



# Unitarian Universalist Fellowship of Gainesville

UUFG Governing Board Meeting Agenda

10 September 2025 – 7:00 pm to 9:00 pm

1. **[7:00 pm] Gathering and Meeting Preparation** **10 min**
  - a. Welcome, Call to Order, Quorum
  - b. Chalice Lighting and Reading (African Proverb)
  - c. Board Covenant: *Inspired by our Unitarian Universalist values and principles, together we guide our congregation and its mission and vision with transparency, gratitude, trust and respect.*
  - d. Personal Check-In
  - e. Confirm agenda and roles (timekeeper, gratitude notes, external observer)
2. **[7:10 pm] Congregational Input** **10 min**
3. **[7:20 pm] Consent Agenda** **10 min**
  - a. Minutes of Board Meeting, August 13 and August 21 (Attachment 1)
  - b. President's Report (Attachment 2)
  - c. Treasurer's Report July 2025 (Attachment 3)
  - d. Fellowship Council Report (Attachment 4)
  - e. Congregational Admin Report (Attachment 5)
  - f. Director of Lifespan Faith Development Report (Attachment 6)
  - g. Bookkeeper. Mignon Craig, resignation effective 31 December 2025
4. **[7:30 pm] Governance and finances** **60 min**
  - a. Budget projections for 2025-26 and 2026-27 (Attachment 7)
    - i. Executive Session about Staff Appointments
  - b. Plan for Congregational meeting on September 28
    - i. Revised budget
    - ii. Alice Primack Memorial Award
    - iii. Participate in emergency response (question of involvement).
5. **[8:30 pm] Action Items** **20 min**
  - a. LUUMEN Chair appointment; Aaron Eliot-Gaines (Attached 8)
  - b. Senior Child Care Provider job description (Attached 9)
  - c. Communications Committee Charter, third reading (Attachment 10).
  - d. Policy AMP-5 Lay Chaplains revision, first reading (Attachment 11)
  - e. Safety Team Charter, 2nd reading (Attachment 12)
  - f. Report from Working Group to discuss contracting with David Etherington
  - g. Request that Board members occasionally service as outside greeters before Sunday service (August 19<sup>th</sup> email from Judith Kendall).
6. **[8:50 pm] Facilities** **5 min**
  - a. Critical need to appoint a Facilities Committee Choir (Co-Chairs)
7. **[8:55] Visioning** **If time allows**
  - a. Congregation discussion of UUFG Mission, Vision, and Covenant. Shall we use CommUUnity Conversations as the venue?



## Unitarian Universalist Fellowship of Gainesville

- b. Fellowship Council Charter, revise responsibilities?
- c. Question of political candidate petitioning (tabling) in Phillips Social Hall
- d. Question of US Flag Display
- e. Should UUFG join with Gainesville's Westminster Presbyterian Church in the national suit to protect safe spaces from U.S. Immigration and Customs Enforcement (see below).

<https://pres-outlook.org/2025/05/community-organizations-and-houses-of-worship-across-the-nation-sue-trump-administration-to-preserve-the-sanctity-of-safe-spaces/>

### 8. [8:55pm] Wrap up

5 min

- a. Emerging Concerns
- b. Action Items and Calendaring (see Governing Board calendar)
- c. Gratitude notes
- d. Board Process – external observer
- e. Next meeting October 8, 2025

### 9. [9:00] Adjournment

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#### Items for future agenda

- Finalize Alice Primack Award plans (responsibility of Social Justice Council?)
- Auction plan
- Pledge Drive plan
- Safety Team Charter, 2<sup>nd</sup> reading

#### Governing Board Calendar 2025-26

- Congregational Meeting to consider budget revisions: 28 September
- Sumara Powers ordination: 11 October at 3 pm
- Winter Governing Board Retreat: 10 January
  - Plan 2026-27 budget
- Auction:
- Pledge Drive:
- Congregational Annual Meeting:
- Summer Governing Board Budgeting Retreat



# Unitarian Universalist Fellowship of Gainesville

Attachment 1

**UUFG Board Meeting**

**August 13, 2025, 7-9pm**

**Next Meeting : September 10, 2025, 7-9pm**

**Board:** Katelin Rhan, Thomas Mareci, Kristin Stevens, Beverly Sanders, Peggy Malony, and Norden Lucke. George Dondanvill was absent.

**Congregants:** Aaron Elliot-Gains, Shelia Bishop, Jim Wright, Erin Parish, Debra Neill-Mareci, David Willkomm (Time keeper).

**Staff:** James Chase

## **1. Congregational Input**

- a. A Congregant brought information forward about the virtual hymnal subscription. They provided the cost and benefits of the subscription. Congregant was told that if the choir would like to purchase then they can, and the funds should come out of their budget.

## **2. Consent Agenda**

- a. The following attachments were Extracted from the consent agenda
  - i. Congregational Admin Report
    - Tree Work
    - Text Messaging
    - Anniversary Letters
  - ii. Treasurer's report
    - CD's
- b. At this time, it was also discussed that the Board needs to make a decision in regards to the staff compensation (i.e. rate of pay). It was decided that the board would go into executive session to discuss this issue
  - i. Executive Session started at 9:07PM 8/13
  - ii. Executive Session ended at 10:02 pm 8/13
- c. Motion made to Approve the consent agenda. The consent agenda passes unanimously

## **3. Action Items and Items for consideration**

- a. UUA General Assembly delegates
  - i. The delegates can get together and provide a written report
  - ii. Ask: Can the delegates watch the general session together in a future meeting
  - iii. Ask: Have past delegates write or provide testimonials in order to recruit next years delegates



- b. Commission Pastoral Caregivers; Care team
  - i. The Board would like to affirm the work of the Care Team during the upcoming service that the Care Team is hosting.
- c. Offer from David Etherington
  - i. Tom would like to form a working group to look into contracting with David Etherington from November 2025 to April 2026. The workgroup was asked to investigate what services David can provide to UUFG.
  - ii. Workgroup Charge: To discuss with David a proposal to enter into the services outlined in attachment 17
  - iii. The members of the workgroup are Kristin Stevens, Peggy Maloney, and Jim Wright
    - A motion was made to create a working group to look at contracting David Etherington to provide rights-of rites-services and pastoral care, and provide Sunday service sermons occasionally: Passes unanimously
- d. Training and commissioning of Lay Chaplains
  - Motion was made to update the policy for lay ministry passes unanimously
- e. Governance Manual revisions, President's assignment to Trustees' and volunteers
  - i. Motion was made to Establish a governance working group to review and revise the policy and procedures this fiscal year 2025. Passes unanimously
  - ii. This work group will have the following members:
    - Peggy Maloney
    - George Dondanville
    - Judith Kendall
    - Kristen Stevens, advising and supporting
- f. Politics in the pulpit
  - i. This issue was discussed and it was agreed it was important to maintain freedom of the pulpit however we would like to have speakers that honor UU values.
- g. US Flag
  - i. The board discussed both the pros and cons of having a US flag on UUFG campus. The Board decided to discuss this issue at the next meeting.
- h. Google for Non-profits
  - i. The board would like to identify a virtual document storage platform for important documents. The Communication Committee will look into what options are out there.
- i. UUFG Insurance
  - i. Motion was made to approve the insurance policy that was worked on by Cam and Connie (local insurance agent) aka Philadelphia policy: Motion approves unanimously.
- j. Alice Primack Memorial Award
  - i. The board reviewed the Alice Primack Memorial Award plans and the board affirmed this plan.



- k. Items for discussion and decision from the Administrators Report
  - i. Tree Removal
    - The board reviewed the quote from Tree Frog. According to Jim, is unsure of how much of the \$9,500 is left for facility maintenance. As the new FY started in July there should be enough money in the facility maintenance fund to cover this cost, as no major purchases have been made. In our last FY we spent \$8,600.
    - Motion is made to approve the expensive of tree frog service removal; Past unanimously
  - ii. Text Messaging
    - The Communication Committee was asked to pilot text messaging with either LUUMEN or Social Justice
      - a. Action Item for Shelia
  - iii. Anniversary Letter
    - Discussion Postponed till next meeting
- l. Communications Committee Charter, first reading (Attachment 16)
  - i. The board has done its 1st review of the communication charter.
- m. Winterfest Community Celebration (Attachment 13)
  - i. This conversation will be postponed till next meeting
  - ii. The board requested that James prepare specific questions that the board needs to answer.
- n. Organization Chart review (Attachment 12)
  - i. We are going to put a asterisk next to facilities and have it in both Fellowship council and board affiliated committee.
    - Action Item Tom Mareci
- o. Samaras Ordination
  - i. Samaras ordination we need a budget ASAP money is need for the services is on Saturday and a large reception with lots of ministers coming in church covers service food and food and lodging for ministers that are participating, there is a 2<sup>nd</sup> meal for Samara's personal friend it is unreasonable for valdosata to contribute Jim suggest that we consider taking money from the Jean Lamir bequest to cover this there is 37000in the budget to balance this Possible talk to the foundation to pay for part of this possible paid in part for David's
- p. CD Question
  - i. There is a CD that just matured and was automatically rolled over into a new cd
  - ii. We should keep the interest-bearing CD, as we don't need the liquidity. We also need to look at reducing the amount at Ameris to under \$250,000 and we need to look at the money we have in low interest accounts. We also should be looking at developing a ladder of CDs



# Unitarian Universalist Fellowship of Gainesville

Attachment 1

Motion: At the treasures discretion, future CD are rolled over with interest into a new CD: Passes unanimously

- Action item for Beverly

- a. Beverly was asked to research how to move money from low interest accounts to higher interest accounts

q. Staff issues and raises

- i. James will move forward with current plan of action that is in the RE report until next meeting
- ii. Raises

- Motion is made to approve hiring James Maxson as an AV tech to be paid at \$20 per hour for an average of 3 hours a week with supervision provided by Erin Parish: Passes unanimously.
- To set Cam pierces salary as the congregational administrator to be paid at \$46,000 per year at a .80 FT effective 7/1/2025 with supervision provided by the board president or designee: Passes unanimously.
- To set James Chase Director of Life Span Faith Development to be paid at \$40,425 per year at .75 FTE effective 7/1/2025 with supervision provided by the board president or designee: Passes unanimously.
- To set Tane DeKrey, Choir direct and pianist and accompanist at \$22,755 per year at .375FTE effective 7/1/2025 with supervision provided by the Kristen Flammond: Passes unanimously
- To promote Katie Hagan to Senior Childcare provider to be paid at \$21.00 per hour effective 7/1 supervision provided by James Chase: Passes unanimously.
- To set Elise walker, Childcare provider to be paid at \$18.50 per hour effective 7/1 supervision provided by James Chase: Passes unanimously.
- To set Vicky Ducote, Childcare provider to be paid at \$18.50 per hour effective 7/1 supervision provided by James Chase: Passes unanimously.



iii. Action Items

- Action items for Katelin how many hours per year is child care needed
- Bev and Kristin will work on Katie's job description for her new title

iv. Executive Session started at 9:07 PM 8/13 - Executive Session ended at 10:02 pm 7/13.

