

**UUCSV Council on Committees (CoC)**  
**Unitarian Universalist Church of the Shenandoah Valley**  
**Summary of Meeting**  
**Wednesday, September 10, 2014**  
**6:30 p. m. – 7:50 pm**  
**Lynnette Embree, UUCSV Board, presiding**

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

Attendees were Lynnette Embree, Owen Lowe, Paul Britner, Robert Hurt, Heather Pepersack Ed Jaffee, Jeph Embree, Mary Haskins, Jeremy Fox, Teri Merrill and Cory Ness.

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

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

**UUCSV Minister - Paul Britner**

Paul provided a summary of upcoming events to complement his written report to the Board, including plans for the first family worship service on September 20, 2014 and each third Saturday thereafter, a worship workshop Saturday morning September 13, 2014, a world religions class he will present beginning on October 2 and October 4, 2014, an October 1 healing service, and Paul's participation in the October 5, 2014 Quaker meeting.

**Director of Religious Education – Cory Ness**

Cory summarized her written report to the Board, including the following highlights. See page 4 -5. Sign up for covenant groups is in progress.

**Board President – Robert Hurt**

The Board has received offers of two gifts, a semi-permanent tent structure and a large conference table. The Board will consider accepting these gifts at its next meeting. Robert also reminded CoC members of the Next Steps weekend scheduled for November 7-9, 2014. Robert encouraged committees to develop succession plans,

**UUCSV Committees and Task Forces**

**Building Committee – Jeph Embree**

Jeph summarized several projects executed in recent weeks within the budget allocated to the committee, including temporary roof repairs, new shelves in the music closet and several other repairs.

**Committee on Ministry – Paul for Gail Vasta**

The committee is facilitating meetings between the Minister and three congregants using a paid professional mediator. The committee needs at least two new members.

**Communications Committee – Mary Haskins**

The committee will sponsor website training on September 21 and September 29, 2014. Mary circulated a sign-up sheet. The committee and office staff are working on a process of updating the UUCSV directory and restoring it to the web page in a way that protects congregants' privacy. This process will invite congregants' participation and will likely take at least two months. Meanwhile, call the office to get directory information. Starting with the July 2014 CoC meeting, CoC meeting summaries will be posted to the web.

**Endowment Committee – Ed Jaffee**

The committee is will meet Wednesday, September 17, 2014 at 12 Noon at the Jubal Early Daily Grind.

**Finance Committee – Teri Merrill**

The committee will meet Friday, September 12, 2014 to make plans to develop next year's budget. At that meeting, they will decide if a formal budget request form is needed. Paul suggested that budget requests be tied to the Five Year Plan. Planning for next year's budget will begin soon.

**Grounds Committee – Not represented**

No report

**Leadership and Nominating Committee – Not represented**

No report

**Membership Committee – Not represented**

Paul stated that a new member orientation will be held on September 11, 2014. A chairperson is still needed for this committee.

**Personnel Committee – Not represented**

Paul is considering whether to open future staff meetings to attendance by interested congregants.

**Adult Religious Education – Cory Ness**

See pages 4-5.

**Children and Youth Religious Education – Jeremy Fox**

Two more teachers are needed. The committee needs more members. The recent workshop was a success. The committee is still discussing how to handle Sunday service child care. Currently, volunteers are covering child care.

**Social Action and Justice – Ed Jaffee**

The committee will meet next week. One major issue is how to participate with Watts during Christmas week. The local Ruritan group has agreed to house homeless people during Christmas week. The committee will decide how to help with volunteers from UUCSV.

**Social and Sharing Suppers – Heather Pepersack**

The annual picnic was a success. Sign-up for sharing suppers is in progress. The next big event will be Thanksgiving potluck. The committee is considering whether to set up an artisans guild, perhaps to present featured artisans in the narthex at Sunday services

**Stewardship Committee – Not represented**

The Next Steps Weekend will be November 7-9, 2014.

**Worship Committee - Joe Farruggia**

Joe provided the attached written report.

