



# Unitarian Universalist Fellowship of Gainesville

UUFG Governing Board Meeting Agenda  
June 24, 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. Treasurer's Report April 2025 (Att. 2)
  - c. Fellowship Council Report (Att. 3)
    - i. Care Team Report
    - ii. Communications Committee Report
    - iii. Upcoming Activities
  - d. RE Report (Att. 4)
  - e. Board Meeting Minutes April 2025 (Att. 5)
  - f. Ministerial Search Working Group's Report (Att. 6)
4. [7:05 pm] Discussion, Action Items, Visioning 35 min
  - a. Follow-up on May's action items
  - b. General Assembly
  - c. Congregational Meeting for new budget approval
  - d. Renewal License for Alachua County voting location
  - e. RE Fundraisers Approval
    - i. Photography Fundraiser for the Miniature ponies on July 6th - funds going to Carousel of Hope



## Unitarian Universalist Fellowship of Gainesville

- ii. Youth Group Fundraisers to replenish their Youth Fund and support ongoing programming:
  - (1) Bake Sale after the upcoming “Have Your Cake and Eat It Too” Service
  - (2) Youth Tee-shirt Fundraiser (To be launched in conjunction with Youth Service on July 27)
  - (3) Car Wash (Before/During service, Early August)
  
- 5. [7:40 pm] Leadership and Governance 30 min
  - a. Changes to elected board roles
  - b. A/V Tech Candidate Interview (Att. 7)
  - c. Job Descriptions Third Readings:
    - 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)
  - d. Congregational Life Facilitator Job Description first reading (Att. 13)
  - e. LUUMEN Charter Third reading (Att. 14)
  - f. Organization Chart review (Att. 15)
  - g. Membership Committee Chair Appointment- Patrice Roth
  
- 6. [8:10 pm] Wrap up 25 min
  - a. Emerging Concerns
  - b. Calendaring and Action Items
  - c. Gratitude notes
  - d. Board Process – external observer
  - e. Next meeting July 22, 2025
  
- 7. [8:30] Adjournment



# Unitarian Universalist Fellowship of Gainesville

To: Governing Board  
From: Cam Pierce  
Date: June 20, 2025  
RE: Monthly Congregational Admin Report to the Board

## Membership Numbers

We have 164 members, unchanged from last month.

We currently have 29 supporting friends listed in our database.

## Sunday Service Attendance

### Sundays, May 2025 –

- Average in person attendance for four Sundays: 90
- Average YouTube visits for four Sundays: 44
- Total average participation for four Sundays with both YouTube and in person numbers: 135
- Current YouTube subscribers: 413

Date	YouTube	In-Person Attendance	Total
05/04/2025	57	86	143
05/11/2025	44	111	155
05/18/2025	32	81	113
5/25/2025	44	83	127

### Sundays, May 2024 –

- Average adult in person attendance for two Sundays: 66
- Average YouTube visits for four Sundays: 50
- Total average participation for two Sundays: 105
- Current YouTube subscribers: 314

Date	YouTube	In-Person Attendance	Total
5/5/2024	43	68	111
5/12/2024	36	63	99
5/19/2024	57	*	
5/26/2024	62	*	

\* Check counters accidentally disposed of collection envelopes with attendance data.

# UUFG Office Notes

## Insurance

We have received notice from Connie Farmer, our insurance agent at HUB International that Liberty Mutual is not renewing our insurance policies that cover building use and “abuse & molestation.” My understanding is that these policies as currently set to expire on August 15, 2025.

Here is Connie’s message:

It looks like Liberty is going to non-renew your policies this year. The picture they have shown trees extending over the roof so if they haven’t been cut back, you may want to get that done since we are now in hurricane season. The main reason for the non-renewal is the volume of solar panels on the roof. It’s too much exposure for them.

My only option is to quote it with Philadelphia which is an admitted carrier (covered by the State). I’ll need the attached applications completed in order to quote with them. A good point is they have Abuse & Molestation coverage where Liberty and Auto Owners exclude it now. Main Street America has dropped churches. Philly won’t write wind so I’ll seek a separate wind only option for you.

Our Workers Comp policy through Liberty Mutual isn’t set to expire until December 5, 2025, but Connie recommends that we go ahead and move that over to Philadelphia Insurance as well, so all the policies are in one place.

Connie was out of the office last week, but will return this week. I found a password-protection issue with one of the forms that we need to complete, but once Connie returns to provide the password, we can proceed to completing the applications. I will likely need assistance from James to complete the abuse and molestation forms.

The Finance Committee is aware of this issue. Beverly Sander is also checking with a contact at Temple Shir Shalom to find out what insurance company they use.

An officer of the board will need to sign the formal applications once they’re completed.

## 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. A short chair yoga class now meets every Thursday.

## *Joy of the Lord Ministries*

We included the \$185 repair fee stemming from the backflow repair with the June invoice.

Since we are now heading into the new fiscal year, we will need to coordinate a meeting between Pastor Diane Jackson, Deacon Bosie Jackson, Tom Mareci and myself to discuss plans for the future.

I met with Pastor Diane to discuss use of the Fellowship for a small day-care rental and using our Fellowship as a daily lunch distribution point for the Alachua County School Program. However, because of insurance questions and timing, these programs did not get off the ground. Moreover, while the State of Florida does allow churches to facilitate day care type arrangements during the summer, they nevertheless have significant paperwork that needs to be complete in order to exempt the church from various requirements.

However, Joy of the Lord's leadership would like to potentially have other sorts of fundraisers here (e.g., drive through barbecue dinners, etc.)

**Safety**

The Safety Team is working to schedule a meeting to follow up on changes to James' job description and to move forward with other issues, such as recruitment, training, and signage.

**Geoffry M. Anderson**

I have been monitoring our trail camera by our main entrance. Mr. Anderson is checking our pantry box, but he has not to my knowledge come onto our property beyond the pantry box.

**Mailings & Communications**

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

The 2025-2026 board will need to consider if they wish to continue sending out anniversary letters starting in July – if so, that new letter will need to be written.

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

Sheila Bishop and Robin Moyle continue to work on creating a new Communications Committee. I have set up a new listserv for them: [communications-committee@uufg.org](mailto:communications-committee@uufg.org). They plan to hold an organizational meeting on Saturday, July 19.

Steve Cecil continues to change 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 June Zoom meeting and prepared the Treasurer's report to the board.

Jim Wright has spoken with a CPA about scheduling a review of our bookkeeping and accounting practices. I expect that we will schedule this meeting relatively early in the 2025-2026 fiscal year. While this review won't be a full audit, it should provide us with very useful information and perspective.

I completed the Vanco Security Compliance forms so that we may continue to use our Vanco online payment platform.

**Facilities*****Fire Suppression System***

Gator Fire Extinguisher Co completed our quarterly inspection of our wet and dry sprinkler systems.

***Gainesville Fire Rescue Follow-Up Inspection***

On April 30, Preston Attebery, Fire Safety Inspector, performed a surprise inspection. We addressed a number of issues that he found – thanks to a number of volunteers who stepped up to help.

**Personal Time**

Thus far I have used ten days of my 2024-2025 leave time. I plan to take personal time from Tuesday, July 29 through Friday, August 1 to travel. I may also be asking for some individual days off in August.

