



# Unitarian Universalist Fellowship of Gainesville

UUFG Governing Board Meeting Agenda  
May 27, 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: *Inspired by our Unitarian Universalist values and principles, together we guide our congregation and its mission and vision with transparency, gratitude, trust and respect.*
  - d. Personal Check-In
  - e. Confirm agenda and roles (timekeeper, gratitude notes, external observer)
2. [6:40 pm] Congregational Input 10 min
3. [6:50 pm] Consent Agenda 15 min
  - a. Admin Report (Att. 1)
  - b. Board Meeting Minutes April 2025 (Att. 2)
  - c. Treasurer's Report April 2025 (Att. 3)
  - d. RE Report (Att. 4)
  - e. Board Personnel Quick Groups Update Report (Att. 5)
  - f. Ministerial Search Working Group's Report (Att. 6)
4. [7:05 pm] Discussion, Action Items, Visioning 25 min
  - a. Follow-up on March's action items
  - b. General Assembly
    - i. Delegates
    - ii. Gatherings for programming
  - c. Board member exit interview
5. [7:30 pm] Leadership and Governance 30 min
  - a. Communications Committee Appointments (Att. 7)
  - b. Job Descriptions Frist Readings:



## Unitarian Universalist Fellowship of Gainesville

- i. Administration Professional Job Description (Att. 8)
  - ii. Audio-Visual Technician Job Description (Att. 9)
  - iii. Childcare Provider Job Description (Att. 10)
  - iv. Music Provider Job Description (Att. 11)
  - v. Religious Education Professional Job Description (Att. 12)
  - c. LUUMEN Charter second reading (Att. 13)
  - d. Safety Team Charter first reading (Att. 14)
  - e. Upcoming Personnel tasks:
    - i. Announcement for A/V position
    - ii. Exit interviews for Rev. JeKaren and Ricardo
    - iii. Annual employee evaluations
6. [8:00 pm] Facilities 15 min
- a. Private vs. public space on UUFG campus
7. [8:15 pm] Wrap up 15 min
- a. Emerging Concerns
  - b. Calendaring and Action Items
  - c. Gratitude notes
  - d. Board Process – external observer
  - e. Next meeting June 24, 2025
8. [8:30] Adjournment



# Unitarian Universalist Fellowship of Gainesville

To: Governing Board  
From: Cam Pierce  
Date: May 22, 2025  
RE: Monthly Congregational Admin Report to the Board

## Membership Numbers

We have 164 members. Since my April report, Jack Kulas and Aaron Eliot-Gaines have joined our Fellowship. Marcia and Dan Wolfe have moved from Gainesville and resigned their membership

We currently have 29 supporting friends listed in our database.

## Sunday Service Attendance

### Sundays, April 2025 –

- Average in person attendance for four Sundays: 121
- Average YouTube visits for four Sundays: 67
- Total average participation for four Sundays with both YouTube and in person numbers: 188
- Current YouTube subscribers: 401

Date	YouTube	In-Person Attendance	Total
4/6/2025	102	146	248
4/13/2025	60	104	164
4/20/2025	64	154	218
4/27/2025	43	78	121

### Sundays, April 2024 –

- Average in person attendance for four Sundays: 77
- Average YouTube visits for four Sundays: 65
- Total average participation for four Sundays: 141
- Current YouTube subscribers: 309

Date	YouTube	In-Person Attendance	Total
4/7/2024	59	82	141
4/14/2024	60	81	141
4/21/2024	47	67	114
4/28/2024	93	76	169

## 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. We also rented our Fellowship Hall for a performance by the Annasemble Community Orchestra. Starting in June, we are renting our Phillips Social Hall for a short chair yoga class that will meet every Thursday.

### *Joy of the Lord Ministries*

#### *Symbols*

I have sent a report to the Governing Board regarding Joy of the Lord Ministry's continued practice of covering our symbols in the Sanctuary. As documented in the report, I believe that they have unfortunately damaged the Hindu symbol and perhaps the Islam symbol as well as marking the wall.

#### *Backflow Device*

Additionally, on Sunday morning, May 11, I spoke with Deacon Bosie Jackson of Joy of the Lord. The previous Saturday evening, he had evidently "cut the corner" too quickly driving from the handicapped spaces near the kitchen onto our parking loop. Consequently, he ran over the rocks and 4x4 posts at that corner and took out the backflow prevention device controlling waterflow to the courtyard. He professed that he didn't know that he had caused damage, but that on Sunday morning, he had gone back to the Fellowship to check on things, and noticed people working in that area. He understood at that time that he may have damaged the backflow prevention device.

I understand from Jim Wright that he discovered the problem on Sunday morning around 9 am. I believe that Marilyn Roberts may have turned off the water at the main valve.

Repairs to the backflow device are completed. They cost \$185. We have not yet received our GRU bill, so I do not know the fee related to water usage caused by the accident.

In addition to determining what steps our Fellowship should take in relation to the symbols issue, the board may consider to what degree we may seek restitution from Joy of the Lord for the costs associated with the accident.

### Safety

In beginning to address some of the safety-related issues mentioned in my April report, it has become clear that James' job description and the Safety Team charter need clarification, if not revision. I helped coordinate a Zoom meeting on May 21 with James Chase, Kristen Steves, Norden Lucke, Jonathan Coron and David Willkomm to discuss the structure of the Safety Team and James' role in helping "lead" or otherwise facilitate safety-related initiatives. Following that meeting, Jonathan, David and I stayed on the Zoom meeting to quickly edit the Safety Team charter, which I submitted to Kristin Stevens.

### *Geoffry M. Anderson*

Also this past month, following the vandalism of our breezeway fountain and Classroom 4 window, I had several disconcerting interactions with a homeless man who had given his name to me as Geoffry M. Anderson. In the first interaction, when I didn't have any food or other assistance for him, and with children in the Gainesville Secular Science group on campus, Mr. Anderson made a comment about "raping children" as he was riding away on his bike. Several days later, he returned, and when I asked him about the comment, he became defensive and confrontational, asking what was wrong with that statement. However, when I began to explain the problem, he again rode away, saying that I "should be careful." As I took that comment to be threatening, I called out to him that he was no longer welcome on our campus, other than to use the free pantry.

I contacted GPD to document the interactions in case we need to formally trespass Mr. Anderson in the future.

Thus far, he has not to my knowledge come onto our property beyond the pantry box.

### ***Cameras***

Jonathan Coron and Tom Mareci helped me install a trail camera near our entrance to the Fellowship. I also installed a sixth Blink camera near the office entrance.

### **Mailings & Communications**

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

I have been sending out postcards to first-time visitors using the postcard designed by James Chase and Debra Neill-Mareci

Sheila Bishop spoke with me regarding forming a new Communications Committee. We discussed potentially having volunteers (and intentionally structuring volunteer activity) to take over various tasks, such as postings on social media and our website. Shiela is also concerned with online security issues – for example our use of listservs, the members section of our website, and our inclusion of joys and sorrows entries in our Monday Chalice Connections newsletter.

Steve Cecil has taken over changing our front sign lettering – putting up the sermon title for the upcoming Sunday service.

### **Website, Social Media, Online Presence**

I updated service and other info on our website and Facebook page, and updating the Foundation page to include a link to our online giving platform.

### **Finance**

I participated in the Finance Committee's May 20 Zoom meeting.

Last month, we created an account (line item 3.205.100) to hold money from Jean LeMire's estate. We initially put \$74,603.06 into that line item, but per the board's decision, half of that amount has been transferred this past month to the Foundation. \$37,301.53 remains in that line item.

The board may consider whether and how to formally thank Jean LeMire's family.