**Governing Board Calendar 2025-26**

1. Congregational Meeting to consider budget revisions: 28 September
2. Sumara Powers ordination: 11 October at 3 pm
3. Winter Governing Board Retreat: 10 January
  - a. Plan 2026-27 budget
4. Auction:
5. Pledge Drive:
6. Congregational Annual Meeting:
7. Summer Governing Board Budgeting Retreat



# Unitarian Universalist Fellowship of Gainesville

Attachment 1

UUFG Governing Board Meeting Minutes

August 21, 2025 – 7:00 pm to 9:00 pm

Attendees: Katelin Rhan, Thomas Mareci, Kristin Stevens, Beverly Sanders, Peggy Malony, and Norden Lucke. George Dondanvill and Jim Wright

**1. [7:00 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. [7:10 pm] Congregational Input 10 min**

**3. [7:20 pm] Consent Agenda 5 min**

- a. President's Report (Attachment 1)

Norten moved to accept the president report and Peggy 2<sup>nd</sup> passed unanimously

**4. [7:25 pm] Action Items and Items for Consideration 15 min**

- a. Communications Committee Charter, second reading (Attachment 2)

*The Communication Charter was reviewed/ read for a 2<sup>nd</sup> time the board would like the following changes to be made*

- Add Values after UU principles in the last sentence in the 1<sup>st</sup> paragraph
- Remove appointed by the board this is a policy and does not need to be restated
- Replace governing board with Governing Board

- b. Anniversary letters — Would the board like to send anniversary letters to congregants this year? If so, the letters from the last two years for your consideration are attached.

*Write a letter that reflects the combined messaging from both letters. The letter should speak to the Overall health of the fellowship, speak to why their contributions matter and it should mention that we are currently lay led.*

**1. [7:40 pm] Governance and finances 40 min**

- a. Budget projections for 2025-26 and 2026-27 (Attachment 5)
- b. Schedule Congregational meeting for new budget review

Tom moves to have a Congregational meeting on 9/28 to consider budget revisions it was 2<sup>nd</sup> the motion passes unanimously





Action items

- all budget revisions need to be out to the congregation by 9/14 (the board will reevaluate on 9/10 to change the cong meeting if needed)
- Tom to ask James and Cam about what they feel like they could do with their hours increasing to full time
- we need clear alternatives to what happens if we do or don't approve the budget

5. **[8:20 pm] Wrap up**

**10 min**

- a. Emerging Concerns
- b. Action Items and Calendaring (see Governing Board calendar)
- c. Gratitude notes
- d. Board Process – external observer
- e. Next meeting September 10, 2025

6. **[8:30] Adjournment**

**Governing Board Calendar**

1. Winter Governing Board Retreat: 1/10/2026
2. Auction:
3. Pledge Drive:
4. Congregational Annual Meeting:
5. Summer Governing Board Budgeting Retreat



**President's Report, Board Report for 10 September 2025 meeting**

1. **Attendance at Staff Meeting:** I am attending UUFG weekly staff meetings to help coordinate staff activities. In lieu of a Minister/Chief of Staff to supervise staff, the Governing accepts that responsibility. James suggested that other Board members attend staff meetings to become better acquainted with staff functioning.
  - a. **August 21:**
    - I distributed staff employment letters and job descriptions.
    - We discussed using Mailchimp (we already subscribe) for texting. LUUMEN is running a test successfully and will generate a report.
    - The Youth Group has grown from 9 last year to 18 members. They are organizing game nights, field trips, fund raisers, and are interested in providing future Sunday services. Youth Group field trips are paid through fund raising events (bake sale, car wash, etc.). With 18 members, the Youth Group will rent a passenger van and use a adult congregation member's personal van. We discussed how to pay for childcare at UUFG events and concluded these costs should probably be a budgeted item for UUFG events.
    - I asked Cam and James to write a justification for increases in their staff hours to 40 hours per week (1.0 FTE).
  - b. **August 28:**
    - Cam and James each sent me a copy of their justification for increases in their staff hours to 40 hours/week. I provided suggestions and ask them to consider how an increase would be reflected in their job descriptions. I asked Cam to gather historical information on then number/year of UUFG members and friends since we started using Church Windows (~ 20 years ago).
    - James is organizing a Pride Working Group (current members James, Erin Parish, and Catherine Turner) to organize a UUFG presence on the Pride Festival (<https://gainesvillepride.org/2025-pride-days-1/>) on November 1. The participating UUFG groups are the Social Justice Council, Young Adults, and LUUMEN.
    - We discussed Winter Fest (scheduled for December 6). I asked James to have the Fellowship Council review the plans and for the Fellowship Council to make funding recommendations to the Board.
    - James would like to focus CommUUnity Conversations on a consideration of UUFG Vision, Mission, and Covenant. I asked James to postpone the start of this discussion in CommUUnity Conversations until September 21, after the Board has considered how to proceed with the discussion of these elements of UUFG culture.
  - c. **September 4:**
    - We reviewed the staff reports for August. I asked James to include the numbers of youth attending each activity. Cam will include additional youth participation



numbers in this summary report. The numbers of youth participants continue to increase as has the number of members on the Congregation.

2. **Attendance at Committee Meetings:** I am attending a meeting of UUFG committees and affinity groups to get an overview of UUFG activities. I am encouraging each group to arrange for meetings to be open to the Congregation and offer a period for congregants to provide input, as the Governing Board and Fellowship Council provide during a 10-minute period at the state of meetings.
  - a. **Choir Circle meeting:** I attended a meeting on September 4 at 5:50 pm. Dinner was served by members. Plans were briefly discussed followed by a sing-along with the UUketarians. The group divided and the choir went to the Sanctuary for practice led by Tane and the UUketarians went to the Choir Room for practice led by Susan Cone.
  - b. **Social Justice Circle:** I attended a meeting on August 17 at 12:30 pm after Sunday Service in Commons Room.
    - i. **Alice Primack Memorial Award:** I wrote to the members of Alice Primack's family to inform the family of our plan to create this award and ask them for comments and suggestions. They responded positively to the plan and asked if we could award a plaque.
    - ii. **United Church of Christ statement about federal grant:** The following is a statement, published online at <https://www.ucc.org/federal-grants-local-churches-must-review-and-understand-requirements/> by the Office of General Counsel of the United Church of Christ. ***We should examine the conditions related to any funds (e.g., Solar Rebate) from the federal government.***

The federal government has recently changed the terms and conditions of certain grants. Some Local Churches have received and relied upon HHS grants, FEMA grants, and other types of federal grants to support their ministries. Some Local Churches are planning to apply for federal grants under the [Nonprofit Security Grant Program](#). The [Notice of Funding Opportunity](#) indicates the standard Department of Homeland Security terms and conditions will apply to subrecipients of the grants. Churches should carefully review the terms and conditions of any federal grant they are choosing to apply for with their own legal counsel.

The [standard terms and conditions](#) for any DHS grant, including the Nonprofit Security Grant Program, now require recipients and subrecipients of the funding, among other things, to cooperate with immigration officials, not engage in or promote programs that engage in DEI, DEIA, or "discriminatory equity ideology" within the meaning of the [Executive Order](#), in violation of anti-discrimination laws, and not participate in discriminatory prohibited boycotts relating to Israel. [HHS is also requiring certification of compliance with not engaging in DEI activity](#). The terms and conditions of ANY federal funding MUST be carefully examined to ensure that accepting a grant does not make the church's ministry an instrument of the state by dictating what religious activities the church can engage in and with whom



the church can associate.

- c. **Safety Team meeting:** On Tuesdays at 10 am, I am attending a safety training webinar organized by James Chase and the Safety Team. We are viewing and discussing webinars offered by the UUA in the UU Institute Leader Lab series (see below). This training will continue for 6 weeks.

<https://www.uua.org/leaderlab/safer-training>

These webinars are extremely informative, and I suggest everyone attend, who is able.

In our discussion of safety and covenantal relationships, we reviewed the current UUFG Covenant and realized there is no statement about how to restore a covenantal relationship once broken. The following are a possible addition to the Covenant to address this issue:

“If covenant is broken, we will work to restore covenantal relationships”

Also, we discussed the need for a right relations team. We need to review our right relations policy and procedure. Perhaps this can be organized by the Care Team. I will discuss right relations with Kay Anderson.