Unitarian Universalist Fellowship - Gainesville FL									
Treasurer's Report as of May 2025 for General Fund									
Thursday, June 5, 2025									
Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under	Annual Budget	Annual Budget	
		May 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	12,517.60	24,396.00	269,909.79*	268,356.00	1,553.79	292,748.00	22,838.21	
4.100.050	Sunday Collect/Unidentified G	1,169.75	950.00	13,161.59*	10,450.00	2,711.59	11,394.00	(1,767.59)	
	<b>Total Sustaining Gifts-Members &amp; Friends</b>	<b>\$13,687.35</b>	<b>\$25,346.00</b>	<b>\$283,071.38*</b>	<b>\$278,806.00</b>	<b>\$4,265.38</b>	<b>\$304,142.00</b>	<b>\$21,070.62</b>	
<b>Miscellaneous Income</b>									
4.100.210	Rental Income	500.00	917.00	18,362.16*	10,087.00	8,275.16	11,000.00	(7,362.16)	
4.100.300	Special Activities and Auction	0.00	1,333.00	15,720.51*	14,663.00	1,057.51	16,000.00	279.49	
4.100.330	Interest	2,822.70	292.00	3,205.79	3,212.00	(6.21)	3,500.00	294.21	
4.100.430	Book Cart Income	0.00	25.00	1,000.00*	275.00	725.00	300.00	(700.00)	
	<b>Total Miscellaneous Income</b>	<b>\$3,322.70</b>	<b>\$2,567.00</b>	<b>\$38,288.46*</b>	<b>\$28,237.00</b>	<b>\$10,051.46</b>	<b>\$30,800.00</b>	<b>(\$7,488.46)</b>	
	<b>Total Income to General Fund</b>	<b>\$17,010.05</b>	<b>\$27,913.00</b>	<b>\$321,359.84</b>	<b>\$307,043.00</b>	<b>\$14,316.84</b>	<b>\$334,942.00</b>	<b>\$13,582.16</b>	
	<b>Total Income</b>	<b>\$17,010.05</b>	<b>\$27,913.00</b>	<b>\$321,359.84</b>	<b>\$307,043.00</b>	<b>\$14,316.84</b>	<b>\$334,942.00</b>	<b>\$13,582.16</b>	
<b>Expense</b>									
<b>Expenses from General Fund</b>									
<b>Programs</b>									
5.100.110	Membership	94.89	67.00	393.52	737.00	(343.48)	800.00	406.48	
5.100.120	UU Leadership	0.00	50.00	600.00*	550.00	50.00	600.00	0.00	
5.100.130	Social Justice	565.02	125.00	1,129.02	1,375.00	(245.98)	1,500.00	370.98	
5.100.140	RELATE	0.00	8.00	0.00	88.00	(88.00)	100.00	100.00	
5.100.150	CUUPS	0.00	21.00	131.49	231.00	(99.51)	250.00	118.51	
5.100.240	RE Program Activities	0.00	183.00	2,200.00*	2,013.00	187.00	2,200.00	0.00	
5.100.270	Background Checks	475.75	50.00	1,274.75*	550.00	724.75	600.00	(674.75)	
5.100.280	Hospitality Budgeted	0.00	17.00	200.00*	187.00	13.00	200.00	0.00	
5.100.300	Special Activities and Auction Expenses	33.42	83.00	925.20*	913.00	12.20	1,000.00	74.80	
5.100.310	Worship - Sunday Services	0.00	617.00	1,941.69	6,787.00	(4,845.31)	7,400.00	5,458.31	
5.100.320	Music Program	579.64	200.00	1,330.45	1,800.00	(469.55)	2,000.00	669.55	
5.100.410	Canvass Expenses	0.00	0.00	508.84*	500.00	8.84	500.00	(8.84)	
5.100.430	Book Cart Expense	0.00	8.00	0.00	88.00	(88.00)	100.00	100.00	
	<b>Total Programs</b>	<b>\$1,748.72</b>	<b>\$1,429.00</b>	<b>\$10,634.96</b>	<b>\$15,819.00</b>	<b>(\$5,184.04)</b>	<b>\$17,250.00</b>	<b>\$6,615.04</b>	
<b>Administration &amp; Operational Support</b>									
5.100.010	Board Discretionary Funds	0.00	83.00	740.00	913.00	(173.00)	1,000.00	260.00	
5.100.020	Pastoral Care Expense	0.00	17.00	73.00	187.00	(114.00)	200.00	127.00	
5.100.030	Contributions to Reserves	417.00	417.00	4,587.00	4,587.00	0.00	5,000.00	413.00	
5.100.520	Denominational Dues	1,433.00	1,423.00	15,733.00*	15,653.00	80.00	17,078.00	1,345.00	
5.100.525	Insurance	1,813.63	1,583.00	21,328.42*	17,413.00	3,915.42	19,000.00	(2,328.42)	
5.100.530	Office Expense	504.69	583.00	6,228.59	6,413.00	(184.41)	7,000.00	771.41	
5.100.540	Bookkeeper	0.00	250.00	825.00	2,750.00	(1,925.00)	3,000.00	2,175.00	
5.100.545	Telephone & Internet	872.12	625.00	5,938.83	6,875.00	(936.17)	7,500.00	1,561.17	
5.100.550	Utilities - Electricity & Water	1,039.66	1,250.00	12,909.84	13,750.00	(840.16)	15,000.00	2,090.16	
5.100.560	Waste Disposal	233.93	217.00	2,306.31	2,387.00	(80.69)	2,600.00	293.69	
5.100.570	Custodial Service	900.00	900.00	9,900.00	9,900.00	0.00	10,800.00	900.00	
5.100.572	Custodial Supplies	0.00	69.00	623.65	759.00	(135.35)	825.00	201.35	
5.100.575	Facilities Maintenance	531.58	792.00	7,139.60	8,712.00	(1,572.40)	9,500.00	2,360.40	
5.100.580	Backflow and Fire Suppression	1,239.50	333.00	4,910.62*	3,663.00	1,247.62	4,000.00	(910.62)	
5.100.583	Security & Safety	0.00	58.00	172.98	638.00	(465.02)	700.00	527.02	

\* = Income/Expense exceeds amount budgeted to date



**Unitarian Universalist Fellowship - Gainesville, FL**  
**Budget Variance Report**  
**May 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 May is under budget by \$11,874; we are over budget for our fiscal year thus far by \$1,554.
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	
4.100.330	Interest	In May we deposited interest income from our CD's
4.100.430	Book Cart Income	
<i>Expense</i>		
<i>Expenses from General Fund</i>		
<i>Programs</i>		
5.100.110	Membership	We ordered more nametags in May
5.100.120	UU Leadership	
5.100.130	Social Justice	Main expenses relate to Baker Friends activities and support
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	May's expenses relate to the servicing and repair of Paul Hargrave's Bianchi prior to resale.
5.100.310	Worship - Sunday Services	
5.100.320	Music Program	May's expenses relate to the concert and some music purchases
5.100.410	Canvass Expenses	
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. In May we renewed Zoom licenses.
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	May expenses include balance due for CR 4 window replacement and backflow irrigation repair