The contact information I have for Jean's niece is

Charlene Rigby Martin  
7110 SE 216 Ter.  
Gainesville, FL 32606

**Pastoral**

This past month in preparation for Carolyn Kinnard Ziffer's May 24 memorial service, I have been in contact Carolyn's family to provide information about use of our facilities and to print orders of service. We have installed a small plate in our memory garden in Carolyn's honor.

**Facilities*****GRU***

Last month I submitted a petition to GRU for credit due us for taxes that we have paid despite our non-profit status. They have credited our account for \$872.52.

***ADA-Compliant Toilet***

Thanks to Marilyn Roberts, we have a ADA-compliant toilet in the women's bathroom in the Sanctuary.

***Window Repair***

Shea's Glass Co. repaired the broken window in CR 4.

***Fire Suppression System***

Gator Fire Extinguisher Co repaired a leaking pipe over the Sound Room (part of our "wet" sprinkler system). Many thanks to Erin Parish for noticing this problem.

On April 30, Preston Attebery, Fire Safety Inspector, performed a surprise inspection. He gave me a list of items that we need to bring up to code before an inspection on May 30. At this point, we have completed most of the items on the list. We still have to replace five old "exit" signs. Kay Anderson and Tom Mareci have volunteered to install them. And we have two ceiling tiles that need to be cut and placed – one in the sound room and one in the choir room hallway closet.

***Wi-Fi***

I have spoken with Tammon Chase, James' partner, about our current wi-fi system. While our system does generally work, wi-fi functionality is sub-optimal across parts of our campus. Limited connectivity and upload speeds compromise our Blink security cameras' usefulness, as well as potentially limiting other sorts of online activities.

I am hopeful that we may soon have fiber-optic internet support on NW 34<sup>th</sup> street, and I have created a document to help articulate and capture our current wi-fi set up with an eye for improvement down the road.

**Personal Time**

Thus far I have used five days of my 2025-2026 leave time that I need to use up by the end of August. I am scheduled to take vacation the week of June 9 through 14. I will also be asking for time off in July and August.



## **UUFG Governing Board Meeting**

April 22, 2025 6:30 – 8:44

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, Jeanne Gossman, Judith Kendall, Debra Neill-Mareci, Peggy Maloney, Chris Sharp, Jim Wright, Susan Stannard

### 1. Gathering and Meeting Preparation:

- Roles: Tom Mareci - timekeeper, Erin Parish- gratitude notes, Debra Neill-Mareci - external observer. Need to advise for A/V tech.

### 2. Congregational Input:

- Congregant attended church safety seminar and one suggestion was to send thank you letter to local law enforcement (GPD chief and officers), also invite police to come not just when there is a problem. Invite Police to potlucks; that might make some people uncomfortable.
- Discussion about having a listserv to let people know about events happening.

### 3. Consent Agenda:

- Admin Report
- Board Meeting Minutes March 2025
- Treasurers report: Worker's comp insurance adjusted due to having a full-time minister this year instead of a third-time minister. It can change year to year depending on staff structure.

Will schedule a special Board meeting for budget.

- Fellowship council report: Having monthly meetings 5-6 people attend. Not all groups are equally important to fellowship. Not all people are sending in reports thinking about how we can reorganize council. There are some big gaps we need to fill.
- Ministers report: Rev. JeKaren did 3 services, attended “Gift of Feedback” workshop and retreat for religious professionals of color.
- Personnel Quick Groups Update Report: Work in progress. Norden Lucke went over all benefits and they seem to be in alignment with UUA. Need to work on Onboarding and exit interviews.
- Ministerial Search Working Group’s April Report: Application is in to UUA, we are waiting to see if we have any potential candidates. Anna Deyle had to step away from group, down to 4 people, feel we can do it with 4.

Leah Cobb Lee moves to approve Consent Agenda, Kristin Stevens seconds. Passes unanimously.

#### 4. Discussion, Action items, Visioning

- Follow up on March’s action items:
  - i. Jonathan Coron to investigate further on having police presence on “Breaking the Silence” event. Not sure if Jonathan did this.
  - ii. Board to respond to questions from Ministerial Search Working Group. Most of Board responded.
  - iii. Leah Cobb Lee to send Erin Parish Word doc from Feb. 12 Board meeting to make changes. Erin found Word doc from Feb 12 Board meeting before Leah could send it and made changes.
  - iv. Ministerial Continuity Working Group update and get back to Board. Tom Mareci updated Board.



- v. Follow up on Board members getting background checked. Tom Mareci investigated getting background checked.
- vi. Mary Anthony and Erin Parish to address Employee Benefits points. Mary went over Tane's current job description with her and Erin went over A/V Tech job description with Ricardo.
- Foundation grant affirmations. \$20,000.00 for the grant cycle.
  - i. Sun shade, fence outside nursery
  - ii. Tables in social hall  
Question about what will happen to old tables, Marilyn Roberts will probably properly recycle.
  - iii. Alice Primack Memorial Service Award  
Per Jeanne Gossman, Foundation allocated \$5000.00 for 5 years, \$1000.00 per year.

**Leah Cobb Lee moves to affirm all grant proposals.  
Kristin Stevens seconds. Passes unanimously.**

- Listserv for politics: Discussion to keep politics out of News and Needs list serv, perhaps have a different listserv for political events. We have community matters list serv. Bring list of all UUFG list serves up again for new members. Per UUA, if publish event for one side have to publish opposing side, that really puts down the idea of having a listserv for political events.
- Jean LeMire gift: Money has been deposited will be split with Foundation and shows up in proposed budget for next year.
- UUA 2025/2026 pledge: \$18,697.00 for next year
- General Assembly (GA):
  - i. Delegates: 4 delegates. Have had questionnaire in past, does Board want to do that again? Makes it fair for everybody. Ask incoming board member if they want to be a delegate?

- ii. Gatherings for programming: Put together group for gatherings to watch GA?
- Board member exit interview: Tim Christy is willing to do exit interview.

## 5. Leadership and Governance

- First Reading: Employee Benefits section of Personnel Manual
- Job Descriptions First Readings: red text is suggested new, defines boundaries of job.
  - i. Administration Professional Job Description
  - ii. Childcare Provider Job Description
  - iii. Music Professional Job Description, if we had pianist we would have another job description.
  - iv. Religious Education Provider Job Description
  - v. A/V Tech Job Description First Reading
- Board Personnel Quick Group 2, cam will be going on MC next yr, will be MC supp. James is on AFCA ok for James to be on that and board to pay. Our focus has to be what we are offering to everyone.
  - Kristin Stevens moves that UUFG offers participation in the UUA health insurance plan to all employees working 750 hours per year or more and their dependents. Tom Mareci seconds. Passes unanimously.
  - Kristin Stevens moves that the 2025-2026 budget includes a line item for staff insurance costs, with the estimate based on the UUA plan costs per employee. Leah Cobb Lee seconds. Passes unanimously. First reading.
- Upcoming Personnel tasks:
  - i. Exit interviews for Rev. JeKaren and Ricardo, before end of year
  - ii. Annual employee evaluations

## 6. Facilities

- Chemical sensitivity policy: Air fresheners in bathroom are violating chemical sensitivity policy. Maybe we can find something not as strong. Is there something that just neutralizes?
- AC and heating strip replacement: Mary Anthony, per asking about replacing AC and heating strip, it was recommended to wait til everything breaks.
- Safety and Security
  - i. Private vs public space on UUFG campus: What are our rights? Other churches have designated parts of church campus as private to have protection from ICE. Need to have an official record of what is private.
  - ii. Gun Safety sign: Have discussed this before, Safety Team would like more prominent sign. Sign in outward facing window now. Police need sign outside. Police would not respond unless we made it very public that we do not want people with guns on our property. Kristin Stevens moves to empower Safety Team to decide on use and placement of gun safety sign. Norden Lucke seconds. 6 yes 1 abstention (was out of room during discussion)
- Drinking fountain
  - i. Replacement fountain: Torn off wall, window broken also, do we need to file insurance claim? Cheaper to repair ourselves. Should have drinking fountain that is wheelchair friendly. We should repair window immediately.
  - ii. Cameras in breezeway: Suggested to put camera in breezeway.
- Completed projects
  - i. Playground Decking: Tim Christy replaced, still needs work, structure underneath all rotted, will have to be replaced.

