. See limits on number of visits/benefit period
Mental Health and Substance Abuse	Including inpatient and outpatient	Inpatient – 90% after deductible Outpatient – 100% after \$30 copay	85% after deductible	80% after deductible
Other Services	See plan summaries for details. Includes hospitalization, surgery, durable medical equipment, allergy injections, skilled nursing, transgender services, and more	80% - 90% after deductible for most services	85% after deductible for most services	80% after deductible for most services
Prescription Drug Deductible	Covered drugs are specified in a formulary that is updated periodically and available on the Highmark website.	Individual: \$250 Family: \$500	WITH HSA: Individual: \$250 Family: \$500 WITHOUT HSA: integrated with medical deductible	WITH HSA: Individual: \$250 Family: \$500 WITHOUT HSA: integrated with medical deductible
Prescription Drug Program	See plan summaries for details.	Various co-pay %'s, with minimum and maximum per Rx	Various co-pay %'s, with minimum and maximum per Rx	Various co-pay %'s, with minimum and maximum per Rx