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

Account #	Account Name	
5.100.580	Backflow and Fire Suppression	Monitoring service fees. In May we also had to repair a leaking pipe over the sound room in our sprinkler system.
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; however, the line item is over the revised budget.
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 May 2025						
Tuesday, June 17, 2025						
Account #	Account Name	Beg Balance	Receipts	Disbursements	Transfers/JE's	End Balance
3.100.100	General Fund Balance	99,701.02	17,010.05	31,526.77	0.00	85,184.30
3.100.301	Ministers Discretionary Pass Through Fund Balance	0.00	103.20	103.20	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	738.10	0.00	0.00	0.00	738.10
3.202.100	Music Support Fund	1,978.10	208.00	0.00	0.00	2,186.10
3.203.110	Memory Garden Fund	356.11	0.00	0.00	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	37,301.53	0.00	0.00	0.00	37,301.53
3.206.100	Foundation Grants					
3.206.113	Youth Room Update (Grant) Fund Balance	259.38	0.00	259.38	0.00	0.00
3.206.115	Banned Books (Grant) Fund Balance	73.95	0.00	73.95	0.00	0.00
3.206.117	Sanctuary Lighting (Grant) Balance	23.50	0.00	23.50	0.00	0.00
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	307.52	0.00	0.00
3.206.122	Social Hall Tables (Grant) Fund Balance	0.00	1,431.56	0.00	0.00	1,431.56
3.206.123	Playground Improvement (Grant) Fund Balance	0.00	1,748.38	0.00	0.00	1,748.38
3.206.140	UU Leadership Fund - Balance	4,313.30	0.00	137.49	0.00	4,175.81
3.206.190	Memory Garden (grant) Balance	2,075.00	0.00	2,000.00	0.00	75.00
3.210.100	CYREC					
3.210.110	RE Fund Balance	1,713.34	0.00	12.03	0.00	1,701.31
3.210.120	Youth Support Fund Balance	992.75	0.00	0.00	0.00	992.75
3.210.125	OWL Fund Balance	806.33	709.25	0.00	0.00	1,515.58
3.210.160	Playground/Coffee Fund Balance	145.00	0.00	0.00	0.00	145.00
3.216.100	Social Justice Fund					
3.216.110	Social Justice Unallocated Funds	4,634.63	190.00	40.00	0.00	4,784.63
3.216.160	Share The Plate Balance	470.25	1,173.37	690.27	0.00	953.35
3.400.100	Future Funding & Capital Reserve Accounts Balance					
3.404.110	Res. Fd for Large Scale Maintenance-Balance	54,822.57	0.00	2,699.00	417.00	52,540.57
3.500.100	Land & Building Fund	1,043,432.00	0.00	0.00	0.00	1,043,432.00
3.500.150	Furnishings & Equipment Fund	62,670.00	0.00	0.00	0.00	62,670.00
3.500.200	UUFG Foundation Balance	478,997.25	1,070.00	1,070.00	38,934.36	517,931.61
3.500.250	Ministers Discretionary Fund Bank Account Balance	2,619.36	0.00	0.00	(103.20)	2,516.16
<b>Total</b>		<b>\$1,911,643.01</b>	<b>\$23,643.81</b>	<b>\$38,943.11</b>	<b>\$39,248.16</b>	<b>\$1,935,591.87</b>

**Unitarian Universalist Fellowship -  
Consolidated Fund Narrative Report  
May 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 half of a \$74,603.06 bequest from Jean LeMire's estate. Per UUFG policy and the board's decision, the other half of this bequest was paid to the UUFG Foundation.
	<b><i>Foundation Grants</i></b>			
3.206.113	Youth Room Update Fund	James Chase	Foundation	Fall 2022 grant, completed - remaining funds returned to Foundation
3.206.115	Banned Books Fund	Mary Bahr	Foundation	Fall 2023 grant, completed - remaining funds returned to Foundation
3.206.117	Sanctuary Lighting Fund	Marilyn Roberts	Foundation	Fall 2024 grant, completed - remaining funds returned to Foundation
3.206.118	Hearing Assistance Devices Fund	Sue Boone	Foundation	Fall 2024 grant. Project complete.
3.206.119	Kitchen Stove Fund			Winter 2024 grant, completed - remaining funds returned to Foundation
3.206.140	UU Leadership Fund	LDC	Foundation	

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

Account #	Account Name	Name	Source	Purpose
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.
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. This month's receipts are registrations for an OWL class.
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 May 31, 2025					
Tuesday, June 17, 2025					
Account #	Account Name	Beginning Balance		YTD Balance	
<b>Assets</b>					
<b>Cash</b>					
1.000.130	Ameris Bank-Checking		186,909.39		128,095.28
1.000.140	Ameris Bank-Money Market		81,604.88		82,022.80
1.000.155	Solar Fund - Checking		147.75		0.00
	<b>Total Cash</b>		<b>\$268,662.02</b>		<b>\$210,118.08</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		517,931.61
1.100.250	Ministers Discretionary Fund Account		597.99		2,516.16
	<b>Total Other Assets</b>		<b>\$477,276.82</b>		<b>\$620,447.77</b>
	<b>Total Assets</b>		<b>\$1,914,508.84</b>		<b>\$1,936,667.85</b>
<b>Liabilities</b>					
<b>Current Liabilities</b>					
2.000.110	Accounts Payable/Vendors		0.00		1,070.00
2.000.120	Payroll Taxes Payable		5.98		5.98
	<b>Total Current Liabilities</b>		<b>\$5.98</b>		<b>\$1,075.98</b>
	<b>Total Liabilities</b>		<b>\$5.98</b>		<b>\$1,075.98</b>
<b>Fund Balance</b>					
3.100.100	General Fund Balance		105,228.34		85,184.30
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		2,186.10
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	Intermim 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		0.00
3.206.115	Banned Books (Grant) Fund Balance		73.95		0.00
3.206.116	Security Camera Grant Balance		256.83		0.00
3.206.118	Hearing Assistance Devices (Grant) Fund Balance		0.00		159.85
3.206.122	Social Hall Tables (Grant) Fund Balance		0.00		1,431.56
3.206.123	Playground Improvement (Grant) Fund Balance		0.00		1,748.38
3.206.140	UU Leadership Fund - Balance		4,536.33		4,175.81
3.206.189	Hospitality Supply (grant) Balance		742.00		0.00
3.206.190	Memory Garden (grant) Balance		2,075.00		75.00
	<b>Total Foundation Grants</b>		<b>\$7,943.49</b>		<b>\$7,590.60</b>
3.210.100	CYREC				
3.210.110	RE Fund Balance		1,971.18		1,701.31
3.210.120	Youth Support Fund Balance		1,070.91		992.75
3.210.125	OWL Fund Balance		3,056.42		1,515.58
3.210.160	Playground/Coffee Fund Balance		95.00		145.00
	<b>Total CYREC</b>		<b>\$6,193.51</b>		<b>\$4,354.64</b>
3.216.100	Social Justice Fund				
3.216.110	Social Justice Unallocated Funds		3,290.26		4,784.63
3.216.160	Share The Plate Balance		280.12		953.35
	<b>Total Social Justice Fund</b>		<b>\$3,570.38</b>		<b>\$5,737.98</b>
3.400.100	Future Funding & Capital Reserve Accounts Balance				
3.404.110	Res. Fd for Large Scale Maintenance- Balance		53,994.57		52,540.57
	<b>Total Future Funding &amp; Capital Reserve Accounts Balance</b>		<b>\$53,994.57</b>		<b>\$52,540.57</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		517,931.61
3.500.250	Ministers Discretionary Fund Bank Account Balance		597.99		2,516.16
	<b>Total Fund Balance</b>		<b>\$1,914,502.86</b>		<b>\$1,935,591.87</b>
	<b>Total Liabilities and Fund Balance</b>		<b>\$1,914,508.84</b>		<b>\$1,936,667.85</b>

UUFG Care Team Meeting  
June 9, 2025

Present – Jim Wright, Chair, Norden Lucke, Marilyn Roberts, Kay Anderson, Elizabeth Stewart, Renee Richter, Susan Stannard, Ellen Sattler

There are no minutes from the May meeting since Jim was absent.