- ii. Lawn Mower Replacement: Marilyn Roberts and Mary Anthony replaced mower.

## 7. Wrap up

- Emerging Concerns
  - i. Lay chaplains: Jeff Stevens and Elizabeth Stewart have indicated interest in becoming lay chaplains. Erin Parish emailed the Southern Region asking on how to make that happen. Have not heard back yet.
  - ii. Erin Parish asked about A/V job description, when completed can she send to contact at UF Broadcasting School.
  - iii. Tom Mareci will not be present at Annual Congregational Meeting due to professional duties.
- Calendaring and Action Items
  - i. May 11, Annual Congregational meeting
  - ii. Need to schedule special Board meeting for budget. Leah will send out Google poll.
  - iii. Leah Cobb Lee to send out all list servs and what is appropriate to be posted on them, once she receives list from Debra Neill-Mareci.
  - iv. Questionnaire to approve delegates for GA.
  - v. Group to start planning events for GA.
  - vi. Leah will ask Cam if Juan can find something not so strong or unscented for air freshener in bathrooms.
  - vii. Cam will research options to replace water fountain.
  - viii. Kristin Stevens to research potential premiums for dental, long-term disability.
  - ix. Leah Cobb Lee to do exit interview with Tim Christy.
  - x. How to honor Judith Kendall's 50 years at UUFG?
- Gratitude notes: Tim Christy for service on Board and three legged stool, Dan and Marcia Wolfe, Sandra Topp, Finance Committee
- Board Process: Debra Neill-Mareci, Wonderful, on target, patient, great amount of information.

- Next meeting May 27, 2025
- Adjourned 8:44
- Executive session

Respectfully submitted by  
Erin Parish Board Secretary

Unitarian Universalist Fellowship - Gainesville FL									
Treasurer's Report as of April 2025 for General Fund									
<b>Monday, May 19, 2025</b>									
Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under	Annual Budget	Annual Budget	
		April 2025				YTD+(-)		Remaining	
<b>Income</b>									
<b>Income to General Fund</b>									
<b>Sustaining Gifts-Members &amp; Friends</b>									
4.100.030	Current Years Pledges	24,874.75	24,396.00	257,392.19*	243,960.00	13,432.19	292,748.00	35,355.81	
4.100.050	Sunday Collect/Unidentified G	1,781.06	950.00	11,991.84*	9,500.00	2,491.84	11,394.00	(597.84)	
	<b>Total Sustaining Gifts-Members &amp; Friends</b>	<b>\$26,655.81</b>	<b>\$25,346.00</b>	<b>\$269,384.03*</b>	<b>\$253,460.00</b>	<b>\$15,924.03</b>	<b>\$304,142.00</b>	<b>\$34,757.97</b>	
<b>Miscellaneous Income</b>									
4.100.210	Rental Income	1,202.75	917.00	17,862.16*	9,170.00	8,692.16	11,000.00	(6,862.16)	
4.100.300	Special Activities and Auction	811.00	1,333.00	15,720.51*	13,330.00	2,390.51	16,000.00	279.49	
4.100.330	Interest	33.68	292.00	383.09	2,920.00	(2,536.91)	3,500.00	3,116.91	
4.100.430	Book Cart Income	0.00	25.00	1,000.00*	250.00	750.00	300.00	(700.00)	
	<b>Total Miscellaneous Income</b>	<b>\$2,047.43</b>	<b>\$2,567.00</b>	<b>\$34,965.76*</b>	<b>\$25,670.00</b>	<b>\$9,295.76</b>	<b>\$30,800.00</b>	<b>(\$4,165.76)</b>	
	<b>Total Income to General Fund</b>	<b>\$28,703.24</b>	<b>\$27,913.00</b>	<b>\$304,349.79</b>	<b>\$279,130.00</b>	<b>\$25,219.79</b>	<b>\$334,942.00</b>	<b>\$30,592.21</b>	
	<b>Total Income</b>	<b>\$28,703.24</b>	<b>\$27,913.00</b>	<b>\$304,349.79</b>	<b>\$279,130.00</b>	<b>\$25,219.79</b>	<b>\$334,942.00</b>	<b>\$30,592.21</b>	
<b>Expense</b>									
<b>Expenses from General Fund</b>									
<b>Programs</b>									
5.100.110	Membership	107.60	67.00	298.63	670.00	(371.37)	800.00	501.37	
5.100.120	UU Leadership	0.00	50.00	600.00*	500.00	100.00	600.00	0.00	
5.100.130	Social Justice	0.00	125.00	564.00	1,250.00	(686.00)	1,500.00	936.00	
5.100.140	RELATE	0.00	8.00	0.00	80.00	(80.00)	100.00	100.00	
5.100.150	CUUPS	0.00	21.00	131.49	210.00	(78.51)	250.00	118.51	
5.100.240	RE Program Activities	55.88	183.00	2,200.00*	1,830.00	370.00	2,200.00	0.00	
5.100.270	Background Checks	0.00	50.00	799.00*	500.00	299.00	600.00	(199.00)	
5.100.280	Hospitality Budgeted	0.00	17.00	200.00*	170.00	30.00	200.00	0.00	
5.100.300	Special Activities and Auction Expenses	0.00	83.00	891.78*	830.00	61.78	1,000.00	108.22	
5.100.310	Worship - Sunday Services	300.00	617.00	1,941.69	6,170.00	(4,228.31)	7,400.00	5,458.31	
5.100.320	Music Program	0.00	200.00	750.81	1,600.00	(849.19)	2,000.00	1,249.19	
5.100.410	Canvass Expenses	508.84	0.00	508.84*	500.00	8.84	500.00	(8.84)	
5.100.430	Book Cart Expense	0.00	8.00	0.00	80.00	(80.00)	100.00	100.00	
	<b>Total Programs</b>	<b>\$972.32</b>	<b>\$1,429.00</b>	<b>\$8,886.24</b>	<b>\$14,390.00</b>	<b>(\$5,503.76)</b>	<b>\$17,250.00</b>	<b>\$8,363.76</b>	
<b>Administration &amp; Operational Support</b>									
5.100.010	Board Discretionary Funds	0.00	83.00	740.00	830.00	(90.00)	1,000.00	260.00	
5.100.020	Pastoral Care Expense	0.00	17.00	73.00	170.00	(97.00)	200.00	127.00	
5.100.030	Contributions to Reserves	417.00	417.00	4,170.00	4,170.00	0.00	5,000.00	830.00	
5.100.520	Denominational Dues	1,433.00	1,423.00	14,300.00*	14,230.00	70.00	17,078.00	2,778.00	
5.100.525	Insurance	1,813.63	1,583.00	19,514.79*	15,830.00	3,684.79	19,000.00	(514.79)	
5.100.530	Office Expense	527.43	583.00	5,723.90	5,830.00	(106.10)	7,000.00	1,276.10	
5.100.540	Bookkeeper	0.00	250.00	825.00	2,500.00	(1,675.00)	3,000.00	2,175.00	
5.100.545	Telephone & Internet	464.70	625.00	5,066.71	6,250.00	(1,183.29)	7,500.00	2,433.29	
5.100.550	Utilities - Electricity & Water	1,156.13	1,250.00	11,870.18	12,500.00	(629.82)	15,000.00	3,129.82	
5.100.560	Waste Disposal	234.75	217.00	2,072.38	2,170.00	(97.62)	2,600.00	527.62	
5.100.570	Custodial Service	900.00	900.00	9,000.00	9,000.00	0.00	10,800.00	1,800.00	
5.100.572	Custodial Supplies	189.28	69.00	623.65	690.00	(66.35)	825.00	201.35	
5.100.575	Facilities Maintenance	675.45	792.00	6,608.02	7,920.00	(1,311.98)	9,500.00	2,891.98	
5.100.580	Backflow and Fire Suppression	30.00	333.00	3,671.12*	3,330.00	341.12	4,000.00	328.88	
5.100.583	Security & Safety	0.00	58.00	172.98	580.00	(407.02)	700.00	527.02	