- d. **Worship Team meeting:** I attended the Workshop team meeting on September 2. I spoke during the meeting and asked the Worship Team to find time to recognize and honor volunteers. The Worship team suggested a 2-to-3-minute recognition at the start of Joys-and-Concerns. Shelia Bishop will draft a short recognition statement with input about the volunteer who is recognized.
3. **Pastoral Caregivers:** I participated in the recognition and affirmation of the Care Team members in the Sunday Service on 24 August 2025.
4. **TV monitor and audio/visual equipment installation:** Lynn Jamieson donated a large (58”) LG OLED TV to the Fellowship. With help from James Chase, Cam Pierce, and Debra Neill-Mareci, we moved TVs to new locations, installed the donated TV, and rearranged audio/visual equipment (see below).
- The smaller TV (donated by Paul and Doris Hargrave) was removed from the TV mount in the Choir room and installed on a small mobile cart (donated by Tom Mareci) and placed in the Youth Group room. Tom Mareci also donated a Logitech web cam to use for Zoom meetings in the Youth Group room.
  - The large TV mounted the mobile cart in the Phillips Social Hall was moved and installed on the TV mount in the Choir room.
  - The TV donated by Lynn Jamieson was installed on the mobile TV cart in the Phillips Social Hall. The LG sound bar was moved from the Choir room and installed on the mobile TV cart in the Phillips Social Hall.
  - I fabricated the wooden platforms for the two mobile TV carts.



# Unitarian Universalist Fellowship of Gainesville

Attachment 3

Unitarian Universalist Fellowship - Gainesville FL								
Treasurer's Report as of July 2025 for General Fund								
Thursday, August 21, 2025								
Account #	Account Name	Period Activity July 2025	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget	Annual Budget Remaining
<b>Income</b>								
<b>Income to General Fund</b>								
<b>Sustaining Gifts-Members &amp; Friends</b>								
4.100.030	Current Years Pledges	16,482.75	25,417.00	16,482.75	25,417.00	(8,934.25)	305,000.00	288,517.25
4.100.050	Sunday Collect/Unidentified G	747.66	1,083.00	747.66	1,083.00	(335.34)	13,000.00	12,252.34
	<b>Total Sustaining Gifts-Members &amp; Friends</b>	<b>\$17,230.41</b>	<b>\$26,500.00</b>	<b>\$17,230.41</b>	<b>\$26,500.00</b>	<b>(\$9,269.59)</b>	<b>\$318,000.00</b>	<b>\$300,769.59</b>
<b>Miscellaneous Income</b>								
4.100.210	Rental Income	1,686.50	1,500.00	1,686.50*	1,500.00	186.50	18,000.00	16,313.50
4.100.300	Special Activities and Auction	0.00	1,083.00	0.00	1,083.00	(1,083.00)	13,000.00	13,000.00
4.100.330	Interest	34.85	292.00	34.85	292.00	(257.15)	3,500.00	3,465.15
	<b>Total Miscellaneous Income</b>	<b>\$1,721.35</b>	<b>\$2,875.00</b>	<b>\$1,721.35</b>	<b>\$2,875.00</b>	<b>(\$1,153.65)</b>	<b>\$34,500.00</b>	<b>\$32,778.65</b>
	<b>Total Income to General Fund</b>	<b>\$18,951.76</b>	<b>\$29,375.00</b>	<b>\$18,951.76</b>	<b>\$29,375.00</b>	<b>(\$10,423.24)</b>	<b>\$352,500.00</b>	<b>\$333,548.24</b>
	<b>Total Income</b>	<b>\$18,951.76</b>	<b>\$29,375.00</b>	<b>\$18,951.76</b>	<b>\$29,375.00</b>	<b>(\$10,423.24)</b>	<b>\$352,500.00</b>	<b>\$333,548.24</b>
<b>Expense</b>								
<b>Expenses from General Fund</b>								
<b>Programs</b>								
5.100.110	Membership	0.00	67.00	0.00	67.00	(67.00)	800.00	800.00
5.100.120	UU Leadership	0.00	50.00	0.00	50.00	(50.00)	600.00	600.00
5.100.130	Social Justice	0.00	125.00	0.00	125.00	(125.00)	1,500.00	1,500.00
5.100.140	RELATE	0.00	13.00	0.00	13.00	(13.00)	150.00	150.00
5.100.150	CUUPS	0.00	21.00	0.00	21.00	(21.00)	250.00	250.00
5.100.240	RE Program Activities	0.00	183.00	0.00	183.00	(183.00)	2,200.00	2,200.00
5.100.270	Background Checks	0.00	167.00	0.00	167.00	(167.00)	2,000.00	2,000.00
5.100.280	Hospitality Budgeted	0.00	42.00	0.00	42.00	(42.00)	500.00	500.00
5.100.300	Special Activities and Auction Expenses	0.00	83.00	0.00	83.00	(83.00)	1,000.00	1,000.00
5.100.310	Worship - Sunday Services	351.80	333.00	351.80*	333.00	18.80	4,000.00	3,648.20
5.100.320	Music Program	0.00	167.00	0.00	167.00	(167.00)	2,000.00	2,000.00
5.100.410	Canvass Expenses	0.00	0.00	0.00	0.00	0.00	500.00	500.00
5.100.430	Book Cart Expense	0.00	8.00	0.00	8.00	(8.00)	100.00	100.00
	<b>Total Programs</b>	<b>\$351.80</b>	<b>\$1,259.00</b>	<b>\$351.80</b>	<b>\$1,259.00</b>	<b>(\$907.20)</b>	<b>\$15,600.00</b>	<b>\$15,248.20</b>
<b>Administration &amp; Operational Support</b>								
5.100.010	Board Discretionary Funds	0.00	83.00	0.00	83.00	(83.00)	1,000.00	1,000.00
5.100.020	Pastoral Care Expense	73.00	17.00	73.00*	17.00	56.00	200.00	127.00
5.100.030	Contributions to Reserves	417.00	417.00	417.00	417.00	0.00	5,000.00	4,583.00
5.100.520	Denominational Dues	1,558.00	1,558.00	1,558.00	1,558.00	0.00	18,697.00	17,139.00
5.100.525	Insurance	187.00	1,917.00	187.00	1,917.00	(1,730.00)	23,000.00	22,813.00
5.100.530	Office Expense	311.55	583.00	311.55	583.00	(271.45)	7,000.00	6,688.45
5.100.532	Audit Expense	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00
5.100.540	Bookkeeper	0.00	250.00	0.00	250.00	(250.00)	3,000.00	3,000.00
5.100.545	Telephone & Internet	414.42	625.00	414.42	625.00	(210.58)	7,500.00	7,085.58
5.100.550	Utilities - Electricity & Water	1,075.86	1,250.00	1,075.86	1,250.00	(174.14)	15,000.00	13,924.14
5.100.560	Waste Disposal	234.68	241.00	234.68	241.00	(6.32)	2,888.00	2,653.32
5.100.570	Custodial Service	900.00	900.00	900.00	900.00	0.00	10,800.00	9,900.00
5.100.572	Custodial Supplies	0.00	69.00	0.00	69.00	(69.00)	825.00	825.00
5.100.575	Facilities Maintenance	843.00	792.00	843.00*	792.00	51.00	9,500.00	8,657.00







# Unitarian Universalist Fellowship of Gainesville

Attachment 3

## Unitarian Universalist Fellowship - Gainesville, FL Budget Variance Report July 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 July is under by \$8934.
4.100.050	Sunday Collect/Unidentified Giving	Our Sunday Collection income is under budget by \$335
<i>Miscellaneous Income</i>		
4.100.210	Rental Income	Main monthly rental income mainly from the Gainesville Bridge Club and Joy of the Lord Outreach Ministries.
4.100.300	Special Activities-Auction	
4.100.330	Interest	Interest is from money market account and CD's when they mature.
<i>Expense</i>		
<i>Expenses from General Fund</i>		
<i>Programs</i>		
5.100.110	Membership	
5.100.120	UU Leadership	
5.100.130	Social Justice	
5.100.140	RELATE	
5.100.150	CUUPS	
5.100.240	RE Program Activities	Misc supplies & food, etc.
5.100.270	Background Checks	
5.100.280	Hospitality Budgeted	
5.100.300	Special Activities and Auction Expenses	
5.100.310	Worship - Sunday Services	July expense was an honorarium
5.100.320	Music Program	
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	
5.100.530	Office Expense	Includes contracts with Konica Minolta and Office 365.
5.100.540	Bookkeeper	Contract with Mignon Craig, bookkeeper
5.100.545	Telephone & Internet	Includes contract with Cox Communications, webhosts and other related services.
5.100.550	Utilities - Electricity	GRU/electric & water expenses.
5.100.560	Waste Disposal	Contract with Waste Pro
5.100.570	Custodial Service	Contract with One Guy Cleaning & Repair, Inc., Juan Rivera proprietor
5.100.572	Custodial Supplies	
5.100.575	Facilities Maintenance	In July we had our AC/air handler units serviced
5.100.580	Backflow and Fire Suppression	Monitoring service fees. July expenses included quarterly inspection and replacement of a sensor.