We reviewed Cards of Caring. Jim suggested that Elizabeth get the Card Box once a month to check supplies and to see if card writers are following through on their task appropriately. Each week card writers should record who they have sent cards to. Elizabeth is soliciting volunteers for the coming months.

Marilyn said she has a gift vase to give to Rev JeKaren, from the Care Team, when Rev JeKaren's time with us is up. Jim will inquire about the fellowship plans to say goodbye to Rev JeKaren so we can be a part of that.

We discussed the various needs of 8 members, and our responses to those needs.

We discussed the August 17<sup>th</sup> service which is to be coordinated by the Care Team. Elizabeth is going to be the Worship Associate. Renee, Marilyn and Ellen agreed to work with Elizabeth in planning the service.

Renee mentioned that the Young Adult Group would like another sofa in the sanctuary. This is particularly important to Catherine Turner who need to lay flat on her back when she attends services. We discussed ways to support the effort to get more accommodating seating in the sanctuary. One idea was to request a grant from the Foundation. Renee will continue to work on this.

Jim discussed that the Ministerial Continuity Working Group would like information from us regarding what the Care Team can, and can't, offer the Fellowship during the upcoming Fiscal Year when we will not have a minister. After some discussion Jim said he would forward this information to Tom Mareci, the Chair of the Working Group.

Our next meeting will be on the first Monday of July, rather than the second, to accommodate Jim's schedule. The meeting will be on Monday, July 7<sup>th</sup>, at 6:30 PM.

Meeting adjourned.

Communications Committee  
Report for June 10, 2025

We (Robin and Sheila) have begun (slowly) digging into the work for the Communication Committee. Robin is drafting the charter. Sheila has done communications focused interviews with James, Cam and Debra to get background information and perspectives and names of folks who might have information we need and/or might want to help.

We have started recruiting folks to work on specific project areas (like the website or social media) and/or serve on the committee. We hope to have a brainstorm/get involved session later in the summer, probably on a Saturday afternoon. We also would like to do a survey of the congregation about communication preferences and perspectives. We hope to establish the committee with official members and have regular meetings by the early fall, perhaps sooner.

If you were involved in the website or other communication project, one of us may reach out to you to get information about that work.

If you know someone who might be interested in being involved, please send them our way. We plan to have different ways for folks to get involved- one-off projects, ongoing but lower intensity projects (creating content for social media and website, helping make short videos), ongoing but more intense projects (website revamp), and/or serving on the committee

Next month we'll give a more detailed update.



## Fellowship Council Chronological List of Upcoming Activities and Events

### 2025

Date	Day	Organizer	Event
April 13	Sunday	Judith	New Members Service
April 13	Sunday	Tom	Fellowship Potluck after Sunday Service
April 20	Sunday	James	Easter Egg Hunt and Holi
April 26	Saturday	Mary Bahr	Baker Interfaith Friends meeting, University Lutheran Church
May 3	Saturday	Kirsten	Choir Spring Concert
May 11	Sunday	Tom	Annual Congregational Meeting
July 13	Sunday	James	Have Your Cake and Eating It Too
September			Find Your Sweet Spot (candy and/or pie))
October 12	Sunday	Tom	Fellowship Potluck/Dessert Auction after Sunday Service
October 19	Sunday	Deborah	Fellowship Retreat
November 27	Thursday		Thanksgiving Potluck
December 6	Saturday	Erin	Craft Fair
December 24	Wednesday	Kirsten	Christmas Ever Service
December		Tom	Flying Pig Parade, UUFG Kayak Drill Team

### 2026

January		James	OWL Training (with UCG)
February			Auction (start plan in August 2025)
March	Saturday		Rumage Sale
March	Saturday	James & Tom	Talent Show/Amateur Hour
March		Katelin	CUUPS Full Moon Walk
March		James	Pagen Pride
March	Sunday		Stewardship
April 12	Sunday	Tom	Fellowship Potluck after Sunday Service
April		Kirsten	Choir Spring Concert
October 18	Sunday	Tom	Fellowship Potluck after Sunday Service
November 26	Thursday		Thanksgiving Potluck
December 24	Thursday	Kirsten	Christmas Ever Service
December		Tom	Flying Pig Parade, UUFG Kayak Drill Team

### 2027

March 13-14	Sat-Sun	Work Group	UUFG Diamond Year (75 <sup>th</sup> anniversary)
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Speaker: UUA President, Sofia Betancourt

### To be scheduled

Elder Odyssey, Kirstin

Leadership Training for CRP, Fire, Active Shooter, Crisis Intervention (Governing Board)

## **Board Report - May, 2025**

James Chase, Director of Lifespan Faith Development

### **Upcoming requests -**

- Photography Fundraiser for the Miniature ponies on July 6th - funds going to Carousel of Hope
- Youth Group Fundraisers in July/August - Listed below

### **Children's Programming**

Our Children's Religious Education program is now paused for the summer. We've had a strong year and will resume in the fall with updated curriculum and renewed energy.

To help with the heat, we are doing water play every day after service. We have introduced a space on the Facebook Page for families to invite each other to go do things during the week, to help foster community building and deepening connections.

CommUUnity Conversations has also paused for the summer months. These monthly listening circles will return in the fall with revised themes and expanded facilitation.

We have a Children and Youth service scheduled for July 27

### **Youth Group Updates**

Our youth are engaged and energized with several plans for the summer. They are requesting Board approval for the following fundraisers:

- Bake Sale after the upcoming "Have Your Cake and Eat It Too" Service
  - Youth Tee-shirt Fundraiser (To be launched in conjunction with Youth Service on July 27)
  - Car Wash (Before/During service, Early August)
- These efforts aim to replenish their Youth Fund and support ongoing programming.

### **Our Whole Lives (OWL)**

- Adult OWL is going wonderfully, with 12 active participants. Sessions have been thoughtful, rich, and well-attended.
- Grades 7 - 9 OWL launched successfully this month, with orientation completed and weekly sessions underway. We have 9 participants, this is scheduled in Classroom 4.
- Grades 4 - 6 OWL has been postponed to begin August 8, aligning with our Backpack Blessing and start of fall programming.