**Other Information:**

A motion to adjourn was made by Ed Jaffee and seconded by Heather Pepersack. The meeting was adjourned at 7:50 pm.

Summary submitted by Owen Lowe.

## **Report to the UUCSV Board - September 2014**

### **Correna M. Ness, Director of Religious Education**

#### **Special Comments ☺**

I am honored and excited to begin my second year here at the UUCSV. It's been a very busy summer and much has been accomplished and there is much more to do.

#### **Professional Development**

- Actively participating in "Being There" When It Counts: Spiritual Care for DREs Online.
- Will be signing up for the LREDA Conference scheduled October 16-20.
- Attended the week-long SUUSI – Southeast UU Summer Institute in Radford, VA where I had the chance to renew my spirit by attending a wealth of worship services, concerts, meet UU's from around the country including DRE's and Ministers, and attended various workshops.
- Attended our September staff meeting.
- Met with the DRE Advisory Committee, our members in this group include: Ann Cross, Mary Haskins, Claire Henderson, and Sal Vasta.

#### **Adult Education**

- This summer I met several times with our Adult Education Committee as we put together some exciting offerings this year. Hope to finalize the Fall Adult Ed brochure this week.
- Met with several individuals to review program ideas, recruit volunteers, select dates, and to write blurbs to advertise programs etc.
- Met with Nancy Ticknor (*Marilyn's been out of town*) as we begin signups for Covenant Groups for our coming year.
- Designed posters to advertise upcoming AE programs as well as set out sign up sheets.
- The current members of this group are: Marilyn Dugan, Zelda Zadnik, Michael Snyder and Charlotte Detwiler.

#### **Children & Youth Religious Education (C&YRE)**

- Our Summer RE program with Dr. Seuss is now over and seemed to be well received by our teachers and children.
- Designed and compiled the C&YRE brochure and updated the registration form. Snail mailed these out to our families.
- Updated the Teacher's Guidebook that includes seven sections including: Orientation, UUCSV Policies, Unitarian Universalism, Learners, Covenant & Classroom Management, Anti-Oppression/Anti-Racism/Multiculturalism AO/AR/MC, and Resources. *If anybody is interested in reviewing the Teacher's Guidebook please let me know, I would love to share it with you.*
- Organized, purchased and stocked our RE Supply Closets and our Classrooms.
- Set up classrooms with their required resources and supplies.
- Updated our RE Wing Bulletin Boards for improved communication.
- Prepared and conducted Teacher Orientation for our new slate of teachers on September 7 prior to our Homecoming Service. Feedback for this new format was very positive.
- Recruited Gary Fillmore to put together two bookcases for one each in two of our classrooms.

- The current members of this group are: Chris Lingle, Carmela Crawford, Jeremy Fox, Barbara Peters

### **Safe and Healthy Congregation**

- To support my commitment for a safe and "healthy" congregation I have:
  - Posted our NO NUTS policy in each of our classrooms.
  - Placed hand sanitizer and tissues in our classrooms.
  - During our Teacher Orientation, Carmela Crawford briefed our Teachers on information about the signs of Child Abuse.

### **Endowment Fund**

- The Children & Youth Religious Education (C&YRE) is thrilled to have been the recipient of funds from the Endowment Fund to grow our Children & Youth RE Library. Mary Haskins and I made the grant request. This project will allow our children, youth, parents, families, friends access to a library filled with the latest in books that embrace our UU Principles and Sources, encouraging and guiding readers ways in which to live out their faith in their everyday lives. A wheeled cart was purchased and will be stored in the C&YRE Wing, and brought out on Sundays and special occasions as a way to reinforce what we are current learning.
  - Collaborated with Mary Haskins and Alysia Deem in the selection of books.
  - Mary Haskins, Ashley Ness, and I catalogued, labeled and categorized the books, old and new additions.
  - A Sign Out Procedure has also been established.