# Unitarian Universalist Fellowship of Gainesville

Attachment 3

## Unitarian Universalist Fellowship - Gainesville, FL Budget Variance Report July 2025

Account #	Account Name	
5.100.583	Security & Safety	
5.100.585	Pest Control	Melrose Pest Control's annual termite treatment,
5.100.595	VANCO, Online Platform and Bank Fees	Vanco manages most of our online donations. The other online platforms we use include Venmo, PayPal and Stripe.
<i>Compensation &amp; Related Expenses</i>		
5.100.610	Ministers Salary	In July, we paid Rev. JeKaren Bell her final paycheck.
5.100.620	Ministers Housing Allowance	
5.100.630	Ministers, In Lieu of Self Employment Tax	
5.100.640	Ministers Pension Fund	
5.100.650	Ministers Health Insurance	
5.100.670	Ministers Professional Expenses	Rev. JeKaren accidentally overspent her professional expense line item for FY 2024-2025 by \$49.99, and repaid that amount in July.
5.100.710	Congregational Administrator Salary	
5.100.712	Congregational Administrator-Professional Expenses	
5.100.713	Congregational Administrator-Health Insurance	
5.100.720	Choir Director Salary	
5.100.722	Music Director's Professional Expenses	
5.100.725	Pianist/Accompanist	
5.100.728	Audiovisual Technician	
5.100.736	Director of Lifespan Faith Development Salary	
5.100.732	Director of Lifespan Faith Development-Professional Exp.	
5.100.737	Director of Lifespan Faith Development-Health Insurance	
5.100.740	Child Care	Over budget for July.
5.100.820	Staff Pensions	
5.100.910	Payroll Tax Expenses	





# Unitarian Universalist Fellowship of Gainesville

Attachment 3

Unitarian Universalist Fellowship - Gainesville FL						
Consolidated Fund Activity Report for July 2025						
Wednesday, August 20, 2025						
Account #	Account Name	Beg Balance	Receipts	Disbursements	Transfers/JE's	End Balance
3.100.100	General Fund Balance	79,370.49	18,951.76	26,055.99	0.00	72,266.26
3.100.301	Ministers Discretionary Pass Through Fund Balance	(1,906.86)	100.00	0.00	0.00	(1,806.86)
3.100.321	Minister's Sabbatical Fund Balance	27,908.58	0.00	0.00	0.00	27,908.58
3.100.700	Minister's Housing Fund Balance	496.44	0.00	0.00	0.00	496.44
3.201.110	Hospitality Fund Balance	159.54	0.00	0.00	0.00	159.54
3.201.120	CUUPS Support Fund Balance	778.10	0.00	0.00	0.00	778.10
3.202.100	Music Support Fund	2,186.10	0.00	0.00	0.00	2,186.10
3.203.110	Memory Garden Fund	356.11	0.00	0.00	0.00	356.11
3.203.120	Courtyard Fund Balance	2,335.16	0.00	0.00	0.00	2,335.16
3.203.140	Interim Ministry Fund Balance	55,023.55	0.00	0.00	0.00	55,023.55
3.203.145	Board Special Holding Fund Balance	24,652.00	0.00	0.00	0.00	24,652.00
3.203.150	Labyrinth Fund Balance	2,000.00	0.00	0.00	0.00	2,000.00
3.204.110	Book Cart Fund	442.90	15.00	0.00	0.00	457.90
3.205.100	Jean LeMire Bequest Balance	37,301.53	0.00	0.00	0.00	37,301.53
3.206.100	Foundation Grants					
3.206.123	Playground Improvement (Grant) Fund Balance	1,193.25	0.00	0.00	0.00	1,193.25
3.206.140	UU Leadership Fund - Balance	2,555.81	0.00	0.00	0.00	2,555.81
3.210.100	CYREC					
3.210.110	RE Fund Balance	1,522.86	0.00	0.00	0.00	1,522.86
3.210.120	Youth Support Fund Balance	992.75	323.00	0.00	0.00	1,315.75
3.210.125	OWL Fund Balance	2,040.86	154.50	0.00	0.00	2,195.36
3.216.100	Social Justice Fund					
3.216.110	Social Justice Unallocated Funds	4,558.93	0.00	0.00	0.00	4,558.93
3.216.160	Share The Plate Balance	471.75	459.21	471.75	0.00	459.21
3.400.100	Future Funding & Capital Reserve Accounts Balance					
3.404.110	Res. Fd for Large Scale Maintenance-Balance	52,953.57	417.00	0.00	0.00	53,370.57
3.500.100	Land & Building Fund	1,043,432.00	0.00	0.00	0.00	1,043,432.00
3.500.150	Furnishings & Equipment Fund	62,670.00	0.00	0.00	0.00	62,670.00
3.500.200	UUFG Foundation Balance	517,931.61	0.00	0.00	0.00	517,931.61
3.500.250	Ministers Discretionary Fund Bank Account Balance	1,906.86	0.00	0.00	0.00	1,906.86
Total		\$1,923,333.89	\$20,420.47	\$26,527.74	\$0.00	\$1,917,226.62



# Unitarian Universalist Fellowship of Gainesville

Attachment 3

## Unitarian Universalist Fellowship - Gainesville Consolidated Fund Narrative Report July 2025

Account #	Account Name	Name	Source	Purpose
3.100.100	General Fund Balance			Beginning Bal is last month's ending balance. Receipts are the total income for the month. Disbursements are the total expenses for the month. End Balance equals the beginning balance, plus income, minus expenses.
3.100.301	Ministers Discretionary Fund Balance	Tom Mareci/Beverly Sanders	Donations	This is a pass-thru account used to manage donations to and expenses out of the MDF bank account.
3.100.321	Ministers Sabbatical Fund Balance	Board	General Fund	Originally money reserved for a substitute Minister when our Minister goes on Sabbatical (Yrs 4-7) . Will be used to cover interim ministry expenses in coming years.
3.100.700	Minister's Housing Fund Balance	Beverly Sanders	General Fund	In 2024/25 the Board approved creating a fund for Rev. JeKaren's hotel expenses. As of July 2025, \$496.44 remains in this fund.
3.201.110	Hospitality Fund Balance	Lynn Jamieson/Susan Stannard	Donations	In February 2025, we received a \$200 donation honoring Lynn Jamieson, which she asked be credited to hospitality.
3.201.120	CUUPS Support Fund Balance	Debra Neill-Mareci	Donations	For Sacred Oak CUUPS group for ritual expenses and fire circle upkeep
3.202.100	Music Support Fund	Kirsten Flamand	Donations/Events	For music program expenses not covered by the budgeted line item.
3.203.110	Memory Garden Fund	Pete Turner & Tamara Evonne	Donations	For the maintenance of the memory garden. Main expenses are name plates for deceased members and shrub spraying.
3.203.120	Courtyard Fund Balance	Peggy Maloney	Donations	Funds remaining from drive to purchase benches and landscaping the courtyard. Funds are used for improvements and long-term maintenance of the courtyard, including twice yearly shrub spraying.
3.203.140	Interim Ministry Fund	Beverly Sanders	Donations	Donated funds held to help pay salary and expenses of an interim minister.
3.203.145	Board Special Holding Fund Balance	Beverly Sanders	General Fund transfer	Board authorized fund to use in case we need additional money for FY 2025-2026 expenses.
3.203.150	Labrynth Fund	Debra Neill-Mareci	Donations	Funds to maintain and improve our labyrinth.
3.204.110	Book Cart Fund	N/A	Sales	As of July 2025, the Book Cart is not active.
3.205.100	Jean LeMire Bequest Fund	Beverly Sanders	Estate	This fund holds half of a \$74,603.06 bequest from Jean LeMire's estate. Per UUFG policy and the board's decision, the other half of this bequest was paid to the UUFG Foundation.
	<b>Foundation Grants</b>			
3.206.140	UU Leadership Fund	LDC	Foundation	
3.206.123	Playground Improvement Fund	Debra Neill-Mareci & Tom Mareci	Foundation	Spring 2025 grant.



# Unitarian Universalist Fellowship of Gainesville

Attachment 3

## Unitarian Universalist Fellowship - Gainesville Consolidated Fund Narrative Report July 2025

Account #	Account Name	Name	Source	Purpose
	<i>CYREC</i>			
3.210.120	RE Fund Balance	James Chase	raising activities	To benefit children & youth.
3.210.120	Youth Support Fund Balance	James Chase	Fundraisers	To support Youth Group activities and events.
3.210.125	OWL Fund Balance	James Chase	Payments & fundraisers	Funds received to pay for OWL training and classes. This month's receipts are registrations for an OWL class.
	<i>Social Justice Fund</i>			
3.216.110	Social Justice Unallocated Funds	Mary Bahr/ Judi Oltmans	Directed donations	To cover costs not budgeted for external events, membership fees to other organizations, etc.
2.216.160	Share The Plate Balance	Mary Bahr/ Judi Oltmans/Mary Anthony	Directed Donations	Donations collected typically as Sunday offering on the third Sunday of the month and as directed donations through online payment porrtals.
	<i>Future Funding &amp; Capital Reserve Accts.</i>			
3.404.110	Res. Fd for Large Scale Maintenance- Balance	Facilities/Board	Board	This account is for large maintenance items (e.g., major fire suppression system repair, air conditioners, roof replacement, exterior painting, etc.) In FY 2025-26, we are paying \$417/month into the fund.
3.500.100	Land & Building Fund			Assessment using Alachua County Property Appraisers figures per 2023.
3.500.150	Furnishings & Equipment Fund			This is an old value of furnishings and equipment.
3.500.200	UUFG Foundation Balance	Foundation	Foundation	This number is provided by our Foundation's treasurer, updated as new figures are made available
3.500.201	Foundation Donation Fund Balance			Pass through account to process donations to the Foundation
3.500.250	Ministers Discretionary Fund Bank Acct Bal.	Tom Mareci/Beverly Sanders	Donations	This is the balance in the Minister's Discretionary Fund Bank Acct, updated monthly.