\* = Income/Expense exceeds amount budgeted to date

**Unitarian Universalist Fellowship - Gainesville, FL**  
**Budget Variance Report**  
**April 2025**

Account #	Account Name	
<i>Income</i>		
<i>Income to General Fund</i>		
<i>Sustaining Gifts-Members &amp; Friends</i>		
4.100.030	Current Years Pledges	Pledge income for April is over budget by \$480; we are over budget for our fiscal year thus far by \$13,432.
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.
4.100.300	Special Activities-Auction	Special Activities income for April includes sale of Paul Hargrave's road bike and a few other items.
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	We ordered multiple nametags in April
5.100.120	UU Leadership	
5.100.130	Social Justice	
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 and a new board-approved approach to campus security, we are running more background checks that anticipated
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 use for hospitatlity expenses.
5.100.300	Special Activities and Auction Expenses	
5.100.310	Worship - Sunday Services	April includes honorarium/donation for Sunday speaker
5.100.320	Music Program	
5.100.410	Canvass Expenses	Food, etc. for Celebration Sunday luncheon
5.100.430	Book Cart Expense	
<i>Administration &amp; 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 proprieter
5.100.572	Custodial Supplies	
5.100.575	Facilities Maintenance	April expenses include partial payment for CR 4 window replacement and scans of architectural plans



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

Account #	Account Name	
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.
<b>Compensation &amp; Related Expenses</b>		
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	A bit over budget as we have more activities on campus to support with childcare
5.100.820	Staff Pensions	
5.100.910	Payroll Tax Expenses	

Unitarian Universalist Fellowship - Gainesville FL						
Consolidated Fund Activity Report for April 2025						
<b>Monday, May 19, 2025</b>						
Account #	Account Name	Beg Balance	Receipts	Disbursements	Transfers/JE's	End Balance
3.100.100	General Fund Balance	99,859.78	28,703.24	28,862.00	0.00	99,701.02
3.100.301	Ministers Discretionary Pass Through Fund Balance	(798.14)	1,003.18	205.04	0.00	0.00
3.100.321	Minister's Sabbatical Fund Balance	27,908.58	0.00	0.00	0.00	27,908.58
3.100.700	Minister's Housing Fund Balance	496.44	0.00	0.00	0.00	496.44
3.201.110	Hospitality Fund Balance	159.54	0.00	0.00	0.00	159.54
3.201.120	CUUPS Support Fund Balance	646.00	92.10	0.00	0.00	738.10
3.202.100	Music Support Fund	1,978.10	0.00	0.00	0.00	1,978.10
3.203.110	Memory Garden Fund	400.11	200.00	244.00	0.00	356.11
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	401.90	0.00	0.00	0.00	401.90
3.205.100	Jean LeMire Bequest Balance	74,603.06	0.00	37,301.53	0.00	37,301.53
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	742.00	0.00	0.00
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	484.84	0.00	1,713.34
3.210.120	Youth Support Fund Balance	992.75	0.00	0.00	0.00	992.75
3.210.125	OWL Fund Balance	729.33	123.00	46.00	0.00	806.33
3.210.160	Playground/Coffee Fund Balance	95.00	50.00	0.00	0.00	145.00
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	424.50	45.75	0.00	0.00	470.25
3.400.100	<i>Future Funding &amp; Capital Reserve Accounts Balance</i>					
3.404.110	Res. Fd for Large Scale Maintenance-Balance	54,405.57	0.00	0.00	417.00	54,822.57
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	479,797.25	0.00	800.00	0.00	478,997.25
3.500.250	Ministers Discretionary Fund Bank Account Balance	3,622.54	0.00	0.00	(1,003.18)	2,619.36
<b>Total</b>		<b>\$1,950,697.33</b>	<b>\$30,217.27</b>	<b>\$68,685.41</b>	<b>(\$586.18)</b>	<b>\$1,911,643.01</b>

**Unitarian Universalist Fellowship -  
Consolidated Fund Narrative Report  
April 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 Bell	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. <i>April included Alice Primack and Carolyn Kinnard Ziffer's plates.</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.
3.205.100	Jean LeMire Bequest Fund	Mary Anthony	Estate	This fund holds a \$74,603.06 bequest from Jean LeMire's estate. Per UUFG policy and the board's decision, half of this amount has been paid to the UUFG Foundation
	<b><i>Foundation Grants</i></b>			
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	
3.206.189	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 is zeroed out.

**Unitarian Universalist Fellowship -  
Consolidated Fund Narrative Report  
April 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. This work was completed in May.
	<b><i>CYREC</i></b>			
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 classess 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
	<b><i>Social Justice Fund</i></b>			
3.216.110	Social Justice Unallocated Funds	Mary Bahr	Directed donations	To cover costs not budgeted for external events, membership fees to other organizations, etc. 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/ Judi Oltmans	Directed Donations	Donations collected typically as Sunday offering on the third Sunday of the month and as directed donations through online payment porrtals.
	<b><i>Future Funding &amp; Capital Reserve Accts.</i></b>			
3.404.110	Res. Fd for Large Scale Maintenance- Balance	Facilities/Board	Board	This account is for large maintenance items (e.g., major fire suppresson system repair, air conditioners, roof replacement, exterior painting, etc.) In FY 2024-25, we are paying \$417/month into the fund.
3.500.100	Land & Building Fund			Assessment using Alachua County Property Appraisers figures per 2023.
3.500.150	Furnishings & Equipment Fund			This is an old value of furnishings and equipment.
3.500.200	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 April 30, 2025					
<b>Monday, May 19, 2025</b>					
Account #	Account Name	Beginning Balance		YTD Balance	
<b>Assets</b>					
<b>Cash</b>					
1.000.130	Ameris Bank-Checking		186,909.39		142,234.07
1.000.140	Ameris Bank-Money Market		81,604.88		81,987.97
1.000.155	Solar Fund - Checking		147.75		0.00
	<b>Total Cash</b>		<b>\$268,662.02</b>		<b>\$224,222.04</b>
<b>Fixed Assets</b>					
1.000.310	Building & Land		1,105,900.00		1,043,432.00
1.000.320	Equipment		62,670.00		62,670.00
	<b>Total Fixed Assets</b>		<b>\$1,168,570.00</b>		<b>\$1,106,102.00</b>
<b>Other Assets</b>					
1.000.160	CDs - Certificates of Deposit		0.00		100,000.00
1.000.410	UUFG Foundation		476,678.83		478,997.25
1.100.250	Ministers Discretionary Fund Account		597.99		2,619.36
	<b>Total Other Assets</b>		<b>\$477,276.82</b>		<b>\$581,616.61</b>
	<b>Total Assets</b>		<b>\$1,914,508.84</b>		<b>\$1,911,940.65</b>
<b>Liabilities</b>					
<b>Current Liabilities</b>					
2.000.110	Accounts Payable/Vendors		0.00		291.66
2.000.120	Payroll Taxes Payable		5.98		5.98
	<b>Total Current Liabilities</b>		<b>\$5.98</b>		<b>\$297.64</b>
	<b>Total Liabilities</b>		<b>\$5.98</b>		<b>\$297.64</b>
<b>Fund Balance</b>					
3.100.100	General Fund Balance		105,228.34		99,701.02
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		159.54
3.201.120	CUUPS Support Fund Balance		631.00		738.10
3.202.100	Music Support Fund		1,703.00		1,978.10
3.203.110	Memory Garden Fund		814.11		356.11
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		37,301.53
3.206.100	Foundation Grants				
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		0.00
3.206.190	Memory Garden (grant) Balance		2,075.00		2,075.00
	<b>Total Foundation Grants</b>		<b>\$7,943.49</b>		<b>\$7,212.50</b>
3.210.100	CYREC				
3.210.110	RE Fund Balance		1,971.18		1,713.34
3.210.120	Youth Support Fund Balance		1,070.91		992.75
3.210.125	OWL Fund Balance		3,056.42		806.33
3.210.160	Playground/Coffee Fund Balance		95.00		145.00
	<b>Total CYREC</b>		<b>\$6,193.51</b>		<b>\$3,657.42</b>
3.216.100	Social Justice Fund				
3.216.110	Social Justice Unallocated Funds		3,290.26		4,634.63
3.216.160	Share The Plate Balance		280.12		470.25
	<b>Total Social Justice Fund</b>		<b>\$3,570.38</b>		<b>\$5,104.88</b>
3.400.100	Future Funding & Capital Reserve Accounts Balance				
3.404.110	Res. Fd for Large Scale Maintenance- Balance		53,994.57		54,822.57
	<b>Total Future Funding &amp; Capital Reserve Accounts Balance</b>		<b>\$53,994.57</b>		<b>\$54,822.57</b>
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		478,997.25
3.500.250	Ministers Discretionary Fund Bank Account Balance		597.99		2,619.36
	<b>Total Fund Balance</b>		<b>\$1,914,502.86</b>		<b>\$1,911,643.01</b>
	<b>Total Liabilities and Fund Balance</b>		<b>\$1,914,508.84</b>		<b>\$1,911,940.65</b>

