

**Minutes of UUFSD Board Meeting
Tuesday, October 18, 2016, 7:00 pm
Rev. Meghan's Office**

Board Members present:

Alisa Guralnick, *President*
Mark Tuller, *Vice President*
Heather Stroud, *Secretary*
Rich Franzwa
Alison Schlick
Clint Stoddard

Also present:

Glen Bowden, *Treasurer*
Alison Crotty
Chris Butler
Adrienne McCord

Absent:

Rev. Meghan Cefalu, *ex officio*
Bob Quick

Alisa convened the meeting at 7:05 pm, Rich read opening words, the chalice was lit, and members checked in.

NEW ACTION ITEMS

-Board liaisons are asked to reach out to the core committees selected for thoughtful discussion in the coming months to set a date as follows:

- November: Music (Chris Lehman)
- December: Worship (Christie Turner)
- January: Team Generosity (Glen Bowden)
- February: RE (Alison Crotty and Linda Ochi)
- March: Social Action and Justice (Irv Himmelblau)
- April: Capital Campaign or Leadership Development, TBD

-Mark will convene a subcommittee to consist of the Secretary, former Secretary (Mark), and an Archivist (Clint) to plan how to implement the documentarian role in the Communications Committee discussion.

OLD ACTION ITEMS

-Rev. Meghan to reach out to other ministers to find out best practices for absentee voting.

DECISION ITEMS

Adoption of Minutes from September Board Meeting. Mark made a motion to approve the minutes, which was seconded by Rich and passed unanimously.

Approval of Draft Letter of Call and Ministry Agreement. After discussion, the Board adopted the following resolution:

RESOLUTION APPROVING DRAFT LETTER OF CALL AND MINISTRY AGREEMENT:

The Board of Directors upon motion made by Mark Tuller and duly seconded by Clint Stoddard, unanimously adopted the following resolution, October 18, 2016:

WHEREAS, the Negotiating Committee, consisting of Chris Butler, Alisa Guralnick, and Heather Stroud, drafted a Letter of Call and Ministry Agreement; and

WHEREAS, the Draft Letter of Call and Ministry Agreement is modeled after the 2012 template provided by the Unitarian Universalist Association, with modifications to reflect the practice and policies of the Fellowship, as noted on the Form to Record Changes;

NOW THEREFORE BE IT:

RESOLVED, the Draft Letter of Call and Ministry Agreement is approved.

INFORMATION ITEMS

Music Director Report. We have been having sound issues in the amphitheater. Currently there is no budget for new equipment. Chris has been working more than 15 hours/week consistently. The music program would benefit from an increase in the budget and reconvening the Music Committee to help with some of the workload.

Rev. Meghan's Report. Alison Crotty noted that the Beloved Conversations training is coming.

Administrator's Report. Membership is still hovering at 249.

RE Report. Alison noted that OWL will be offered for 4-6 year olds starting in January 2017, with orientation on December 4 or 10. The Board expressed general support for Alison's sabbatical request for Fall 2018 and encouraged her to work with Rev. Meghan to work out the details of covering the RE Director responsibilities during her absence.

Search Committee Update. Chris Butler gave an update on the settled minister search process and provided a checklist of steps for calling a minister (see attached). Time is of the essence to ensure that we are advertising our opening at about the same time as other congregations. The deadline to post is at the end of November. Chris noted that the Search Committee is getting a lot of questions about the selection process and will be emailing the congregation to explain.

Classroom Project Update. Clint reported that the Pinecones/YRUU plans were resubmitted to the building department. It appears that ADA compliance is the issue and not the Fire Department's brush clearing requirements. He anticipates the plans will be approved within a week which would allow the contractor to get started on the exterior improvements.

Leadership Development. Alisa has received leadership development information from Rev. Sarah Gibb-Millspaugh, and has discussed these materials with the Nominating Committee. The Nominating Committee was receptive and is changing its name to the Leadership Development Council (see letter attached). *Note:* when the Leadership Development Council is acting in its Nominating Committee role per the Bylaws, it will continue to be referred to as the Nominating Committee and follow the applicable procedures.

Memorial Wall. Mark thanked the Board for kick-starting the fundraising. To date, there are commitments for \$18,000, and more than \$7,000 in the account. This is enough to get the artist started on the next phase, and Barbara Blomgren has secured him to start in late 2016 or early 2017. Clint noted that we used to have a 3D model of the project and it would be a good idea to bring it back out and set up a tour of the artist's studio to get more support.

Finance. Glen reported that we are \$10k over budget in revenue collection, and \$10k over budget in expenditures. Glen has now paid the Southwest District UUA dues. He noted that the Sunday collection is a little low, but that may be because we only had one service over the summer. Pledge collection is at 103% of budget. He also noted that there is \$5,600 in the choir carryover fund.

Kitchen. Glen noted that there seem to have been some coffee hour glitches with not enough volunteers. Heather agreed that this has been an ongoing issue for some time. Currently, there is only one person on the Kitchen Committee (Debbie Ploeser) and more support is needed to keep the current level of service for coffee hour.