## Adult RE

Adult RE is paused for the summer. In the fall, I have 3 programs that I am hoping to be able to offer:

- CommUUnity Conversations, which has been helpful for deepening connections in our congregation.
- UU By Doing: - a program to introduce a small group to the different areas of our congregation where they can step in and volunteer - Hospitality, Sound Room, Worship, Safety, etc.
- PUUNK - Samara Powers and I have been working on a very cool curriculum which I hope to be able to test out with our congregation in the Fall.

I will be working to secure volunteers for any curriculum and programs that run this year. If I am not able to find consistent volunteers, the programming will be limited to what can be sustained by volunteer support.

What I will do, instead of being as “Hands on” as I have in prior years, will be offering facilitation, training, and scheduling support to volunteers and circles. My goal is to help empower our volunteer circles to be able to manage their circles confidently, with all the needed training to build their skills and comfort.

I am also continuing to support the growth of Small Groups across the congregation. Attached is the Small Groups Guide I’ve created and used as a foundation. I recommend we consider adopting a similar covenantal structure across all small groups and committees. Doing so would:

- Strengthen shared understanding of our UUFG values
- Ensure clarity around expectations and responsibility
- Help support leadership sustainability and group health
- Clarify path to right relations, accountability.

## Organizational Structure (attachment)

To better understand my job and role, I’ve continued working on organizational systems and have expanded the tiered leadership model into a more visually accessible graphic. This model helps clarify roles and paths to engagement across all areas of Lifespan Faith Development.

I’ve expanded this model to a potential Congregational Model, which has helped clarify my needs for clarity about my role within the congregation, as well as where other groups fall in this model.

## Professional Development

I've begun my Community Ministry Certificate, and have been very much enjoying the program so far. This is a 13 month program, and I will be seeking my Spiritual Direction Certificate next year in the Fall.

My first draft will be submitted for the RE Credentialing program by July 1st - Following that I will hopefully continue the process to be credentialed by Spring 2026.

I've taken up a position on the TRUUST Leadership Team - I will be serving for three years, and am enjoying the connection building.

# 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:

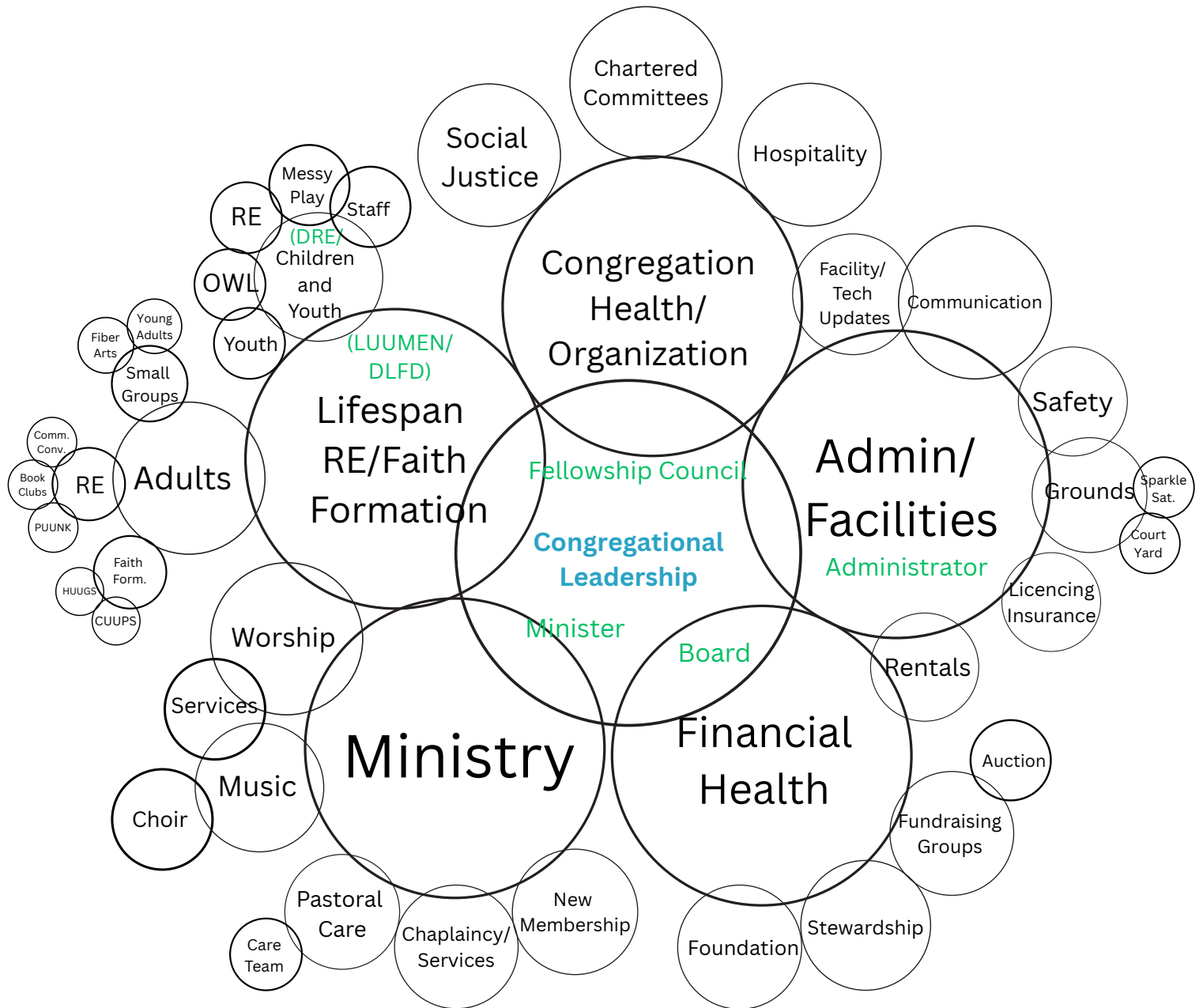
- **Is the activity family-friendly?** If parents want to participate but the activity is not safe or appropriate for young children, contact **James Chase** to discuss childcare options.
- **Can youth and children be included?** Where appropriate, consider inviting younger members of the congregation 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.