## RE Report

James Chase

**Reporting Period:** March–April 2025

### LUUMEN

#### Structure changes

Working with my steering committee, we are transitioning LUUMEN programs into a more sociocratic model, emphasizing **circles-based leadership and programming**. This shift aims to foster **greater volunteer sustainability** and reduce burnout by distributing leadership responsibilities more evenly across distinct program circles.

These changes are using the Sociocracy and Agile structure systems, more information on these models in UU Spaces can be found here:

<https://www.uua.org/leaderlab/sociocracy>

<https://www.uua.org/leaderlab/sociocracy-rau-workshop>

LUUMEN will continue overseeing key areas including:

- Youth Group
- Middlers Group
- Messy Playdates
- Children's childcare
- Adult Religious Education
  - Small Groups
  - CommUUnity Conversations
  - Safety Trainings

### Tiered Volunteer Structure

A core part of this model is the implementation of a **tiered volunteer structure** within each program circle, designed to clarify roles and expectations while inviting volunteers to engage at levels that suit their availability and interest. The tiers include:

- **Leadership Circle:** Volunteers(UUFG Members) who meet monthly to plan and provide consistent oversight and support for their program area.
- **Regular Advisors/Volunteers:** Individuals who commit to supporting activities regularly by attending and assisting with program functions.
- **Backup Adults / On-Call Volunteers:** Volunteers who complete necessary training and background checks and are available to step in as needed, without a regular schedule commitment. These individuals may be prepared to step into several different spaces as needed.
- **Program Participants:** Community members who enjoy the programs - focused on learning, growing, and integrating in the community. These individuals may at some point be ready to move into a more involved role.

This tiered approach helps build a sustainable, clearly communicated, engaged volunteer base and aligns well with the sociocratic circle model by empowering shared leadership.

This model also allows for individual program viability assessment - If a program is not accruing enough volunteers to support it, then it might not be in line with what the congregation wants to sustain - In which case the program may be reduced or paused until there's more support.

A separate, more detailed report will be provided explaining sociocracy, its alignment with UU values, and how this shift supports our congregation's goals.

### Congregational Safety Initiative

In collaboration with the Safety Team, we are developing a **broader congregational safety umbrella team**. This team will include representatives from various ministries and committees (e.g., Care Team, Right Relations, board, etc.) to explore and define safety comprehensively for UUFG.

Key goals include:

- Completing the UUA Safer Congregations training (six sessions, 1–2 hours each) in-person or via zoom, to encourage emergent conversation and community input.

- Evaluating and updating our Emergency Operations Procedure as needed, with broader congregational input.
- Guiding the development and provision of safety and crisis intervention trainings tailored to congregational needs, ensuring trainings are driven by community input rather than solely by staff initiative.

This team will function as a **steering committee** to advise and direct my training offerings moving forward. It could be a temporary need, or it could be determined that it needs to continue

### Programming Updates & Calendar

- **Youth Group:** Planning to continue regular summer meetings with a tiered leadership structure under development. The group has expressed interest in summer fundraising and multiple field trips. The first field trip is scheduled for **May 24th to Wild Adventures**, with a second event TBD (many possible options include a second Wild Adventures trip, pool trip, or a lock-in). Volunteer involvement is strong, supporting leadership development.
- **Middlers Program:** Concluding for the program year as we head into summer. This group is up for evaluation, as it has not had much consistent volunteer support. If No Thank You Evil is discontinued, I will work towards a basic RE program that can be sustained in Childcare.
- **Our Whole Lives (OWL):** Adult OWL sessions are currently underway. We plan to launch middle school and high school OWL levels during the summer; exact start dates will be communicated later.
- **Adult Religious Education:** Planning to offer various safety training starting this summer, mainly geared towards Safety/Community Structure. Continuation of Community Conversations in the fall is contingent on recruiting volunteer leaders.
- **Small Groups:** LUUMEN has been discussing the issue of Volunteer engagement, and one identified issue is the implications of Volunteering in our community. Most asks are “work” related - It was theorized that creating more “Whimsy/interest/small Groups” with a volunteer requirement may be a way to provide community Nurture. These groups are given the “Hosting Small Groups at UUFG guide” which is attached.
  - Fiber Arts group: Had their first meeting on May 18th, and will continue to meet in a casual setting on the 3rd Sundays of the month.
  - Karaoke group: Hasn’t met yet, but a leadership group is in development.



- I will be working on community awareness for this group, but will only be providing support and basic structure, not leadership.
  - I'm open to bringing in any other groups that exist at this time, providing centralized support, coordination, and guidelines to remain in covenant with the congregation.

## Volunteer Recruitment & Program Interest

The shifts that I am making will impact the congregation, and I am planning to start soon to communicate these shifts. To ensure sustainable programming, I plan to initiate a **congregational volunteer engagement campaign** via a Google form. This will seek clear expressions of interest and commitment from volunteers for all LUUMEN programs. I will set **explicit minimum volunteer thresholds** that must be met before scheduling and structuring activities begin.

This approach marks a shift in program coordination toward more **distributed leadership and shared responsibility**, reducing sole reliance on staff and core volunteers - fostering resilient community participation.

The basic form has been completed, but I don't want to send it out until there is more clarity in which areas I am collecting interest. (worship, sound room, facilities vs. Only programs explicitly under the LUUMEN Umbrella)

The current form can be seen here, but the program areas will be expanded before distribution:

- <https://forms.gle/tMFWDKF3JHjfw4EB6>

## Professional Development

I am actively progressing toward completing my **Advanced Credentialed Religious Education Professional** certification, with expected completion by **April 2026**. Monthly mentoring sessions continue, and work is underway on my portfolio development. This is a long, work intensive process, and I appreciate the support while I'm in a study period - I will keep the Board updated on my progress.