ITEMS FOR THOUGHTFUL DISCUSSION

Communications Committee. Adrienne and Mark led the discussion regarding the Communications Committee (see handouts).

-The Communications Committee is currently seeking a chair person(s) to support the Director of Connections. Staff and volunteers share duties.

-Mandate: To inform and engage our congregation and the wider community in a way that reflects our shared principles and passions. Heart based communications emphasized.

-Challenges:

- Divisions of responsibility as to who is doing what has created some confusion.
- A succession plan is needed for the quarterly newsletter.

-Goals:

- Finalize new Fellowship website.
- Develop monthly newsletter.

-Kudos to:

- Tiffany Fox for chairing the Committee. She stepped down in May.
- Mark Tuller for creating postcard used as mailer and for tabling.
- Irv Himmelblau for preparing the quarterly newsletter.
- Adrienne for working on the website re-do.

-Adrienne provided a preview of the new website she has been working on. It is intended to be more interactive. Having Alice take over the web maintenance role will save \$2400/yr. Adrienne will give access to a dummy site to a test group including the Board before it goes live.

The President declared the meeting adjourned at 9:10 pm. The next scheduled Board meeting is on Tuesday, November 15, from 7:00 to 9:00 pm at Rev. Meghan's office.

Respectfully submitted,
Heather Stroud, *Secretary*

Attachments:

- Agenda for October 2016 Board meeting
- Draft Letter of Call and Ministry Agreement and Form to Record Changes

- Minister's Report
- Administrator's Report
- RE Director's Report
- Music Director's Report
- Letter from Christie Turner to Board regarding Leadership Development Council
- Financials
- Communications Committee Description & Mandate with Volunteer Job Descriptions
- Online Communications and Social Media Policy
- CommComm Presentation

UUFSD Board Meeting Agenda October 18, 2016

1. Chalice Lighting and Check-in
2. Opening words (*Rich*)
3. Items for celebration; tracking success
4. Review and approve minutes and agenda from board retreat
5. Report on action items from last month
 - a. Information Items Monthly reports: RE, Admin, Dir. Of Connections, Rev. M
 - Sent via email; attach to minutes
 - Social Justice Action update: bringing a 'racial justice' program to UUFSD – “Beloved Conversations” structured program, train-the-trainer model, Feb 2017
 - b. Monthly reports, as needed, from Committees
 - c. Quick updates
 - Settled Minister Search Committee (Alisa)
 - Buildings and Grounds/ Renovations/ Stop Work/ CUP (Clint)
 - d. Leadership Development (from board retreat) – Alisa / Mark
 - PSWD support – Rev. Sarah Gibb Millspaugh
 - Nom Comm -> Leadership Dev't Council
 - e. Memorial Wall update- Mark
6. Short decision items, if any
 - a. Board review and discussion of Draft Letter of Call and Ministry Agreement (Chris Butler, Search Committee, with Heather, Alisa)

< Break for snacks >

7. Monthly Financial Review
8. Thoughtful discussion topic for the month:
 - a. Communications Committee / Adrienne, Mark
 - b. Scheduling discussions for committees/ areas of congregational life, for months November through April (May is for the budget)
 - Is there a / what is the mandate? Is the mandate being met? What does the committee/ staff person need to move forward?
 - List to include:
 1. RE ('professionalized' / staff)
 2. Music ('professionalized' / staff) - **November**
 3. Member engagement ('professionalized' / staff)
 4. Worship Committee- *TBD*
 5. Social Action & Justice
 6. Capital Campaign/ DreamFundors/Buildings & Grounds
9. Leftovers [second thoughts on things, items we forgot, etc.]
10. Review of action items/decisions
11. Items for next month's meeting
12. Who do we need to thank this month?
 - a. Memorial Wall donors

- b.
- 13. Process check and check out
- 14. Adjourn

Letter of Call and Ministry Agreement

Dear Rev. _____:

The Unitarian Universalist Fellowship of San Dieguito, hereinafter the Fellowship, and the Reverend _____, as Minister, hereinafter the Minister, jointly enter into this Letter of Agreement effective _____, 2017.

1. INTENTION

The intention of this Agreement is to set forth the responsibilities and obligations of the Minister to the Fellowship and of the Fellowship to the Minister as we seek to dwell together in peace, to seek the truth in love, and to serve one another and the larger community. It is recognized that no matter how carefully this Agreement is written and observed, the relationship between the Fellowship and the Minister must be grounded in open communication, mutual trust, good faith, and open and fair process on both sides.

Anti-Oppression Awareness: In calling a minister from a racial or cultural group historically under-represented in the Unitarian Universalist ministry, this congregation accepts its responsibility to continue to offer its members and minister(s) opportunities to increase their ability to function in a multiracial, multiethnic capacity and to address the systemic nature of oppression within Unitarian Universalism. On-going opportunities for growth and reflection will be offered to ensure the success of the professional ministry and will be scheduled in consultation with the Committee on Ministry.