### **Connecting with UUCY Members & Friends**

- I have had the honor of attending several outings and auction events with our congregants this summer. It has been a great way to get to know our congregants as well as the Shenandoah Valley.

### **Worship**

- Collaborated with Paul on the Multigenerational Homecoming Water Communion Service. I am pleased that Zoe Thomas, Peter Haskins, and Anthony Rezebek volunteered to assist in various Worship components.

### **UUCSV Community**

- Helped out with the Yard Sale.
  - Developed a UUCSV Yard Sale Notebook that includes our Guidelines, Sign Up Sheets, Signs, etc.
- Beginning to recruit individuals to update the UUCSV Library.
- Took a field trip to Leesburg with three members introducing them to Annie Sloan Chalk Paint technique. This paint is sold in specialty stores and began more than twenty years ago in England. It's a great way to transform old furniture, by embracing our UU values while we "Reduce, Reuse, Recycle."

### **Minister's Report**

September 2014

**Family Worship:** I'm very excited about our first family worship service on Saturday, September 20, at 5:00 p.m. Families with children and youth are the target audience. This includes children who are brought to church by grandparents and other family members. Still others, as Claudia Martin likes to remind me, will be adults who enjoy being around children. Put another way, all are welcome!

The family service will have many of the same elements of a Sunday morning service. There will be opening words, music, (relatively) quiet time, joys and sorrows, and a short message. In structure and style, though, it will look quite different. Almost every part of the service will be a multi-generational activity intended to appeal to different learning types—visual, auditory, kinetic, etc. There will be lots of movement, and the children will be engaged in all the parts of the service. It's important that the adults leave feeling that they have been to a worship service, too, so activities will be offered on simultaneous, multi-level tracks—think of Shrek cartoon characters making jokes that only adults would understand.

**Worship Workshop:** This Saturday morning (September 13), I will be participating in the worship workshop at the church from 10:00 a.m. to noon. Cory, Mariana, and I each will talk briefly about how worship in the Unitarian Universalist tradition differs from other traditions, and Joe will be going over many of the nuts and bolts of putting together a service. Though intended primarily for the worship committee, everyone who has an interest in worship and/or would like to lead a lay service is encouraged to attend.

**Office Matters:** The annual report has been compiled and published on the church website. Two non-circulating hard copies are on the greeters' table and literature rack. Thank you to all the committee chairs for their materials, Joe Schad for collecting the reports, and to Carol Melby for putting everything together into a single and nicely bound report. . . . John Elrick is providing website training to Carol and Cory. I've already had a session with him. This will enable primarily Carol with Cory and I as backup to post items directly to the church website without having to involve the webmaster.

**My Schedule:** This Wednesday (September 10), the UU Ministers' cluster resumes its regular meetings in Fairfax. I will be attending the NAACP's annual Freedom Fund Banquet this Saturday evening. I will be away from the pulpit on September 28 to officiate my step-daughter's wedding in Cambridge, Maryland the previous day. On October 4<sup>th</sup> at 1:00 p.m., I will be conducting a "Blessing of the Animals" ceremony at the Barrel Oak Winery in Delaplane. ([www.barreloak.com](http://www.barreloak.com)). I'm out of the pulpit on October 5<sup>th</sup>, but I will be spending the morning at the Quaker worship service and leading their religious education hour with a presentation about Unitarian Universalism.

**Report from the Worship Committee to the Council on Committees  
Sept. 10, 2014**

The Worship Committee is off to a good start. Members are being trained each Sunday morning on how to arrange the chairs in the Sanctuary and how to prepare the Sanctuary for Sunday Worship Services.

An Audio Subcommittee, whose primary purpose is to operate and maintain the sound system, has been organized, and at least 3 members of the Worship Committee will be serving on that subcommittee. They are also currently undergoing training by the subcommittee chairman, Ron Cox. Ron, John Elrick and Joe Farruggia serve as “mentors” who are always present each week to oversee what’s going on and provide backup assistance.

An Aesthetics Subcommittee is in the process of being organized, with Miki Leeper as its chairperson.