I have identified that I work best at professional and personal development within structured programs, so have proactively sought out two potential programs to follow my credentialing. The program I have elected to enter into for the upcoming year is the Community Ministry Certificate, through Cherry Hill Seminary. This program should facilitate continued learning, and I am excited to continue to develop my skills and apply it to my work within this community.

- <https://cherryhillseminary.org/academics/community-ministry-certificate-2/>

After the CMC 13 month program, I am hoping to enter into the 2 year Spiritual Direction program through Meadville Lombard Seminary. I've met with the program director, Rev. Tandi Rogers - She is a UU Minister who started in RE. She thinks I will be a strong candidate for this program, and believes this program will provide tools, connections, context, and development that are all in line with the Congregational Support I strive to provide.

- <https://www.meadville.edu/light/spiritual-direction/>

### **Summer T-Shirt Fundraiser Proposal:**

I'd like to request approval to move forward with a summer t-shirt fundraiser. This would include reprinting our classic yellow "Side with Love" shirts, as well as exploring a few additional designs - one featuring a different color scheme (such as burgundy with yellow or white text), and others created by the youth group as part of their fundraising efforts. If needed, all designs would be submitted for approval before printing, either to the board or to the LUUMEN leadership team. The goal is to celebrate UUFG identity, increase visibility, and support youth programming through shirt sales and community engagement. This fundraiser would go towards RE Programming, OWL, and if the youth decide to create a design, to the Youth Group fund.

## **RE Report - A Look at Sociocracy and Decentralized Leadership at UUFG**

### **James Chase**

I wanted to share some thoughts on a leadership model I have learned a lot about through various learning experiences through the Credentialing program and LREDA. We've been experimenting with in LUUMEN, with so far good results. I think it might offer something valuable to the congregation as a whole, so I wanted to take the time to bring it to the attention of the board. As we continue to grow and adapt, it's become clear that how we organize ourselves matters just as much as what we're trying to do.

What I've been bringing to LUUMEN is a mix of Sociocracy, with elements of other agile structure systems - a decentralized, circle-based way of doing leadership that's being used more and more in values-driven communities like ours. We're already starting to use elements of it within LUUMEN (our umbrella for Religious Education, Youth Group, Childcare, and more), and I'd love to invite the Board to consider what it could mean for UUFG more broadly.

### **What is Sociocracy?**

At its core, Sociocracy is a system where leadership is shared, communication flows in *both* directions, and decisions are made by consent - not consensus, and not majority vote either. Some key pieces:

- **Circles:** Teams or working groups (like committees, but more focused and self-led) handle decisions within their own clearly defined area.
- **Consent-based decision making:** A decision moves forward unless someone has a *reasoned objection* — which becomes a helpful part of the process, not a roadblock.
- **Double-linking:** Representatives connect each circle to the next level of leadership, ensuring communication and accountability move in both directions.
- **Roles are flexible and reviewed regularly**, so we stay responsive instead of stuck in structure for structure's sake.

### **Why Consider It?**

There are a few reasons why this approach might be a good fit for UUFG - and why it feels especially timely:

#### **1. It helps prevent burnout.**

Right now, we see the same few people stretched thin trying to carry a lot. Sociocracy spreads leadership out in manageable ways. People can say "yes" to leadership without saying "yes" to everything.

**2. It empowers people to lead where they're passionate.**

Instead of needing permission from the top, circles have the autonomy to move forward on the things they're responsible for. This can lead to more initiative, creativity, and follow-through.

**3. It builds stronger communication.**

With built-in feedback loops, we reduce confusion and miscommunication. Each circle knows what it's doing, how it connects to other circles, and how to pass information along.

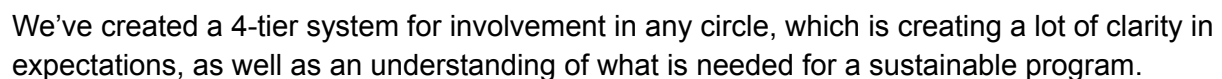
**4. It aligns with our UU values.**

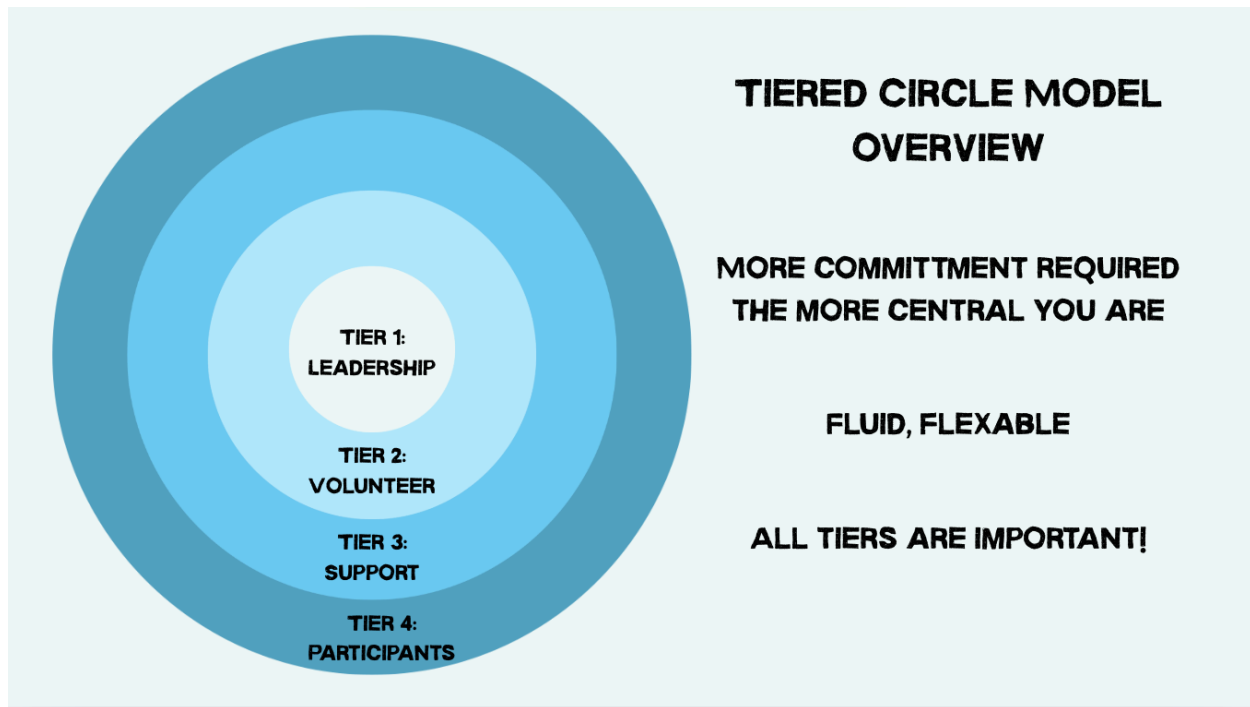
Shared power, democratic processes, honoring every voice - these are spiritual practices, not just governance tools. This model helps us *live out* our principles in the way we lead. This system is taking off in many UU spaces, as it is often seen as being more in line with our Shared Ministry roots, so much information is available through a UU Lens here:

<https://www.uua.org/leaderlab/sociocracy>

**5. It's scalable.**

As UUFG continues to grow - in membership, programs, and energy - Sociocracy gives us a structure that grows with us, instead of becoming a bottleneck. I've attached an image that is used widely as an example of how a system like this can work,





Even in the early stages, we're seeing:

- More clarity about roles and responsibilities
- Better follow-through and collaboration
- A growing sense of ownership among volunteers
- Less pressure on any one individual to sustain, or be involved in all of the programs

This system is efficiently addressing many concerns we've had with communicating expectations, evaluating/responding to insufficient volunteer support, and empowering volunteers.

