

UUCSV Council on Committees (CoC)
Unitarian Universalist Church of the Shenandoah Valley
Summary of Meeting
Wednesday, October 8, 2014
6:30 p. m. – 8:00 pm
Lynnette Embree, UUCSV Board, presiding

Lynnette Embree began the meeting by asking Ed Jaffee to read the UUCSV Promises and with a brief check in by the attendees.

Attendees; Lynnette Embree, Owen Lowe, Paul Britner, Robert Hurt, Ed Jaffee, Jeph Embree, Teri Merrill, Willy Hayes, Deirdre Cochran, Mark Lore, Norma Riley, Kelsey Wilkes, Stewart Brown, Lana Hurt and John Elrick.

Board Members Attending: Robert Hurt, Lynnette Embree, Stewart Brown and Owen Lowe.

Kelsey Wilkes moved and Ed Jaffee seconded that the August 2014 COC meeting minutes be approved as revised. The motion carried.

UUCSV Minister - Paul Britner

Paul's written report had been circulated before the meeting. In addition to the written report, Paul highlighted that there would be a New UU orientation on Saturday, October 18 and that the next family worship service would also be held on October 18.

Director of Religious Education – Cory Ness

Cory's written report had been circulated before the meeting.

Board President – Robert Hurt

Robert stressed the importance of full participation in the upcoming Next Steps Weekend. He also mentioned that revising the Constitution and Bylaws would be an important priority this year.

UUCSV Committees and Task Forces

Nominating Committee – Deirdre Cochran

The Nominating Committee is looking for good candidates. Deirdre asked those present to help identify them.

Finance Committee – Teri Merrill and Willy Hayes

The committee is beginning the development process for next year's budget and will be in touch with committee chairs in the next few weeks. The committee provided a budget development schedule.

Stewardship Committee – Mark Lore

Mark circulated and reviewed a draft agenda for the UUCSV Next Steps Weekend, November 7, 8 and 9. He encouraged participation by all congregants in addition to committee chairs and members. Mark Ewert's goal for the weekend is to develop a holistic view of the strengths of the congregation and the means by which they might be employed to reach decisions on growth and change. Lana Hurt stated that the technique of Appreciative Inquiry will be used to develop the most momentum toward growth. The inquiry will be bottom up. She also emphasized that the committee chairs should work to build participation in the weekend. Mark emphasized that this is not a planning exercise, but an exercise to learn how we can proceed using our strengths. The Stewardship Committee will conduct an extensive outreach campaign beginning with a sign in the narthex on October 19.

Building Committee – Jeph Embree

Jeph summarized several projects executed in recent weeks within the budget allocated to the committee, including repairs to the ladies room and the sign near the highway.

Caring Committee – Norma Riley

The committee has recruited several new members.

Social Action and Justice Committee – Kelsey Wilkes and Ed Jaffee

The committee is continuing to work with Habitat for Humanity. Endowment grant funding for windows and doors will likely be needed in the spring. Ed Jaffee expresses concern that the committee does not have enough members. Some teens may be interested. Ed is also looking at a possible change to the constitution to let our church take non-partisan stands on social issues. The UU legislative Ministry will meet on October 18.

Membership Committee – not represented

CoC members expressed concern that we have not been able to recruit a chairperson for the committee, especially as we approach the next steps weekend.

Communications Committee – John Elrick

The committee is continuing website training. More sessions are coming. John emphasized that the goal of the training is to enable committees to take charge of their content on the website. CoC members suggested that a "Help Wanted" link is needed on the website to connect talented congregants or community members to people in need of services. In response to questions from CoC members, John stated that the membership directory is part of a management package on the website that is available to only to selected individuals. The process to make the membership directory more widely available will include obtaining permission from individuals to publish all or part of their contact information. John also stated that the mail system has been migrated to Google apps and also that the committee has purchased a video camera with some of its endowment grant funding. Mark Lore suggested that the Communications Committee consider including paid advertisements for community activities in the church newsletter.