# Unitarian Universalist Fellowship of Gainesville

Attachment 3

Unitarian Universalist Fellowship - Gainesville FL			
Balance Sheet as of July 31, 2025			
Wednesday, August 20, 2025			
Account #	Account Name	Beginning Balance	YTD Balance
<b>Assets</b>			
<b>Cash</b>			
1.000.130	Ameris Bank-Checking	115,686.91	109,194.79
1.000.140	Ameris Bank-Money Market	82,056.51	82,091.36
	<b>Total Cash</b>	<b>\$197,743.42</b>	<b>\$191,286.15</b>
<b>Fixed Assets</b>			
1.000.310	Building & Land	1,043,432.00	1,043,432.00
1.000.320	Equipment	62,670.00	62,670.00
	<b>Total Fixed Assets</b>	<b>\$1,106,102.00</b>	<b>\$1,106,102.00</b>
<b>Other Assets</b>			
1.000.160	CDs - Certificates of Deposit	100,000.00	100,000.00
1.000.410	UUFG Foundation	517,931.61	517,931.61
1.100.250	Ministers Discretionary Fund Account	1,906.86	1,906.86
	<b>Total Other Assets</b>	<b>\$619,838.47</b>	<b>\$619,838.47</b>
	<b>Total Assets</b>	<b>\$1,923,683.89</b>	<b>\$1,917,226.62</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
2.000.110	Accounts Payable/Vendors	350.00	0.00
	<b>Total Current Liabilities</b>	<b>\$350.00</b>	<b>\$0.00</b>
	<b>Total Liabilities</b>	<b>\$350.00</b>	<b>\$0.00</b>
<b>Fund Balance</b>			
3.100.100	General Fund Balance	79,370.49	72,266.26
3.100.301	Ministers Discretionary Pass Through Fund Balance	(1,906.86)	(1,806.86)
3.100.321	Minister's Sabbatical Fund Balance	27,908.58	27,908.58
3.100.700	Minister's Housing Fund Balance	496.44	496.44
3.201.110	Hospitality Fund Balance	159.54	159.54
3.201.120	CUUPS Support Fund Balance	778.10	778.10
3.202.100	Music Support Fund	2,186.10	2,186.10
3.203.110	Memory Garden Fund	356.11	356.11
3.203.120	Courtyard Fund Balance	2,335.16	2,335.16
3.203.140	Interim Ministry Fund Balance	55,023.55	55,023.55
3.203.145	Board Special Holding Fund Balance	24,652.00	24,652.00
3.203.150	Labyrinth Fund Balance	2,000.00	2,000.00
3.204.110	Book Cart Fund	442.90	457.90
3.205.100	Jean LeMire Bequest Balance	37,301.53	37,301.53
3.206.100	Foundation Grants		
3.206.123	Playground Improvement (Grant) Fund Balance	1,193.25	1,193.25
3.206.140	UU Leadership Fund - Balance	2,555.81	2,555.81
	<b>Total Foundation Grants</b>	<b>\$3,749.06</b>	<b>\$3,749.06</b>
3.210.100	<b>CYREC</b>		
3.210.110	RE Fund Balance	1,522.86	1,522.86
3.210.120	Youth Support Fund Balance	992.75	1,315.75
3.210.125	OWL Fund Balance	2,040.86	2,195.36
	<b>Total CYREC</b>	<b>\$4,556.47</b>	<b>\$5,033.97</b>
3.216.100	<b>Social Justice Fund</b>		
3.216.110	Social Justice Unallocated Funds	4,558.93	4,558.93
3.216.160	Share The Plate Balance	471.75	459.21
	<b>Total Social Justice Fund</b>	<b>\$5,030.68</b>	<b>\$5,018.14</b>
3.400.100	<b>Future Funding &amp; Capital Reserve Accounts Balance</b>		
3.404.110	Res. Fd for Large Scale Maintenance- Balance	52,953.57	53,370.57
	<b>Total Future Funding &amp; Capital Reserve Accounts Balance</b>	<b>\$52,953.57</b>	<b>\$53,370.57</b>
3.500.100	Land & Building Fund	1,043,432.00	1,043,432.00
3.500.150	Furnishings & Equipment Fund	62,670.00	62,670.00
3.500.200	UUFG Foundation Balance	517,931.61	517,931.61
3.500.250	Ministers Discretionary Fund Bank Account Balance	1,906.86	1,906.86
	<b>Total Fund Balance</b>	<b>\$1,923,333.89</b>	<b>\$1,917,226.62</b>
	<b>Total Liabilities and Fund Balance</b>	<b>\$1,923,683.89</b>	<b>\$1,917,226.62</b>



## Aug. 2025 Fellowship Council Report

On Sept. 1, 2025, the Fellowship Council met to continue the work from its July meeting. With the previous month's minutes reviewed and approved, the Council turned its full attention to its strategic agenda for the lay-led year. The central focus was on bringing the Vision for Volunteering to life through new initiatives for community building and a more hands-on approach to volunteer coordination.

### Key Discussion Areas

#### 1. Vision in Action: Community & Volunteerism

The Council's discussion focused on tangible ways to bring the Vision for Volunteering to life, recognizing that community building and volunteerism are interconnected. To nurture a culture of shared ministry, the Council is committed to improving volunteer appreciation and training. This approach moves beyond simply filling roles to fostering a deeper sense of connection and purpose. All affirmed that showing appreciation for volunteers is essential and should be done regularly, perhaps through short Sunday service acknowledgements and an end-of-the-year dinner.

- **New Initiatives:** To address critical leadership shortages, especially for committees like Facilities, the Council is willing to step into a programmatic oversight role, but **needs clear boundaries and authority set by the Governing Board**. This is part of a broader, more hands-on approach to volunteer management, which the Council views as directly tied to the health of the community. There was also discussion about considering non-traditional committee structures and more working group models to meet congregational needs.
- **Volunteer Promotion:** To increase engagement, the council will pilot new communication strategies, including a "Community Spotlight" in the Gazette, a pre-service slideshow featuring volunteers, Sunday service spotlights and/or testimonials, and potentially committee tables during coffee hour. **Elizabeth Stewart** volunteered to lead the Gazette effort.
- **Centralized Support:** The Council discussed the potential for a centralized volunteer coordinator or task force, acknowledging that it is "up to every one of us" to help. **Kristin Stevens** will talk with **Judith Kendall** to explore how to scale a successful volunteer matching system from new members to the entire congregation. They also started discussion on creating a standardized onboarding process and offering "group batch" trainings to help new volunteers feel competent and connected to the church's values.

#### 2. Upcoming Events & Initiatives

Several key events were scheduled to support the new vision for volunteering:





- **"Find Your Sweet Spot" Potluck and Fair:** The Council approved the final date for this event on **Sunday, Oct. 5**. This interactive fair will replace Coffee Hour, allowing members to explore committee opportunities and find roles that align with their personal interests and skills. **Tom Mareci** will organize the potluck, and **Debra Neill-Mareci** will create a slide for pre-service announcements. Additional planning will occur at the **next Fellowship Council meeting, Sept. 22**.
- **Other Events:** Discussions also covered a youth lock-in (Oct. 17-18) and a Winterfest invitation for committees (contact **James Chase** to participate). The council also requested that Sundays be added to the Fellowship Council calendar for better planning.

### 3. Operational and Support Items

- **Sound Room Training:** There is one volunteer who will be trained as Sound Room backup. We are still looking for more volunteers for this key operational position.
- **Ushers:** Which committee the Sunday ushers might fall under – Safety, Worship? – needs to be determined and recruitment for this key operational role is needed.
- **Friends of the Courtyard Expenditure:** A discussion about committees and groups being able to spend their budgets as needed was brought up. In general, it was agreed that sharing these types of expenditures with the Council is good for general oversight and awareness, but it may be prudent that approval for structural changes should be run by the Board.
- **Family Promise Storage in Classroom 4:** Because Family Promise is moving to having permanent housing, Social Justice Council may be donating the Family Promise items previously used for hosting weeks to them. This would free up additional areas to store Lifespan Faith Development items, like OWL materials.

### Conclusion and Next Steps

The Council is now taking concrete steps to implement its volunteer vision. The **next meeting on Sept. 22** will be crucial, as we finalize plans for the **"Find Your Sweet Spot"** potluck and address the vital topic of volunteer retention. The focus will be on developing strategies to prevent burnout and ensure our volunteers feel appreciated and supported in their roles.

Respectfully submitted,

Kristin Stevens, Board Vice-President and Fellowship Council Coordinator



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

## Membership Numbers

We currently have 166 members. Since the August 13 Governing Board meeting, Heather Arata, Joshau Willoughby, Noëlle Silk, Ruan Rushing and Kathleen Grace joined UUFG.

We currently have 30 supporting friends listed in our database.

## Sunday Service Attendance

### Sundays, August 2025 –

- Average in person attendance for five Sundays: 95
- Average YouTube visits for five Sundays: 38
- Total average participation for five Sundays with YouTube, OWL and in person numbers: 155
- Current YouTube subscribers: 422

Date	YouTube	In-Person Attendance	OWL	Total
08/03/2025	48	107	28	183
08/10/2025	34	103	10	147
08/17/2025	37	90	21	148
08/24/2025	38	91	23	152
08/31/2025	34	84	26	144

### Sundays, August 2024 –

- Average in person attendance for four Sundays: 78
- Average YouTube visits for four Sundays: 56
- Total average participation for four Sundays with both YouTube and in person numbers: 134
- Current YouTube subscribers: 342

Date	YouTube	In-Person Attendance	Total
8/4/2024	56	73	129
8/11/2024	54	85	139
8/18/2024	58	66	124
8/25/2024	56	86	142



## **UUFG Office Notes**

### **Insurance**

Working with Connie Farmer at HUB Insurance, we finalized new insurance packages with Philadelphia Insurance and Tower Hill insurance. The cost is actually slightly lower than what we were paying Liberty Mutual this past fiscal year.

We are still carrying our workers' compensation insurance through Liberty Mutual Insurance until it expires in December, at which point we will transfer our workers' comp insurance to Philadelphia.

My understanding from Connie is that our new coverage is substantially the same as what we had with Liberty Mutual. However, given my time constraints, I have not read through the coverage in detail. The board may consider recruiting someone to actually read and digest our coverage and report back to the board.

### **Rentals**

Renters in August included Gainesville Bridge Club and Joy of the Lord Outreach Ministries. , Gainesville Secular Science and Paynes Prairie Chapter of the Florida Native Plant Society have also resumed their rentals with the advent of the school year, A short chair yoga class now meets every Thursday. On October 1, Life Line Screening will again use our facilities.

### **Safety**

#### ***Sign***

The Safety Team has worked on creating signs that they would like to post on various locations around the Fellowship. The Team agreed on draft language that was to go to the Fellowship Council's most recent meeting for discussion. However, the Fellowship Council's agenda was too full, focusing primarily on volunteers. Consequently, the sign project is on hold until the FC has time to review possible language.