### **In Closing -**

Too much change, too suddenly can lead to bigger issues - I wouldn't advocate for a sudden or sweeping change - I just want to share information, and suggest this as a consideration during a time where there's already a lot of energy towards reorganizing, and restructuring things.

If there's interest, I'd be happy to help coordinate an informational session or workshop to go deeper. We could even bring in someone with experience using Sociocracy in congregational settings - Providing more information is a starting point, and I'll wait to hear back from the board if there's anything else I can do to help support in whatever direction is chosen!

UUFG is filled with thoughtful, committed people. As we grow, I'm so excited to see the ways we are finding to help clarify our identity, and more and more easily integrate and define our systems and processes. We have big dreams and good hearts - and I believe our structure

should support us in living into that potential, not hold us back. Different system and structure models might be tools that can help us do that with more grace, clarity, and joy.

Thanks for considering this - and for all you do.

Warmly,

**James Chase**

Director of Lifespan Faith Development

## Hosting Small Groups at UUFG

### *A Guide for Creating Welcoming and Intentional Spaces*

#### Grounding in UU Values

Small groups can be a vital part of our Unitarian Universalist community, providing spaces for connection, growth, and shared exploration. Every group hosted within our congregation should reflect and uphold our **UU Values**:

- **Justice** – Striving for fairness and equity in our interactions and discussions.
- **Equity** – Ensuring all voices are valued and heard.
- **Transformation** – Recognizing that people and systems can and do change, and making space for that growth.
- **Plurality** – Honoring diverse perspectives and experiences.
- **Interconnectedness** – Acknowledging our deep ties to one another and the larger world.
- **Generosity** – Approaching one another with open hearts and minds.

At the core of all our gatherings should be a **commitment to love**—love for ourselves, for each other, and for the broader community we are building together. This love is so important, as it helps us be open to seeing the humanity and worthiness of every person we share space with.

#### Creating an Inclusive and Respectful Space

People come to small groups from **different religious, economic, cultural, and political backgrounds**. Our goal is not to create spaces where everyone thinks the same way, but where everyone **shares our UU values** and is willing to engage with one another in good faith.

- **All are welcome - within the boundaries of our values.** If someone is unable or unwilling to abide by these values and the group's covenant, they may not be able to remain in the group.
- **No broad exclusions.** These groups should not endorse or condone general exclusion of any group of people. If someone is sincerely exploring and shares our values, they should be welcomed.  
Transformation happens when people are invited in, not shut out. People may encounter UUFG for the first time through one of these groups, and if their first experience is negative and judgmental, we may lose the opportunity to learn and grow with them.
- **Covenants matter.** Every small group should have a covenant—an agreement about how participants will engage with one another. This should be reviewed regularly and include guidelines for communication, boundaries, and what to do when breaches of covenant occur.
- **Leadership** of these groups should be largely handled by UUFG Members, or those who understand the UU values and beliefs. A member who has been through basic safety training/orientation must be present at each meeting.



## Inclusivity in Practice

Welcoming all people also means **considering accessibility and inclusivity** in the structure of the group itself:

- **Is the activity family-friendly?** If parents want to participate but the activity is not safe or appropriate for young children, contact **James Chase** to discuss childcare options.
- **Can youth and children be included?** Where appropriate, consider inviting younger members of the congregation to participate, helping them feel connected and valued.
- **Physical accessibility:** Is the location accessible to all bodies and mobility needs? If not, what accommodations can be made?

## Holding Love at the Center

Small groups can be places of deep learning, spiritual growth, and transformation. By keeping our values at the heart of what we do, we ensure that our spaces remain **open, welcoming, and rooted in love**.

Thank you for your leadership in creating these meaningful spaces! If you have any questions or need support, don't hesitate to reach out.

## Board Personnel Quick Groups Update

May 22, 2025

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

- Job description revisions underway; **second readings at May Board meeting.**

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

- **Second reading of Personnel Manual changes at May Board meeting.**

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

- Concluded as all good.

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

- Job descriptions aligned with UUA Job Levels.
- Working to determine where on compensation scale to place current employees based on training, experience, and length of service.

### 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 Final Report

May 25, 2025

The Ministerial Search Working Group (MSWG) regretfully reports that the Interim Ministerial Search was unsuccessful.

One of the things we had identified as part of our congregational record that the congregation was looking for was stability and a resident minister. This has been brought up repeatedly during Town Halls and at the Annual Meeting in discussion of the budget. However, when we were submitting our congregational record for consideration, the Working Group had the option of saying we were open to considering hybrid/remote candidates. As we were concerned about getting any candidates, we opted to check that selection.

When ministerial records were released, we received only one potential candidate for interim ministry. During the interview, it was clear that they were looking for a hybrid to more remote-based situation. The Working Group did not feel that we had clear direction from the congregation or the Board on whether that would be acceptable. Additionally, in conversations with UUA staff, including our regional contact, Kathy McGowan, and the Transitions Office's Christine Purcell about where we are, why we are looking for a minister, and our ultimate goals, the Working Group agreed that we were not ready to move forward with this minister.

There were several points in my conversations with Kathy McGowan and Christine Purcell that I would like to share with the Board, as I shared with the Ministerial Search Working Group. In our discussions, it became clear that what I perceived the Board's end goal to be was to get a minister – full stop. And the reason we wanted an interim minister was because there is an understanding that we can't find a settled minister until we've completed an interim ministry.

One of the things that came out of the conversations was that our search for a minister (to fill the space/meet a step in a chain, etc.) is an anxious way of addressing a lack of plan and vision. It also commodifies ministry rather than viewing it as finding a spiritual leader that sees where you are going and can help you get there, and to be with you on your hardest day.

When sharing this discussion with the Ministerial Search Working Group, there were concerns that the picture that Kathy and Christine may have from my conversations do not fully reflect UUFG and where we are, what we are doing, and what we are looking for – I fully agree with that, and during those conversations, I repeatedly made sure they understood

that my reflections were only mine. However, it was clear that there were more conversations internally that needed to be had before moving forward. The Working Group agreed that we need to better know what the congregation is expecting in terms of a minister's physical presence: Is a resident minister all that would be acceptable (and if so, why)? What would the congregation be comfortable with in terms of being hybrid or remote? What are limitations and expectations?

Another thing that Christine Purcell asked about was regarding the developmental ministry we had with Rev. Maureen Killoran and Rev. Cathy Harrington. She asked how we were doing in relation to the goals we had set then, and what our goals are now. These are things she felt we need to be able to answer to best find a ministry partner. The Working Group reflected on this and thought that the congregation should consider working on having congregational discussions (town halls, roundtables, etc.) to figure out how best to articulate who we are, where we are going, and be able to develop a roadmap for ourselves. This would be a big part of getting us ready for settled ministry.

Finally, Christine Purcell made it very clear that the idea that we **must** have interim ministry before we can go into search for a settled minister is no longer true – much of the traditional systems are changing, and that includes the settlement process for ministers. Looking at ministers should be about finding a potential partner in what we are trying to accomplish here, remembering that relationship is centered – how we are being together is truly more important than what we are doing.

The Ministerial Search Working Group considers its work complete and is disbanding; the Working Group recommends that the Board plans to have large congregational conversations around our ministry, the type of ministry partner we are looking for, and what UUFG wants to stand for/focus on.

I want to express my own personal deep gratitude for the work of Alice Gridley, Katelin Rhan, and Norden Lucke. It was an honor to work with everyone on this task.

Respectfully submitted,  
Kristin Stevens, Trustee

### **Communication Committee Chair Appointments**

The Leadership Development Committee asks the Board to appoint Robin Castellanos and Sheila Bishop co-chairs of the Communications Committee. This committee currently is not functional, and Robin and Sheila will recruit committee members and work a very old job description into a charter.