Other Information:

A motion to adjourn was made by Willy Hayes and seconded by John Elrick. The meeting was adjourned at 8:00 pm.

Summary submitted by Owen Lowe.

Minister's Report
October 2014

It's a very busy time of the year for me. Here are the highlights:

September 29/30: participated in two mediation sessions with members. The substance of those sessions is confidential. The fact that they occurred, though, is public, as they were done in response to a Board motion. I note this only to assure members that your leadership and I are moving forward in this process.

October 1: My first healing service was not well attended, but those who came felt strongly I should try again, as it proved to be a very powerful experience. So, the next one will be on Wednesday, November 5 at 7pm. Watch for more publicity on that item closer to the date.

October 2/4: First sessions of the World Religions class that will continue for six weeks. We have 32 persons registered for the two sections of the class.

October 4: I conducted a Blessing of the Animals ceremony at the Barrel Oak Winery. Apart from enjoying the experience, we created a new relationship for the benefit of the church. They are going to provide several items for our auction next spring!

October 8: meeting with area UU ministers in Fairfax.

October 11: World Religions in the morning, then New UU class, then Worship Committee fall retreat. We should have a good picture of the upcoming services for the second half of the church year.

October 18: Blue Ridge Hospice 5K, then a quick trip to the church for World Religions. Our 2nd Family Worship service is at 5pm that day. Jennifer Fox is partnering with me for that service.

October 21/22: I'll be in Washington for the fall meetings of the Religious Coalition for Reproductive Choice.

Of course, I've left the "regular" stuff off this list, including COC, Board, and staff meetings. Oh, and I'll be conducting the Sunday services for each of the remaining weeks this month as well. I'll be out of the pulpit on November 2. Cory is working with some volunteers to plan a multi-generational service for that day

Report to the UUCSV Board --- October 2014

Correna M. Ness, Director of Religious Education

Professional Development

- Actively participating in “Being There” When It Counts: Spiritual Care for DREs online through Church of the Larger Fellowship
- Signed up for the LREDA Conference scheduled for October 16---20.
- Attended recent staff meeting.
- Met with John Elrick as I received training to manage the Adult Ed and C&YRE pages on the UUCSV web site.
- Met with our AE Committee.

Adult Education (AE)

- We are offering several new classes this year, including: A Course in Miracles, From Age---ing to Sage---ing led by Katie Mack, Mindfulness Meditation, Rise Up and Call Her Name led by Barbara Peters, Unplug the Christmas Machine led by Kathy Crettier, Vegan---Vegetarian Potluck led by Zelda Zadnik, and 2 World Religions classes led by Paul.
- The Fall AE brochure has been published, as well as a one---time insert into the Order of Service.
- Covenant Groups (CG) have officially started October 1st. I am grateful to Nancy Ticknor and Marilyn Dugan as they presented the orientation to our CG Advisory Committee members while I took my Sunday off.
 - This year we have added an additional CG to the Strasburg area. We are hoping to add another CG to the Front Royal area next year.
- Designed posters and wrote articles for the Order of Insert and the church News to advertise upcoming AE programs as well as set out sign up sheets.
- Covenant Groups and Adult Education information has also been added and updated to the UUCSV web page.

Children & Youth Religious Education (C&YRE)

- Met with the C&YRE Committee.
- C&YRE information has been updated and added to the UUCSV web page.
- Each week I review our Classroom Notebooks, attendance charts, etc.
- Send out emails to each class updating our families as to what our children and youth are learning in their classes. (The feedback has been very positive.) □ Preparing “Miss You” postcards for those we haven’t seen for a while.

- In search for a childcare provider.
- Updating C&YRE registration.
- Corresponding with teachers and YG Advisors.
- Updated bulletin boards.

Worship

- Attended the Worship Workshop on September 13.
- Collaborated with Paul the Family Service we offered on the third Saturday of the September. We had three families attend and look forward to our Family Worship services growing in the future.
- Either recruiting volunteers for the Message of All Ages or am preparing to lead Message of All Ages.
- Met with several church members to coordinate the Day of the Dead service on Sunday, November 2nd. □ Making arrangements for someone to come in to teach us storytelling skills.