#### ***Safety Training***

I have attended Tuesday Morning video training sessions with Jonathan Coron, David Willkomm, James Chase, Tom Mareci, Debra Neill-Mareci and several others who have attended individual sessions via Zoom. These recorded video sessions, created by the UUA, should prove useful to the congregation as we continue to refine our Emergency Operation Plan and apply it to the larger congregation.

### **Mailings & Communications**

#### ***Anniversary Letters***

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

#### ***SMS / Texting Communications***





Last month, the Board approved a small first step, with James soliciting parents' permission to use their names and phone numbers to set up a text group in MailChimp that we could use to test the texting function of our MailChimp. Once we have that data, I will implement the text group.

Ultimately, to use the MailChimp texting function, we would most likely create a master list of names and phone numbers, which we would then "tag" in various ways. For example, "parents," "members," "social justice" and so forth. When we are ready to move forward with texting, I will create a Google form. We can distribute a link for people to opt in and define their messaging preferences.

### ***Internet & Wi-Fi***

AT&T has completed installation of high-speed fiber optic cabling on NW 34<sup>th</sup> Street. I have been in contact with AT&T Customer service. I also contacted several members of the congregation to determine if we could set up a time for us to speak with representatives from AT&T. However, it appears to me that we are not ready to move forward with AT&T at this time. There is concern over the perception that AT&T has not provided great service in the past, and a new account with AT&T requires a one or two year contract. I may go ahead and meet with the AT&T reps on my own just to get information in particular about expanding wi-fi.

### ***Miscellaneous Communication***

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

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

Working with Judi Oltmans and Mary Bahr, I updated our website to include new Social Justice content – updating information, incorporating recent pictures and creating a new "Immigration Justice" page.

### ***Finance***

I participated in the Finance Committee's August Zoom meeting and prepared the Treasurer's report to the Board.

As arranged by Jim Wright, Jim, Beverly Sanders and I met with Steve Kattell, a CPA, to review of our bookkeeping and accounting practices. Mr. Kattell didn't find substantive problems, but he did make several recommendations to help ensure that all transactions have adequate review. We will be implementing new practices with regard to Venmo and PayPal donations, as well as setting up a new policy regarding how Beverly will review credit card payments.

### ***Facilities***

#### ***Tree Work***

At its August meeting, the Board approved Sky-Frog quotes for work on trees up near the road off of the northwest corner of our parking loop, trimming back trees overhanging our parking loop, and trimming back a large branch extending over Classroom 1. Marilyn has contacted Sky-Frog; we expect that they will complete the work sometime this month, but they haven't specifically scheduled the day.



***Replacement Lights in Sanctuary***

A number of our LED “cove” lights ringing the wall of our Sanctuary have burned out. I have ordered a case of replacement tubes that should replicate the low lumen “warm” color of those that need replacing.

**Personal Time**

Thus far I have used none of my 2025-2026 leave time. I did not use 10 of my personal days coming out of the 2024-2025 fiscal year.



## RE Report

*Submitted by James Chase, Director of Lifespan Faith Development*

September 3, 2025

### Nursery/Childcare staff (0-7)

- 16 currently enrolled in this age range.
- So far there has not been undue strain on childcare staff.
- There are periods of high numbers in childcare, when Nursery age is combined with Middler age range - but at this time it's working out okay.
- Free Play - Childcare is usually held outdoors, to be able to supervise community building interpersonal play for Nursery and Middler Children.
- I am providing updated Safety Training to Childcare staff in shifts, leading to a temporary increase in hours.

### Chalice Kids(One Room Schoolhouse)

- Every Sunday we have "Snack and Story" time after the kids leave service.
  - A story is read or told in an embodied way, and a discussion is had about values.
  - Based on a "One-room Schoolhouse" Model, inspired by Spirit Play - This allows for basic, but consistent RE content on a weekly basis.
  - Ensures shared language around values and ties values to identity as UU.

### Messy Playdate (Pumpkin Destruction on Nov. 2)

- At this time, we do not have the volunteers to run Messy Playdates
- The attendance we were reaching was exceeding safe levels for even 3 childcare staff (30-40+)
- Running these events takes dedicated attention, preparation, and skill that is not within their role.
- We will not be running these monthly, and instead I will be directly involved in one messy playdate quarterly. This will include our Pumpkin Destruction Playdate, our Spring Celebration (Holi, Easter, etc), a Summer Playdate, and another TBD.
- I will continue to try to find folks willing to run this program, and will happily help it start back up if we have increased staffing or volunteer capacity in the future.
- We could continue with a "Free Play" Sunday, if helpful - but the scope/scale would be different, and would still need an increase of volunteer support.

### Our Whole Lives (OWL)

- Two OWL levels are currently running: **Grades 4–6** and **Grades 7–9**.
- **4–6**: 12 enrolled. The group is thriving and expected to end **October 19**.



- We don't have enough trained facilitators in this age group to sustainably run this class again.
- We have another class worth of kids on a waiting list for this class, so I would like to run a training for Elementary ages next.
- **7–9:** 10 students enrolled, set to conclude in **December**.
- I meet weekly with facilitators of both levels, and have created a standardized **Google Drive system** for sustainability. All facilitators now have access to shared resources and program structures.

### Middlers (ages 8-11)

- **21 enrolled in this age range** at this time.
- I'm focusing a lot of energy on this group, as we have so many kids enrolled, and no sustainable plans for them as soon as 4-6 OWL is done. If we do not have compelling programming in place by November, I believe we will lose some of these kids and families.
- We do not currently have enough volunteers to run a regular Middlers program. A small number of people have volunteered as backups, but few are able to commit as consistent leaders.
- I am talking directly to individuals that I think would be good at this program, and am trying to help the congregation understand how incredible these kids are.
- To that end, I have created **trainings and resources** designed to make teaching this age group feel more accessible, based on current UUA Religious Education best practices.
- The goal is to empower volunteers so that we can restart this program sustainably in the future.

### Youth Group (ages 12-18)

- **18 Enrolled in this age range** at this time.
- Youth are thriving in both planning and participation, as well as volunteer involvement.
- **Upcoming events:**
  - **Sept 27:** Field trip to Wild Adventures Halloween lights.
  - **Oct 17–18:** Youth Group Lock-In.
  - **Oct 26:** Haunted Youth Group walk-through, in conjunction with Trick-or-Treating in service and CUUPS Samhain service.
  - They are excited about doing another youth service
- **Meeting schedule:**
  - **These are advised largely without me, I act as backup and help with schedule changes/shaping new routines**
    - 1st & 3rd Mondays – Game nights in person at UUFG.
    - 2nd & 4th Wednesdays – online via Zoom game nights.



## CUUPS (Covenant of UU Pagans)

- 7 committed to be involved at this time.
- CUUPS has resumed regular leadership meetings.
- They are meeting this Sunday (**Sept 7**), for a Mabon planning meeting.
- Planning a service on **Sept 21st** in honor of Mabon
- They will be holding an **open meeting after that service** to invite members to come be involved in planning. discerning what rituals and activities they have the leadership capacity to support going forward.

## Adult RE

- **Whimsy Groups**
  - **Fiber arts group** is meeting monthly on the 3rd Sunday
    - Last reported: **(3 leadership, 9 attending)**
  - **Movie night group** is in the planning stages
    - Last reported **(3 leadership)**
- **CommUUnity Conversations (3 leadership, needs development)**
  - 3 volunteers, which is enough for a **leadership group**.
  - I will meet with them to provide training on how to create the materials, and how to find and train group facilitators.
  - If we can get a couple facilitator volunteers, this program should be able to run.
- I have been providing occasional **homilies** in effort to provide moments of **faith formation/UU Identity development** from the pulpit.
  - I will be doing the Water Communion service on Sept 7, and Trans Day of Remembrance on Nov. 16.
  - After these services, I will be taking a step back from providing Homilies.
- I am running a **Safer Congregations Training** on Tuesdays from 10-12.
  - This training is a phenomenal resource, and is providing participants with a rich opportunity for learning about our congregation, and Safety as a form of spiritual community service.
  - This will run through the last week of September.

## LUUMEN

- This steering group is meeting monthly on the **3rd Sunday of the month**
- This group is made up of **representatives from different areas of Faith Formation**, and I am trying to provide resources and training for these individuals, so they can take on the role of leadership for their various circles.
- I will be providing them with **CPR, Safety, and Teaching** training opportunities.



- I will also be providing them with the **administrative tools** needed to supervise their own volunteers.
  - I have been working on creating **Volunteer Development structures and trainings**. These are intended to be adaptable, and to teach the basics to the widest range possible within the lifespan structure.
  - These training and resources are based in UU Identity building, and serve as a form of faith formation for the volunteers.

## Winterfest (December 6)

- We now have enough committees committed to run this as an educational community program, as well as a Craft Fair.
  - CUUPS, Worship, GreenTeam, Social Justice, LUUMEN, and Youth Group are all planning to host educational craft tables.
- Monthly planning meetings begin this month to prepare for the event.

## Pride (November 1)

- UUFG will have a presence at Gainesville Pride this year.
- With the help of Young Adults and the Social Justice Group, we have formed a **Pride Planning Working Group** with **17 participants**.
- I have been in communication with the Pride Center, and requested that we be placed outside of church row again, and be in the children's area.
- The group held its first meeting and will meet again on **Sept 14**.
- **LUUMEN will provide the usual child-friendly offerings** to ensure inclusivity, and to represent our unique and sensory friendly children's programming.
- Committees are planning to **create hand-outs** that represent the different areas of our community.
- We will also be doing **temporary tattoos** again
- The Youth Group is making a banner for the front of our table, and will be coming to help with tabling.
- There was conversation about making "UUFG Swag" to hand out - specifically bags. However, after looking at the cost, we would need to get a grant. The Grant cycle is so close to pride, that it doesn't make sense for this year.
  - If there is energy, we may still submit the grant application in order to have a budget for tabling events in general.