The Flower Subcommittee, chaired by Peggy Maio, is always in need of backup volunteers.

The Worship Committee will participate in a training seminar on Saturday, Sept. 13 from 10 a.m.-noon. The workshop is titled “Worship in the UU Tradition,” and it is open to all members of the church who are interested in the concept of worship and what it means, or are interested in learning more about how a worship service is planned and implemented, or in how the Worship Committee carries out its work. I would especially encourage all committee chairs to attend, or at least send a representative. Occasionally, other committees ask to plan and implement a special service, and it would be helpful for them to understand what is required.

The Worship Committee will hold its next meeting at the church, in the Sanctuary, on Saturday, Oct. 11, from 1-3 p.m. This will be a regular business meeting, at which time we will begin the process of determining who to nominate as the new committee chair for 2015-2016.

The Audio Subcommittee Chair, Ron Cox, has asked that the following information be distributed to all committee chairs, committee members and board members regarding use of the sound system, particularly the pulpit microphone, on Sundays:

Last Sunday (Sept. 7) we had multiple problems at the Pulpit microphone. One is a problem with people who have not yet learned about the podium microphone. When speaking at the podium, the speaker needs to stand straight and not lean into the podium. Several people leaned into the mike. This behavior creates loud pops when the person pronounces a word beginning with the letter P. Letter P sends a Puff of air toward the mike. If one is leaning into the mike, the air hits the mike creating the loud noise. Cory and Robert were having this problem on Sunday. So, if you have the sound while you are speaking, back away from the mike. If someone else does it, for their sake and the sake of the congregation, graciously interrupt and ask them to back away from the mike. The popping sound distracts the audience and diminishes the message being given.

Another mike issue is now fixed by equipment changes. Gary Fillmore installed a vibration damper to hold the mike. This prevents taps to the podium from creating loud mike sounds. The podium design also makes the podium an excellent drum. So, nervous people who tap on the podium create drum sounds audible on the back row. We have reduced this by adding a cork surface to the top of the podium.

um and vibration dampers under that surface. We have also added a warning to the top of the pulpit/podium advising people not to lean into the mike or to inadvertently tap on the surfaces.

Finally, we have a problem that will remain until the sanctuary speakers are moved to center and adjacent to one another. Audio engineers know that speakers should not be separated in a space like ours. Our speakers interfere creating near dead spots in a few congregational seating areas. For most people, this is not a problem. BUT, we also have an amplified area. That area is in front of the pulpit and going to the center aisle between the front rows. In this area, anyone using the a wireless mike and facing a bit toward the podium will create an amplified clicking sound. The solution to this is to turn away from the podium. The clicking is caused by the speaker amplification area combined with the speaking into the wireless toward the podium mike.

I suggest Joe pass this email to the worship committee and anyone expected to speak, e.g. committee chairs.

Cheers, Ron Cox  
Chair, audio committee

The only other business I would like to include in this report is a concern that I have regarding a proposal that affects the Sanctuary. This is a proposal to store the chairs used by the choir on the choir side of the sanctuary, and to hang a curtain from the edge of the blue wall to the outer wall of the Sanctuary to shield them from view.

I wish to go on record as opposing this proposal, on several grounds:

- 1) It will detract from the aesthetics of the Sanctuary.
- 2) It may possibly violate the county/state fire code by shielding from view the Exit sign, fire extinguisher and fire alarm (all on the back wall) and impeding the evacuation flow to the back doors in case of emergency.
- 3) It will impede access to the sound room during the service, and anyone who has to go back there to adjust the sound will call more attention to themselves than usual by having to open and close the curtain for access.
- 4) If it hangs too low, it could create a safety hazard.

I am not opposed to, and in fact would prefer, that the chairs be stored inside the window well on the far side of the piano (where the unused piano bench now sits) and covered with a quilt like they are now. They will be less noticeable and obtrusive there, and will not detract from the overall aesthetics of the Sanctuary.

**Joe Farruggia**  
**Worship Committee Chair**