*Drafted by James Chase,  
June 2025*



# RE Structure

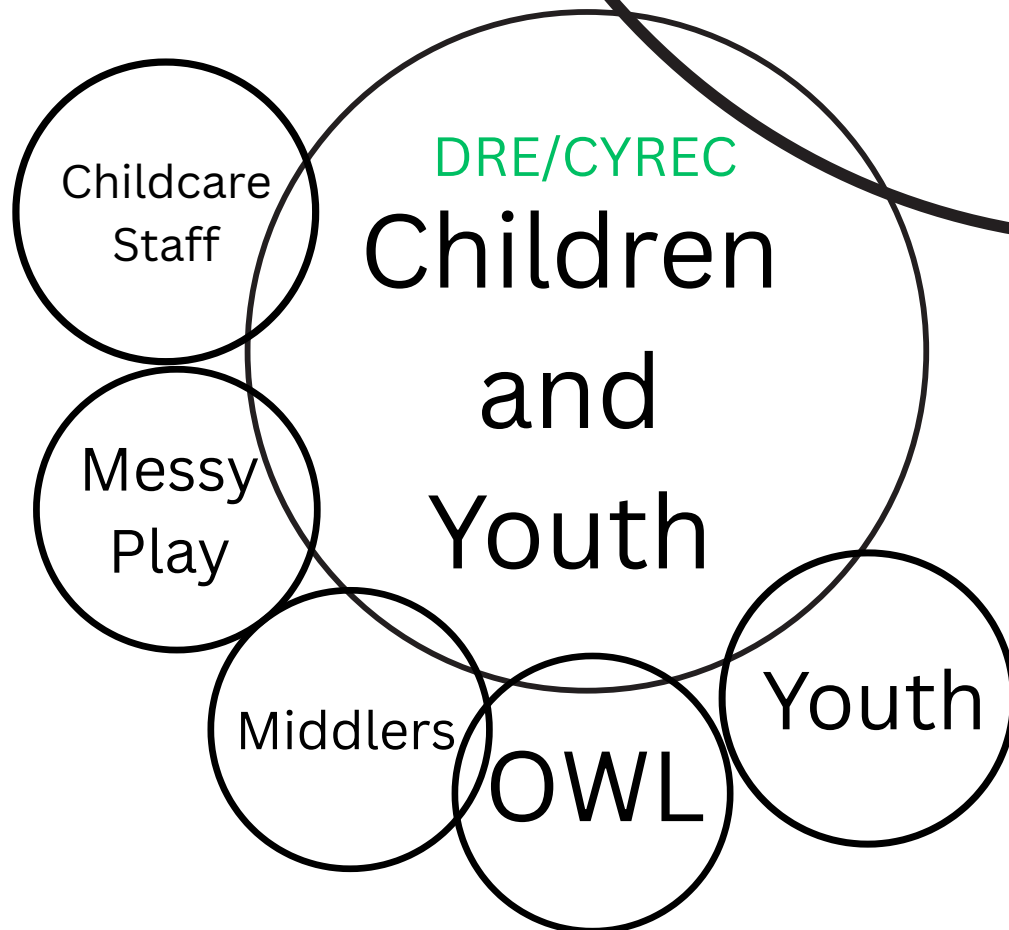
## Circle/Sociocracy Model with a DRE

*Drafted by James Chase,  
June 2025*

**UUFG  
Leadership**

Minister

Board



- Childcare, Children and Youth Programming
- DRE Reports to the Minister or Board of Directors
- Should be Directed by a steering committee that represents areas of oversight: Parents, members who understand/are involved in programs.
- Requires direction/leadership from a supervisor



# Lifespan Structure

## Circle/Sociocracy Model with a DLFD

Drafted by James Chase,  
June 2025

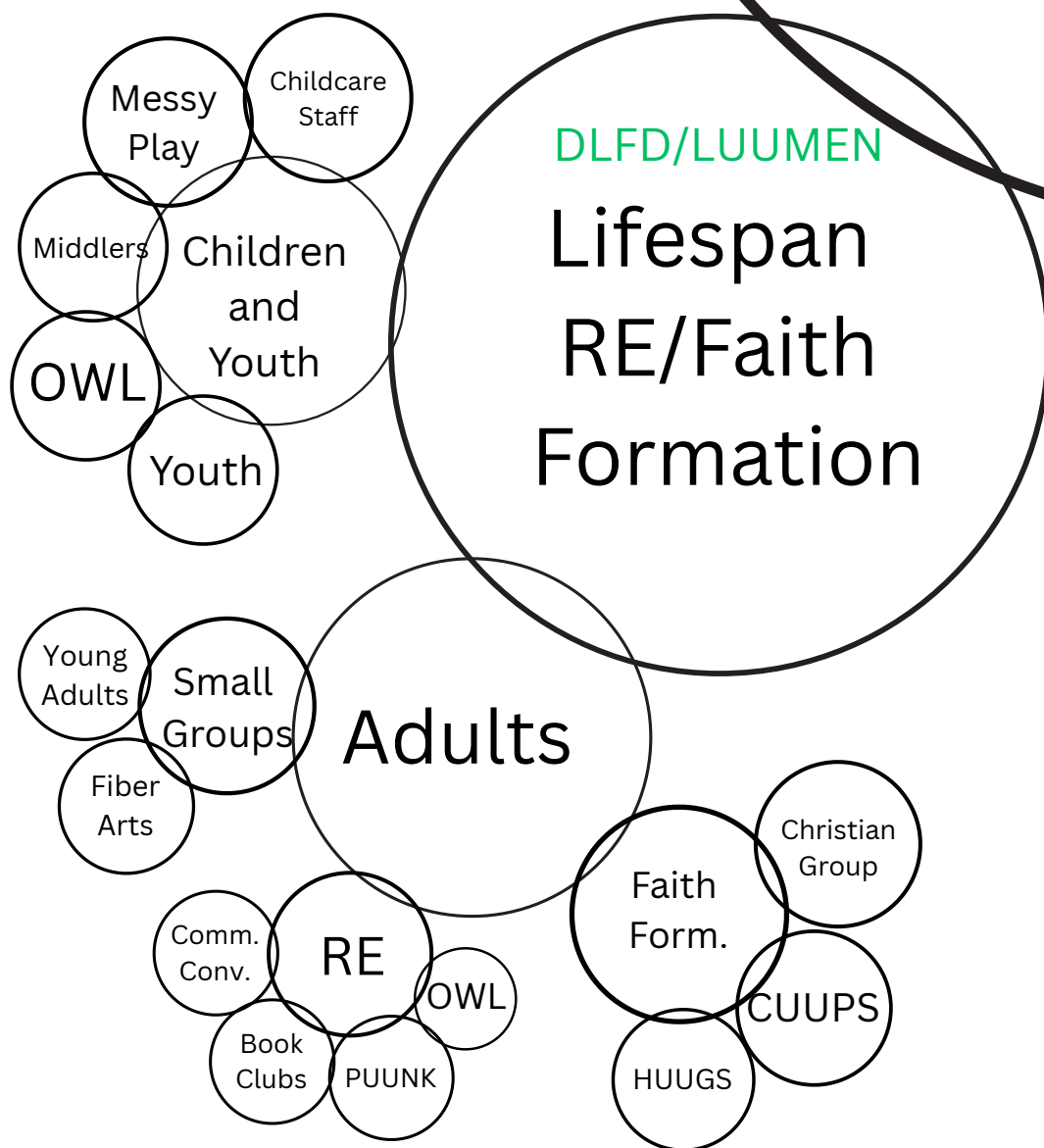
Attachment 4

Fellowship Council Page 8 of 8

UUFG  
Leadership

Minister

Board



- DLFD Reports to the Minister or Board of Directors.
- Should be Directed by a steering committee that represents areas of responsibility: CUUPS, Small Groups, Children and Youth.
- Requires some direction/leadership from a supervisor, should be in ongoing professional development to be more self directed.
- Requires more involvement in, and understanding of in the congregational/UUA structure.