## Tee-shirt Fundraiser for RE

- I am about ready to start on the Tee-shirt fundraiser.
- Offering 4 variations on the same designs this year.
  - Classic Yellow shirt, black design
  - Black shirt, yellow design
  - Black shirt, Rainbow design



- White shirt, Rainbow design.
- These are all using the freely accessible logos from the Side with Love campaign.
- I will have our Fellowship Logo on the back.
- The fundraiser will run for 4 weeks, allowing for our shirts to be delivered in time for pride.
- Rainbow shirts will be available at cost for those volunteering at Pride.

## Professional Development

- **Credentialing:** Submitted the first three drafts of my RE Credentialing portfolio. On track for interview in **April 2026**. Meeting regularly with my mentor for guidance.
- **Community Ministry Certificate:** Currently in month 4 of a 13-month program with Cherry Hill Seminary; meeting regularly with my advisor.
- **Upcoming conferences/retreats:**
  - Plan to attend Fall **LREDACON** in Asheville, NC, Nov 5–9.
  - Will attend a **TRUUST leadership retreat and board development training** Oct 21–23 (travel Oct 20/24).

## Hours

- I am currently overextending my hours, and the scope of my position.
- I am working to regulate my hours and responsibilities. I will gladly take direction from the board on what areas my skills are best used, and will alter my current plans as needed.
  - I will continue to support programs that have volunteers to run them, but will step back from programs that require my direct involvement to succeed.
    - The exception to this is our Middlers group - I have discussed with the LUUMEN steering group, and they agree that this group needs some hands-on support and extra work.
  - I will focus my hours on RE volunteer development, and organizational support.
    - I will focus on Children and Youth programming first, and Adult RE/Whimsy Groups as hours allow.
  - I will set boundaries around getting directly involved with, or initiating large scale community projects like Winterfest and Pride, or further OWL facilitator training.
- I will be stepping back from direct CUUPS involvement, participating and advising in specific cases when requested.

I will step back from Safety Team involvement, outside of participating in meetings.





# Unitarian Universalist Fellowship of Gainesville

Unrestricted Cash on Hand as of 6.1.20 \$18,719

Attachment 7

8.28.25

## Conservative Budgets

## Aggressive Budgets

	FT Resident Min Jan-June 2026 no incr staff hrs	Notes	FT Resident Min 2026-2027 no incr staff hrs	Notes	FT Resident Min Jan-June 2026 increased staff hrs	Notes	FT Resident Min 2026-2027 increased staff hrs	Notes
<b>INCOME</b>								
Pledge Income	305,000		320,000		305,000		320,000	
Sunday Collection	13,000		16,000		13,000		16,000	
Rental Income	18,000		20,000		18,000		20,000	
Special Activities and Auction	13,000		16,000		13,000		16,000	
Interest	3,500		4,000		3,500		4,000	
Book Cart Income	1,000		1,000		1,000		1,000	
<b>ASSETS</b>								
Interim Ministry Fund	13,866		41,157		27,000		28,023	
Unrestricted Cash			8,215		18,809		53,590	
<b>TOTAL INCOME &amp; ASSETS</b>	<b>367,366</b>		<b>426,372</b>		<b>399,309</b>		<b>458,613</b>	
<b>EXPENSE</b>								
Membership	800		800		800		800	
UU Leadership	600		600		600		600	
Social Justice	1500		1,500		1500		1,500	
RELATE	150		150		150		150	
CUUPS	250		250		250		250	
Religious Education	2,200		2,200		2,200		2,200	
Background Checks	2000		2,000		2000		2,000	
Hospitality	500		500		500		500	
Worship - Sunday Services	6,000		2,500		6,000		2,500	
Fundraisers - Auction, etc	1000		1,000		1000		1,000	
Music	2000		2,000		2000		2,000	
Canvass Exp	500		500		500		500	
Book Cart Exp	100		100		100		100	
Special Events	5,000		5,000		5,000		5,000	





# Unitarian Universalist Fellowship of Gainesville

Attachment 7

SUBTOTAL FOR PROGRAM	22,600	19,100	22,600	19,100
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## ADMIN AND OPERATIONS

Board Discretionary Funds	1,000	1,000	1,000	1,000
Pastoral Care	200	200	200	200
Contributions to Reserves	5,000	5,000	5,000	5,000
Denominational Dues	18,697	20,000	18,697	20,000
Insurance	19,681	21,000	19,681	21,000
Office Expense	7,000	7,500	7,000	7,500
Bookkeeper	3,000	3,000	3,000	3,000
Audit	600	0	600	0
Telephone/Internet	7,500	7,500	7,500	7,500
Utilities - Electricity & Water	15,000	15,000	15,000	15,000
Waste Disposal	2,880	2,880	2,880	2,880
Custodial Services	10,800	12,000	10,800	12,000
Custodial Supplies	825	825	825	825
Facilities Maintenance	9,500	10,500	9,500	10,500
Backflow & Fire Suppression	4,000	5,500	4,000	5,500
Security & Safety	700	700	700	700
Pest Control	400	500	400	500
Other Exp & Bank Fees	100	0	100	0
VANCO and Bank Fees	2,300	2,300	2,300	2,300

SUBTOTAL FOR ADMIN	109,183	115,405	109,183	115,405
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## COMPENSATION & OTHER

Minister's Salary	40,250	83,000	40,250	83,000
Minister's Housing Allowance		0		0
Minister In Lieu of Self Emp Tax	3,000	6,300	3,000	6,300
Minister's Pension Fund	4,025	8,500	4,025	8,500
Minister's Health Insurance	7,500	17,000	7,500	17,000
Ministerial Transition Expense	13,500	0	13,500	0
Minister's Professional Exp	4,025	8,300	4,025	8,300

Subtotals for Min	73,300	123,100	73,300	123,100
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# Unitarian Universalist Fellowship of Gainesville

Attachment 7

Office Administrator Salary	46,000 Dir - 32 hrs	47,610 COLA (.035)	57,500 Dir - 40 hrs	58,940 COLA
Office Admin Health Insurance	2,256 .64 of cost	2,256	2,820 .80 of cost	2,820
Office Administrator Prof Exp	4,600 .1 of salary	4,761	5,750 .1 of salary	5,894
Music/Choir Director Salary	22,977	23,551 COLA	22,977	23,551 COLA
Music Director Prof Expenses	2,297 .1 of salary	2,355	2,297 .1 of salary	2,355
Pianist/Accompanist - Payroll	3,000	3,105 COLA	3,000	3,105 COLA
Audio/Visual Technician	3,323	3,439 COLA	3,323	3,439 COLA
Dir of Religious Education Salary	40,425 Mgr/Dir - 30 hrs	41,840 COLA	53,900 Mgr/Dir - 40 hrs	55,250 COLA
Director of RE Health insurance	1,221 .60 of cost	1,221	1,629 .80 of cost	1,629
Director of RE - Prof Expenses	4,042 .1 of salary	4,184	5,390 .1 of salary	5,525
Child Care	13,500	14,000	13,500	14,000
Staff Pensions	8,642	8,945	11,140	12,000
Payroll Tax Expenses	11,000	11,500	12,000	12,500
<b>SUBTOTAL FOR COMPENSATION</b>	<b>235,583</b>	<b>291,867</b>	<b>267,526</b>	<b>324,108</b>
<b>TOTAL EXPENSES</b>	<b>367,366</b>	<b>426,372</b>	<b>399,309</b>	<b>458,613</b>



## Unitarian Universalist Fellowship of Gainesville

Attachment 8

**James Chase** <dre@uufg.org> Wed, Sep 3, 2025 at 4:09 PM  
To: Thomas Mareci [thmareci@gmail.com](mailto:thmareci@gmail.com)

See attached, Aaron Eliot-Gaines CV and Application form.

When he applied to work with children and youth, I called and made contact with Ft. Myers and Black Mountain UU (Swannanoa Valley). Ft. Myers Office Admin wasn't personally familiar with Aaron, but they did have a record of his membership. The folks at Black Mountain were familiar, and had nothing but good things to say about him and his family.

From personal observation, Aaron is a very busy but incredibly committed person. He and his partner are seeking community, and I am very glad to have them both at the table. Aaron is committed, and I think he would make a great chair for LUUMEN. I think he has clear potential for bigger picture leadership, and I would say he would be a good candidate for the Governing Board in a year or so.

Thanks,

James Chase  
(They/Them)  
Director of Lifespan Faith Development  
Unitarian Universalist Fellowship of Gainesville  
(352)575-6718 (Text Only)



## Childcare Provider Job Description

Title: **Senior** Childcare Provider

Job Level: Support Level

Reports to: Director of Lifespan Faith Development

FLSA Status: Nonexempt

Hours and schedule: (4–8 hours/week) Sundays 10 a.m.-2 p.m., additional hours for special events

Date created or revised: **June 24****September 10**, 2025

Pay Rate: ~~\$18.13~~**\$19.63**-\$22.21 per hour (depending on experience)

### Position Purpose

The **Senior** Childcare Provider **oversees and actively contributes to the creation of****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 provides leadership and mentorship to other childcare staff, ensuring a consistent and high-quality experience.** This role actively supports families and the congregation by providing a secure and enriching space for children during services and other events, thereby enabling full participation in the Fellowship's activities. By offering consistent and compassionate care, the **Senior** Childcare Provider contributes directly to the welcoming and inclusive spirit of the community.

### Core Competencies

**Leadership and Mentorship:** Provides guidance and training to other childcare staff, fostering a collaborative and professional team environment.

**Child Development and Learning:** **Applies a comprehensive understanding of** **Understands** age-appropriate activity differences **to design and implement enriching activities and learning experiences** and adapts to different care needs.

**Health, Safety, and Well-being:** Maintains vigilant attention to children's safety and well-being at all times and knows how to address emergencies. **Social and Emotional Development:** Creates a nurturing and welcoming environment for children and families.

**Commitment to Inclusion:** Welcomes and respects families of all identities, structures, and backgrounds with sensitivity to diverse needs.