**Robin Moyle** obtained bachelor's degrees in Communication and English from Central Connecticut State University and provided documentation and training for the CT state legislature's first computer system. She worked in various roles in the /energy sector in New Orleans and Chicago and in Gainesville developed documentation and training for healthcare software systems. Over the years Robin gained skills in organization, technical writing, instructional design, adult education, and voice over narration. Though AI has largely replaced her voice, she still maintains her home studio for pro bono work and creative projects. Robin joined UUFG in 2023 and is active as a Uuketarian, casual choir singer, and music copyright recorder. With Bee City of Gainesville, she helped develop and maintains the pollinator garden, and works with the Pineridge community tutoring kids in reading during the school year. Robin has just been elected to the Leadership Development Committee.

**Sheila Bishop** is a professor at Santa Fe College. Having a diverse spiritual background, Sheila mentions Christian, Jewish, Atheist, and "some pagan, Buddhist, and yoga thrown in the mix." Sheila enjoys biking, reading, baking, cooking, writing, theater and performance, and the arts. She is married and a multigenerational Floridian. She is seeking ritual, community, and practice; she brings to us exuberance, creativity, and a project management background. She has a deep knowledge of religions and the arts, broadly defined. Sheila is a new member who is quickly getting involved with the congregation. She trained and filled in as an usher a few weeks ago.

# Administration Professional Job Description

**Title:** *Congregational Administrator (CA)*

**Job Level:** [Director](#)

**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:**

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## Position Purpose

The Congregational Administrator ensures the Fellowship's smooth and efficient day-to-day operations by managing administrative functions, facilities, communications, and basic financial processes. This role serves as a central point of contact. It 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 Fellowship's overall well-being and functionality.

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## 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.

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## Essential Functions

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

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

**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

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

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

**Represent Congregation with Support Agencies:** [Schedule required fire suppression system inspections and serve as the initial point of contact to the Gainesville Police Department, Gainesville Fire Rescue and our fire system monitoring company.](#)

**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).

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## 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 supervising volunteers or staff (preferred).
- Experience working in a non-profit or faith-based organization (beneficial).

**Education**

An 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 24, 2025

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

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## 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.

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## 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 adapt to AV and livestreaming landscape technological changes quickly.

**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:** Demonstrates 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.

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## Essential Functions

### Systems Management

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

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

### Livestreaming Operations

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

### Technical and System Knowledge

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

### Collaboration and Communication

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

### Other Essential Functions

- **Pre-Event Preparation:** Ensure all AV and livestreaming systems are tested and ready before each service or event.
- **Post-Event Procedures:** Properly shut down and store equipment after use.
- **Maintenance:** Perform basic audio and video equipment maintenance and report significant repair needs.
- **Flexibility:** Adapt to the dynamic nature of church services and special events.
- **Maintaining a Distraction-Free Environment:** Ensure all technical operations contribute to a smooth and focused worship experience.

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## 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, including 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**

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.

### **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 Professional 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) - \$17 set 6/26/23

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## 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.

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## 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 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, dependable, and follows established policies and procedures.

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## 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.

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

**Proactive Environment Maintenance:** Maintain clean, organized, and welcoming childcare spaces.

**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.

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## Qualifications

### Skills/Knowledge/Physical Requirements

1. Communicates respectfully and effectively, and demonstrates skill in understanding and addressing children's feelings.
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 Professional Job Description

**Title:** *Choir Director/Pianist/Accompanist*

**Job Level:** Specialist+ Level

**Reports to:** Minister or designee

**FLSA Status:** Nonexempt

**Hours and schedule:** 0.35 FTE (14 hours/week), Sundays 10 a.m.-12 p.m., Thursdays 7-8:30 p.m., Christmas Eve service (Dec. 24), and Spring Choral Sunday (dates TBD yearly); other times as needed

**Date created or revised:** April 24, 2025

**Pay Rate:** \$24.50-\$32 per hour (depending on experience) – current: \$28.46 for 15/wk; proposed: \$31.26 for 14 hr/wk (equivalent of \$29.17/hr at 15 hrs)

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## 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.

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## 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 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.

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## 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, Choir Circle, 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.

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## 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:** [Manager+](#)

**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 24, 2025

**Pay Rate:**

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## Position Purpose

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.

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## Core Competencies

**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.

**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.

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

**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.

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

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## Essential Functions

**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

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

**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.

**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. [Proactively advises, guides, and supports overall congregational safety and security.](#)

**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.~~

**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.*

# Lifespan UU Ministry for Education and Nurture (LUUMEN) Charter

## Purpose

~~Lifespan UU Ministry for Education and Nurture (LUUMEN)~~ exists to support and guide the ~~Unitarian Universalist~~ Fellowship's faith development programming across all ages. Rooted in our UU principles, we aim to nurture spiritual growth, foster community, and empower individuals to engage in meaningful exploration of values, justice, and personal beliefs. This charter provides a clear framework for ~~Lifespan UU Ministry for Education and Nurture~~LUUMEN's work and commitment to supporting the spiritual journey of all members of our congregation. Together, we strive to foster a community where lifelong learning, exploration, and connection thrive.

## Responsibilities

~~LUUMEN is responsible for:~~

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

## Membership and Meetings

### 1. Committee Membership:

~~— LUUMEN will be composed of 5 to 7 congregants~~ who demonstrate a commitment to faith development and a willingness to collaborate, plus the lead Religious Education Professional. The committee will include at least one representative for each age group: children, youth, and adults, and at least one member of the congregation. The Chairperson will be annually appointed or affirmed by the Board.

~~— Members should demonstrate a commitment to faith development and a willingness to collaborate.~~

### 2. Meetings:

~~— LUUMEN will meet monthly, with additional meetings scheduled as necessary. These meetings may exist~~ be in -person, or ~~in a virtual format~~ (Zoom, Facebook discussion, etc.).

~~— A quorum for decision-making will consist of 50% of members plus one.~~

— Meeting agendas and minutes will be prepared and shared with committee members in advance to ensure transparency and efficiency.

### **Reporting Responsibility**

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

## Safety ~~Team~~ ~~Committee~~ Charter

### ~~Charge and Purpose~~

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

### Responsibilities and Duties

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

### ~~Goals and Objective Measurements~~

- ~~2.3. Assess Annual assessment of the~~ congregation's perception of UUFG security and safety annually.

### Membership and ~~Leadership~~ Meetings

~~The Safety Team consists of~~ Members ~~and Supporting friends, appointed by the Governing Board,~~ who have a commitment to the safety and security of UUFG. Also, Supporting Friends approved by the Governing Board may be on the Safety Team. Both the Director of Lifespan Faith Development and the Congregational Administrator are ex officio members of the Safety Team. Meetings are held at least quarterly.

### ~~Accountability and Authority~~ Reporting Responsibilities

The Safety ~~Team~~ ~~Committee~~ reports to the Governing Board and the congregation. Authority of the team to take action to complete its purpose and goals is provided by the Governing Board and its Safety & Security Policy, GOV-12.

# Safety Team Charter

## Purpose

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

## Responsibilities and Duties

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

## Membership and Meetings

The Safety Team consists of Members who have a commitment to the safety and security of UUFG. Also, Supporting Friends approved by the Governing Board may be on the Safety Team. Both the Director of Lifespan Faith Development and the Congregational Administrator are *ex officio* members of the Safety Team. Meetings are held at least quarterly.

## Reporting Responsibilities

The Safety Team reports to the Governing Board and the congregation. Authority of the team to take action to complete its purpose and goals is provided by the Governing Board and its Safety & Security Policy, GOV-12.