## Unitarian Universalist Fellowship of Gainesville

### UUFG Governing Board Meeting Minutes

May 27, 2025 – 6:30 pm to 9:17pm

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

Congregants present: Judith Kendall, George Dondanville, Robin Moyle, Katelin Rahn, Debra Neill-Mareci, Peggy Maloney, James Chase

1. Welcome, Call to Order
  - a. Chalice Lighting and Reading- Leah Cobb Lee
  - b. Personal Check-In
  - c. Confirm agenda and roles:
    - Kristin Stevens-timekeeper, Erin Parish-gratitude notes, Debra Neill-Mareci- external observer.
2. Congregational Input
  - None
3. Consent Agenda
  - a. Admin Report (Att. 1)
    - Addressed later in agenda
  - b. Board Meeting Minutes April 2025 (Att. 2)
    - Change Judy to Judith.
    - Add First Read A/V Tech Job Description
  - c. Treasurer's Report April 2025 (Att. 3)
    - Still in black.
  - d. RE Report (Att. 4)

Look at later in agenda

e. Board Personnel Quick Groups Update Report (Att. 5)

- Plan exit interviews and job evaluations already in agenda

f. Ministerial Search Working Group's Report (Att. 6)

- Discussion on ministerial search result. Did not have successful search.
- Calls to action to move forward, working group is disbanding.
- We need to have bigger conversations with the whole congregation. Settled is not what ministers are looking for.
- Ministry is about building relationship. UUA made clear the goal is to think about our values and focus on relationship, it is a mental shift.
- What do we want? Said we wanted a full-time minister and then in packet said hybrid. We're not clear on what we want.
- We need to go through a process of who we want to be in the world.

Leah Cobb Lee moves to accept Consent Agenda. Tom Mareci seconds. Passes unanimously.

4. Discussion, Action Items, Visioning

a. Follow-up on March's action items

- May 11, Annual Congregational meeting. Done.
- Need to schedule special Board meeting for budget. Leah will send out Google poll. Done.
- 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. Needs to be done.
- Questionnaire to approve delegates for GA. Later in agenda.

- Group to start planning events for GA. Fellowship Council to work on.
- Leah will ask Cam if Juan can find something not so strong or unscented for air freshener in bathrooms.
- Cam will research options to replace water fountain.
- Kristin Stevens to research potential premiums for dental, long-term disability.
- Leah Cobb Lee to do exit interview with Tim Christy. Leah and Tom will schedule exit interview with Tim.
- How to honor Judith Kendall's 50 years at UUFG? Will email to Board because person was on Zoom meeting.

b. General Assembly

i. Delegates

David Willkomm, Aaron Eliot Gaines, Catherine Turner, Tom Mareci

ii. Gatherings for programming

Fellowship Council talking about it.

c. Board member exit interview

Tim Christy was supposed to have exit interview tonight, but didn't attend. Tom Mareci and Leah Cobb Lee will get together for exit interview with Tim Christy.

5. Leadership and Governance

a. Communications Committee Appointments (Att. 7)

Judith Kendall is pleased have 2 people for committee.

Tom Mareci moves to appoint Robin Moyle and Sheila Bishop to be co-chairs of Communications Committee for next Church Year with possibility of renewal . Norden Lucke seconds. Passes Unanimously.

b. Organizational chart

Tom Mareci modified organizational chart, added Affinity Groups ( Humanist group, Men's group, Young Adult group, Youth group, Courtyard group, etc.)

Discussion of where Affinity groups should be on organizational chart. Decided to look at subject further.

c. Second readings, Modification to Personnel Manual

- i. Administrative 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)

d. Second reading group insurance

Option 3 makes best sense.

e. LUUMEN Charter third reading (Att. 13)

Leah Cobb Lee moves to approve LUUMEN charter.  
Kristin Stevens seconds. Passes unanimously.

f. Safety Team Charter first reading (Att. 14)

g. Upcoming Personnel tasks:

i. Announcement for A/V position

- Start advertising AV position, approved to send job description to UF and Santa Fe.

ii. Exit interviews for Rev. JeKaren and Ricardo Sosa-Melo.

- Tom Mareci and Leah Cobb Lee to schedule exit interviews.

iii. Annual employee evaluations

- Tom Mareci and Leah Cobb Lee to do employee evaluations.

## 6. Facilities

a. Damage done to symbols by Joy of the Lord Ministries.

- Thought issues had been addressed. It was written in the rental agreement for the symbols to not be covered. They are in violation of rental agreement. They are responsible for damage as stated in rental agreement. Will have Cam schedule meeting with Joy of the Lord Ministries.

b. Private vs. public space on UUFG campus

Some Methodist churches have implemented that. Hope will prevent ICE from coming on private parts of campus. Westminster Presbyterian in lawsuit, find out what they are doing. Ask Safety Team what should be private. Does foyer monitor know what criminal warrant looks

like. Check with UUA.

Admin report: (Att. 1)

a. Threat: Geoffrey Anderson, disturbing comments. We need to make sure Cam is protected. Geoffrey Anderson should be trespassed.

Leah Cobb Lee moves to process to trespass Geoffrey Anderson from campus. Kristin Stevens seconds. Passes unanimously.

b. T-shirt fundraiser for RE

Kristin Stevens moves to approve a t-shirt fund raiser for RE for the summer. Tom Mareci seconds. Passes unanimously.

## 7. Wrap up

### a. Emerging Concerns

- none

### b. Calendaring and Action Items

- Tom Mareci and Leah Cobb Lee to meet for exit interviews and job evaluations.
- Kristin Stevens and Mary Anthony to send Music Provider Job Description to Tane.
- Tom Mareci to update Organizational Chart for next Board meeting and move Affinity Groups under Fellowship Council.
- Kristin Stevens to take background checks for Supporting Friends back to Safety Team.
- Erin Parish to send A/V job description to UF and Santa Fe.
- Leah Cobb Lee to confirm delegates to General Assembly.
- Leah Cobb Lee will have Cam send email to Joy of Lord Ministries and schedule meeting.

- Leah Cobb Lee to ask Safety Team what should be designated as private on campus.
- David Willkomm to contact Westminster Presbyterian to find out information about lawsuit.
- Does foyer monitor know what criminal warrant and signature looks like?

c. Gratitude notes

- Thank you note for Jean LeMire's relatives, put in Leah's mailbox for Board to sign, then mail.
- Alice Gridley and Katelin Rahn for Ministerial Search Committee.

d. Board Process

- Debra Neill-Mareci, Did well, many topics a great deal of information

e. Next meeting June 24, 2025

c. Adjournment: 9:17pm

Respectfully submitted by  
Erin Parish  
Board Secretary



## **Report of the Ministerial Continuity Working Group**

Board members: Mary Anthony, Tom Mareci, Erin Parish

Congregants: Harry Mangle and Elizabeth Stewart

At the request of the UUFG Governing Board, the Ministerial Continuity Working Group has been studying the needs of the Congregation in the event that the Congregation was not able to recruit a minister. For a few months, the Working Group has reflected on the role of a minister and helped the congregation understand the role and responsibilities of a minister. In outline form, the roles of a minister are the following:

- Administration: Function as Chief of Staff
- Provide pastoral care to the Congregation
- Provide spiritual guidance to the Congregation
- Pursue community Engagement

The Working Group has studied what UUFG can provide as a lay-led congregation without a minister. After discussions with UUFG congregation committees and lay leaders, the Working Group has the following suggestions for program changes to support UUFG as a lay-led congregation.