**Communication and Interpersonal Skills:** Communicates promptly, clearly, and respectfully with everyone (parents/guardians, coworkers, supervisors, children), and at an age-appropriate level with children.

**Professionalism and Ethics:** **Exemplifies** **c**onsistent, punctual, and dependable **behavior, serving as a role model for other staff and upholding, and follows** established policies and procedures.



## Essential Functions

**Ministry-Focused and Welcoming Childcare:** Approach all aspects of childcare as integral to the Fellowship's ministry, demonstrating a commitment to creating a positive and welcoming experience for all children and their families, especially new attendees. This includes becoming knowledgeable about children's programming to ensure a comfortable and secure environment that supports the overall mission. **Attentive Supervision and Positive Engagement:** Provide attentive care and supervision, ensuring a safe and nurturing environment for infants and young children. Engage with children in positive and affirming ways.

**Safety and Health Compliance:** Follow all health and safety protocols, including cleaning and sanitizing toys and surfaces, and responding to emergencies following established guidelines. Participate in required safety and inclusion training, fully compensated by the congregation.

**Effective Communication:** Serves as the primary point of Communicate clearly and respectfully communication with parents, guardians, and supervisors regarding children's needs, incidents, or concerns. Acts as a liaison between the childcare team and the Director. Maintain prompt and efficient communication with other staff, supervisors, and the safety team as needed.

**Developmentally Appropriate Activities:** Facilitate and participate in gentle play and activities that promote engagement, comfort, and inclusion. **Proactive Environment Maintenance:** Maintain all childcare spaces in a clean, organized, and welcoming condition.

**Leadership and Team Development Collaborative Teamwork:** Leads, mentors, and delegates tasks Proactively collaborate with childcare assistants and other staff. This includes providing constructive feedback and support, contributing to planning and identifying areas for growth through open and respectful communication to foster a positive work environment.

**Curriculum and Program Development:** Assists the Director in planning and implementing developmentally appropriate activities and curriculum for the childcare program.

## Qualifications

### Skills/Knowledge/Physical Requirements

1. Communicates respectfully and effectively, demonstrating the ability to understand and share the feelings of children.
2. Maintains a calm, patient, and positive demeanor in a dynamic childcare setting, effectively manages personal emotions even during challenging behaviors or stressful situations.
3. Awareness of, or willingness to learn, basic first aid and emergency response procedures.
4. Understanding of and commitment to inclusive practices, anti-bias principles, and child-centered care.
5. Knows how to help children understand different perspectives, develop problem-solving skills, and learn peaceful ways to interact.
6. Exhibits flexibility and a willingness to adjust to the needs of individual children.
- 6.7. Demonstrates the ability to independently address and resolve more complex issues, such as behavioral challenges or staff-related concerns.
- 7.8. Familiarity with early childhood development principles is helpful but not required.
- 8.9. Ability to lift and carry children (up to 40 lbs) and engage with them at their level (e.g., floor play, yard games).



9.10. Ability to work in a space with limited mobility accommodations (playground, play equipment).

## Experience

Significant experience (e.g., 2+ years) in a childcare or early education setting, with demonstrated experience in a leadership or senior role. 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.*



# Unitarian Universalist Fellowship of Gainesville

## **UUFG Communications Committee Charter**

**Approved: [Date]**

### **Purpose**

The Communications Committee helps provide the Unitarian Universalist Fellowship of Gainesville (UUFG) with clear, consistent, inclusive, and effective communication both internally to members and friends, and externally to the wider Gainesville community. The committee will provide guidance, support, best practices, and advice to the UUFG community. All content is aligned with UU principles and values, and UUFG's covenant.

### **Committee Membership and Meetings**

The committee will consist of at least two members. There will be one chair or two co-chairs. The rest of the committee consists of volunteer members from the UUFG who join the committee officially or work on individual projects as needed.

The committee meets in person at least quarterly with additional meetings as needed.

The committee will announce meeting dates at least one week prior to meeting so that congregants may attend.

### **Responsibilities and Duties**

- Develop and maintain communication policies related to communications—this may include style guides and procedures
- Support other committees, staff, and the Governing Board with communication projects
- Maintain UUFG website
- Maintain and develop social media presence
- Provide design/proofing/editing support to UUFG
- Create strategies to market and promote UUFG events and congregation—this may include tabling, press releases, promotional material, social media campaigns
- Archive important media

### **Reporting Responsibilities**

- Liaise with Minister, congregation, and other committees
- Chair attends Governing Board meetings as needed
- Chair attends Fellowship Council meetings



# Unitarian Universalist Fellowship of Gainesville

## AMP-5 Lay Chaplains

Initial Approval: April 15, 2010

Latest Revision: September 10, 2025

### Purpose

This policy/procedure creates defines the office, of lay chaplain at UUFG, sets the criteria for becoming a lay chaplain, and defines the , duties, and authority of the UUFG lay cchaplaincy program whichs. empowers trained lay leaders to officiate at rites of passage and represent Unitarian Universalist values and principles with spiritual depth and professionalism.

### Policy

The UUFG will, fFrom time to time, the UUFG shall designate certain of its members as lay Lay chaplainsChaplains,. Lay chaplains are authorized to perform Unitarian Universalist rites of passage (RP), including services: weddings, child dedications or naming, and memorial services. , and such other rites of passage as the lay chaplain, with approval of the minister, may undertake to offer.By the authority of this congregation, a Lay Chaplain is also designated as an Elder of the Congregation, conferring legal authority to solemnize marriages in Florida under Statute 741.07.

### Procedures

1. **Becoming a Lay ChaplainCriteria.:** A member is eligible to may become a lay Lay chaplain Chaplain aof UUFG if all of fter meeting the following are satisfiedcriteria:
  - a. **Commitment:** They are a member of Ddemonstrated commitment to Unitarian Universalism and to the UUFG.
  - b. **Experience:** They have receivedDemonstrate proficiency in training appropriate to the execution of the office of lay minister:.
    - i. Designing, writing, and leading ceremonies for weddings, child dedications, memorial services, and other life events, consistent with Unitarian Universalist theology and values.
    - ii. Public speaking and presence.
    - iii. Legal and ethical requirements, including confidentiality and professional boundaries.
  - b.c. **Nomination:** They are nNominationed by the Mminister current Lay Chaplains, or the Leadership Development Committee for the office of lay chaplain.
  - c. **Designation and Documentation:** Official designation by tThey are approved by the Governing Board as a lay chaplain. The Board may consider only nominations brought to it by the minister.
  - d. . The Board will provide each Lay Chaplain with a signed Letter of Appointment confirming their title as "Lay Chaplain" and "Elder of the Congregation." This letter serves as official proof of legal authority and will be kept in the congregation's records.
2. **Scope of Duties: Authority.**
3. Lay chaplains are also titled Elders of the congregation, which title confers upon them legal authority in the state of Florida to solemnize weddings.
2. Lay chaplains are authorized to perform rites of passage on behalf of the congregation RP services for both members and nonmembers on behalf of the congregation. Their core responsibilities include:
  - a. **Provide consultation, prepare, and lead ceremonies that align**Lay chaplains may choose to refuse to do any such service.
  - b. **Responsibility.** Lay chaplains are responsible for performing Unitarian Universalist RP services. A Unitarian Universalist service would normally be expected to include:





## Unitarian Universalist Fellowship of Gainesville

c.a. Consistency throughout with with Unitarian Universalist values and principles and with the terms of the covenants of the UUFG.

b. Ensure the legal marriage requirements are met.

d.c. Clearly sSelf-identification identify by the officiant in spoken words in the service as “a “lay Lay Cchaplain of the Unitarian Universalist Fellowship of Gainesville.” or (“Elder” may be substituted for “lay chaplain” at the lay chaplain’s discretion)when officiating.

d. Lead the LLighting of a prominently displayed chalice during rites of passage services, with appropriate words including identifying the chalice as a “chalice.”.

e. Request rent waivers for nonmembers in cases of indigence, with Minister or Board concurrence.

f. Assist with other liturgical or community roles, with permission from the Minister or Board.

. RP services held at UUFG for nonmembers normally require payment of our established rental rates. In cases of indigence, lay chaplains may request waiver of rent, and, with the minister’s concurrence, rent will be waived.

5.3. Accountability:. Lay chaplains are accountable to the congregation, Governing Board, and Minister, as defined by these principles:

a. Lay chaplains are in covenant with the congregation to represent Unitarian Universalist faith with spiritual depth and highest standards of professionalism. The covenant shall be affirmed at a ceremony during a UUFG Sunday worship service.

a. Supervision: Lay chaplainsThey workare under the supervision of, and report regularly to, and regularly report to the ministerMinister or Governing Board.

b. Approval: They must consult with the Minister or Board before performing services, and they may refuse a service with Board approval.

c. Financials: They may charge nonmembers at their discretion but may not charge members.Lay chaplains may charge nonmembers for services rendered, or may offer the service without charge, at their own discretion. Lay chaplains may set their own fee rates.

c.

d. Professional Conduct: Lay chaplains will adhere to the principles of ethical conduct as defined in GOV-7.3 Safe Congregations policy, confidentiality, and respect for all individuals.

d. With permission and consultation of the minister, lay chaplains may perform RP services for members. No charge may be made for services to members of more than six months.

e. Removal: A lay chaplain may be removed at will by the Minister or Board. The role also ends upon resignation or membership termination.Lay chaplains may be removed from office at will by the minister or by the Board. Termination of membership in the UUFG also terminates the lay chaplaincy. Lay chaplains may resign their office at any time.

4. Covenant and Commisioning: Lay Chaplains are in covenant with the congregation and its professional ministry to represent the Unitarian Universalist faith with spiritual depth and professionalism. A public commissioning ritual and covenant affirmation will be held during a worship service or congregational meeting to honor and affirm their work.



# Unitarian Universalist Fellowship of Gainesville

## Safety Team Charter

### Purpose

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

### Responsibilities and Duties

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

### Membership and Meetings

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

### Reporting Responsibilities

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