Connecting with UUCSV Members & Friends & the Wider Community

- I have had the honor of attending several outings and auction events with our congregants this month. It has been a great way to get to know our congregants as well as the Shenandoah Valley.
- I have had several members over to my house to teach the Annie Sloan Paint Technique. Now word is out and I will be having several more workshops in the very near future. Again it's a great way to transform old furniture, by embracing our UU values while we "Reduce, Reuse, Recycle." □ Attend and support the Hats with Heart group.
- Prepared for the High German/Low German Feast Auction Item at Paul and Karen's home on October 4. Karen and I cooked up some of our childhood favorites for auction bidders to enjoy.
- Attended the Valley Interfaith Alliance meeting on September 17th. The Program was on Domestic Violence Awareness.

Budget Development Schedule

TASK	RESPONSIBLE PARTY	COMPLETION TARGET
Budget Development Timetable		
Coordinate schedule of budget development with pledge campaign	Chairs of Fin. & Stewardship	Sept. 19, 2014
Circulate revised budget development schedule	Fin. Co-chairs	Sept. 30
Brief CoC on budget development plans	Fin. Co-chairs	Oct. 8
Collecting & Analyzing Revenue and Expenditure Data		
Discuss possible upcoming, budget-related initiatives with the Minister, DRE and Music Director	Fin. Co-chairs	Oct. 15, 2014
Discuss possible upcoming, budget-related initiatives with the chairs of RE, Building, Grounds, Worship and SA&J committees to identify new & emerging budget needs	Fin. Co-chairs	Oct. 22, 2014
Brief Board & receive feedback on budget schedule & possible new initiatives in the pipeline	Fin. Co-chairs	Nov. 12, 2014
Request committee expenditure estimates & justifications for expenditures above current year level	Fin. Co-chairs	Dec. 1, 2014
Analyze revenue & expenditure trends & prepare preliminary revenue & expenditure estimates	Treasurer & Bookkeeper	Dec. 15, 2014
Establishing an Annual Budget Campaign Goal		
Prepare preliminary budget table and accompanying narrative related to all budget lineitems except pledge revenues and reach agreement on preliminary estimates and proposed annual campaign targets	Fin. Co-chairs	Jan. 30, 2015
Share proposed pledge revenue target with Stewardship Committee and board and answer questions regard establishing annual campaign targets	Fin. Co-chairs	Feb. 15, 2015

Developing and Presenting a Proposed Budget		
Update narrative explanation & budget table to reflect final results of the annual budget campaign	Fin. Co-chairs	April 15, 2015
TASK	RESPONSIBLE PARTY	COMPLETION TARGET
If necessary, prepare a list of optional spending reductions and/or revised revenue estimates for Board consideration	Fin. Co-chairs	April 8
Arrange meeting with Board to discuss preliminary budget estimates and, if necessary, possible spending reduction/revenue reestimates	Fin. Co-chairs	April 15, 2015
Revise preliminary budget in accordance with Board actions and share approved budget & narrative explanation with the membership 2 weeks prior to the Town Hall Meeting	Fin. Co-chairs; Board Pres.; Minister; Office Manager	April 24

Revising and Finalizing the Operating Budget		
Present proposed budget to membership at the Town Hall Meeting and identify unresolved issues	Fin. Co-chairs	May 10
Complete revisions to the proposed budget & obtain Board consent to recommended changes; Prepare summary of revisions & distribute lists of proposed budget revisions to voting members	Fin. Co-chairs; Office Manager	May 22
Present revised budget at Annual Congregational Meeting and seek membership approval	Fin. Co-chairs	June 7
Revise budget and narrative explanation to reflect revisions approved by the membership during the Annual Meeting	Fin. Co-chairs	June 11
Post final, approved budget on church website & announce availability of documents in church newsletter.	Fin. Co-chairs & Webmaster	June 14, 2015