1. Staff Supervision: The Governing Board will assume responsibility for supervising the activities of UUFG staff members.
2. Pastoral Care: Basic pastoral care will be provided by the Care Team and which will provide suggestions for disbursement of discretionary funds to the Board. The Care Team will make suggestions for referrals for more advanced care.
3. Lay Chaplains: Use the existing policy, AMP-5 Lay Chaplains (with suggested revisions), to provide lay chaplains selected from congregants who will volunteer their services.
4. Congregational Life Facilitator: Create a full-time staff position of Congregational Life Facilitator, which includes the responsibilities of the current position of Director of Lifespan Faith Development.
5. Congregational Administrator: Increase the support to the Congregational Administrator to a fulltime position commensurate with level of responsibilities.
6. Community Engagement: Outreach to the larger lay and spiritual community will require further development by the Board and Fellowship Council.

With a future commitment of the Congregation to recruiting a resident minister, the Ministerial Continuity Working Group recommends that the Congregation enter into a period of reflection on its mission, vision, and covenant to guide the development of strategic goals for the future.

J [REDACTED] D. M [REDACTED]

## Work History

### Gainesville Podcast Studio - Editor, Camera Operator

West Palm Beach, FL

03/2025 - Present

- Edit news style content - podcasts, interviews, live events
- Quick editing
- Camera operation and handling
- Familiarity with professional equipment - switchers, lights, gimbels, blackmagic and sony cameras, lens', camera accessories
- Setting up equipment for productions and churches
- Edited TedEX interviews for Gainesville
- Wedding event camera operation
- Setting up and breaking down sets in a timely manner

### TV Production at Seminole Ridge - News and Film

Loxahatchee, FL

08/2015 - 06/2019

- Floor Director for school news - Camera Operation, timing cues, preparing production,
- Anchor for school news - finding stories, script-writing, delivering news, collaboration with co-anchor
- Worked live events for PBCSD - production setup, live camera switching
- Wrote scripts and storyboards
- Edited short films, documentaries, music videos, PSAs, trailers
- Created graphics for News and Film
- 2nd place for News Feature Package at STN in 2018
- 3rd place for Newsmagazine Challenge at STN in 2018
- 4th Place for Documentary at STN in 2019
- Honorable mention for PBC "Good food, Better Mood" PSA

### Mario Bros. Gourmet Pasta - Server, Dishwasher, Prep Cook

West Palm Beach, FL

06/2018 - 01/2023

- Ensured customer satisfaction by promptly attending to their needs and providing personalized service.
- Increased sales with upselling techniques and thorough knowledge of menu items, specials, and promotions.
- Maintained a clean and orderly dining area for an enjoyable guest experience.
- Handled cash transactions accurately.
- Assisted in training new hires, providing guidance on restaurant standards and best practices.
- Demonstrated strong multitasking skills - managed multiple tables

## Contact



## Skills

- Adobe Suite
- Davinci Resolve
- Camera/Audio Operation
- Scoring Music
- Foley Production
- News and Film Style Editing
- Documentary Style Editing
- Setting up Interview Style Sets
- MacOS and Windows OS
- Guest/Client Engagement
- Restocking
- Point of Sale Operation
- Cash Handling
- Safe Food Handling

## Education

Graduation expected in 05/2026

### Santa Fe College

Gainesville, FL

Associate of Science: Digital Media

05/2019

### Seminole Ridge Community High School

Loxahatchee, FL

High School Diploma

# 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.

---

## 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.

---

## 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.*



**DRAFT- 6-21-25**

## **Title: Congregational Life Facilitator (CLF)**

Job Level: [Manager+ \(?\)](#)

Reports to: Minister (or Governing Board designee)

FLSA Status: Nonexempt [\(?\)](#)

Hours and schedule: (1.0 FTE) Sunday 10 a.m.-2 p.m., office hours as scheduled, other times as needed

Date created or revised: June, 2025

Pay Rate:

## **Position Purpose**

Working under the guidance of a Minister and in alignment with Unitarian Universalist values and principles, the Congregational Life Facilitator assists lay leadership, other staff, committees/teams, and affinity groups to develop programs and volunteer activities in support of congregational life to fulfill the mission and vision of the Congregation. In addition, this position provides visionary leadership and strategic direction for religious education programs across all age groups. The Congregational Life Facilitator develops and implements engaging curricula, coordinates educational events, supports volunteer and paid religious education 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, deepening faith development, and engagement.

## **Core Competencies**

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

**Mission and Vision Alignment:** Clearly understands and actively supports the mission, vision, and covenant 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.

**Effective Leadership and Teamwork:** Functions positively and effectively both independently and in a team environment, demonstrating the ability to collaborate with 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; a non-anxious presence.

**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.

**Professional Growth and Engagement:** Actively pursues ongoing professional development through relevant training, membership in Unitarian Universalism Association of Membership Professionals (UUAMP), Liberal Religious Educators Association (LREDA), networking with colleagues, and pursuing UUA credentialing.

## Essential Functions

**Assist** congregational committees/teams, and affinity groups in fulfilling the mission and vision of the congregation.

**Fully Participate in the Fellowship Council,** ensuring alignment among governance, goals of the congregation, and programming.

**Assist staff and leadership** in developing on-going systems of educational events, volunteer recruitment, recognition, and appreciation.

**Support and Collaborate** with the Pathway to Membership program.

**Collaborate with the Membership Committee** to recruit and train volunteers to support the congregation's welcoming ministry and member outreach.

**Support the Board and Leadership Development Committee** in volunteer recruitment and programming.

**Develop and Implement Lifespan Curricula:** Create and coordinate religious education curriculum and programming for all age groups.

**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.

**Collaborate** with the Care Team to provide support to the congregation.

**Take an active role in Worship Services:** Works with a Minister, Worship Team, and lay leaders to plan and present service elements and facilitate member and youth participation.

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

**Ensure Safe and Healthy RE Environment:** Develop, maintain, and monitor adherence to policies, procedures, and guidelines related to children, youth, and family life, and abide by Safe Congregation guidelines. Proactively advises, guides, and supports overall congregational safety and security.

**Develop and Follow:** Budget for all areas of responsibility.

**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. Proficient computer skills, appropriate software, relevant technology and communication platforms (social media, email, etc.)
2. Excellent written and verbal communication skills as well as interpersonal skills.
3. Demonstrates leadership and team-building abilities.
4. Proficiency in planning, developing, and implementing programs.
5. Possesses budget management and resource allocation skills.
6. Strong understanding of Unitarian Universalist history, theology, polity, values, curricula and faith development theories.
7. Knowledge of safety and security protocols for children and youth.

## Experience

1. Recruiting, training, and supervising volunteers and/or child care staff.
2. Working collaboratively with ministers, staff, and lay leaders.
3. Developing and managing program budgets.
4. Significant ability (typically 3+ years) in developing and implementing religious education programs in a liberal religious setting.

## Education or Other Requirements

1. Bachelor's degree in Theology, Education, Religious Education, or a related field preferred.
2. Formal training or certification in religious education (especially within Unitarian Universalism) is highly desirable.
3. Active affiliation with the Unitarian Universalism Association of Membership Professionals (UUAMP), Liberal Religious Educators Association (LREDA), or willingness to join.
4. 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.



# Unitarian Universalist Fellowship of Gainesville

## BASIC ORGANIZATIONAL STRUCTURE