2. EXPECTATIONS

2.1. Shared Leadership

2.1.1. The Minister and the Fellowship share responsibility for the leadership and ministry of the Fellowship. Achievement and maintenance of this collaborative relationship must likewise be shared. It is a relationship of discovery, of both self and other, in a context of mutuality.

2.1.2. The Fellowship looks to its Minister for spiritual leadership and initiative, for assistance in setting and articulating its vision, and for professional and inspired performance and oversight of the Fellowship's programs in collaboration with the Board of Directors and the Fellowship's committees.

2.1.3. The Minister will lead the Fellowship in the development and implementation of a plan for membership growth and retention.

2.2. Leadership Goals

Within the first six months of ministry, the Minister, Board of Directors, and Committee on Ministry will engage in a retreat for the purpose of arriving at specific understandings about the sharing of power and responsibility, goals for the coming year, and a plan for periodic review and renewal of the ministry of the congregation.

2.3. Pulpit and Worship Services

2.3.1. It is a basic premise of this Fellowship that the pulpit is free and untrammled. The Minister is expected to express his/her values, views, and commitments without fear or favor.

2.3.2. The Minister will be free of Sunday service responsibilities once per month.

2.3.3. The Minister will be responsible for all worship services, including seasonal celebrations and rites of passage, such as weddings, child dedications, and funerals and memorial services except those for which the Worship Committee assumes responsibility.

2.4. Services to Persons

2.4.1. The Minister will serve members in their needs for pastoral care, including crisis intervention and visitation of the homebound, sick, dying, and bereaved, both directly and in conjunction with the

Fellowship's own pastoral care program. The Minister will maintain awareness of her/his own limitations, and will refer members for professional counseling and other specialized services as appropriate.

2.4.2. The Minister will provide ceremonial services and counsel to members of the Fellowship without fee or honorarium. When such services are provided to nonmembers, such fee or honorarium may be set by and is the property of the Minister.

2.5. Services to the Board and Committees

2.5.1. The Minister will be an *ex officio* member without vote of the Board of Directors. The Minister will report to the Board at its regular meeting, bringing to its attention specific concerns as they arise.

2.5.2. The Minister will be an *ex officio* member without vote of all committees and task forces except the Nominating and Ministerial Search Committees and the Committee on Ministry, and will attend meetings of the Committee on Ministry except during executive session. The Minister will confer at least annually with each committee on how best to assist it. Attendance by the Minister at most committee meetings is welcome but not expected.

2.6. Community Activities

The Minister is encouraged to act in the community beyond the Fellowship on behalf of liberal religious values, and to inform the congregation of such action through periodic reports. When the Minister speaks in public, the Minister must clearly indicate that such speech is not on behalf of the Fellowship unless the Fellowship has otherwise authorized.

2.7. Relationship to Church Staff

2.7.1. The Minister is chief of staff.

2.7.2. The Minister participates in annual staff evaluations and recommends personnel actions to the Board of Directors. The Board and Minister will jointly decide on hiring, discharging, and changing compensation of church staff.

2.8. Office Hours and Days Off

2.8.1. The Minister will maintain regular and posted daytime or evening office hours at least three days per week, with other times available by appointment.

2.8.2. The Minister will maintain one day per week free of all Fellowship responsibilities and one additional day devoted to study and writing wherein the Minister shall be available only for emergencies.

2.9. Committee on Ministry / Transition Team

2.9.1. A Committee on Ministry or Transition Team will monitor and nurture the health of the ministry of the Fellowship.

2.10. Evaluation of the Ministry

An assessment of the work of the Minister and the ministry of the congregation will be conducted annually by the Committee on Ministry or Transition Team as part of a periodic review and renewal of the leadership and ministry of the Fellowship.

2.11. Minister's and Fellowship's Conduct

The conduct of the Minister and the Fellowship will be in accordance with the Code of Professional Practice and Guidelines for the Conduct of Ministry of the Unitarian Universalist Ministers Association.

3. COMPENSATION, PROFESSIONAL EXPENSES, AND BENEFITS

3.1. Salary plus Housing Allowance

3.1.1. The Fellowship will provide to the Minister a Salary of [For candidates with 0-5 years of experience, the salary range is from \$68,000 to \$73,000; for candidates with 5-10 years of experience, the salary range

is from \$74,000 to \$85,000; for candidates with 10 plus years of experience, the salary range is from \$86,000 to \$100,000].

3.1.2. The Board will consider the minister's request that a portion of Salary be designated Housing Allowance once the minister has ascertained the likely domiciliary costs to be incurred.

3.1.3. Salary (and housing [S&H]) shall be payable monthly on or before the fifteenth day of each month, beginning on _____, 2017. S&H shall be reviewed annually by the Finance Committee and the Board of Directors.

3.2. Other Benefits and Expenses

3.2.1. The Minister is required to participate in retirement, health, and group insurance plans. The Minister, together with all eligible employees, is covered by a long term disability insurance plan.

3.2.2. In lieu of employer's FICA, at 7.65 percent of S&H, payable monthly.

3.2.3. Retirement plan contributions made by due date to the Unitarian Universalist Organizations Retirement Plan and/or other appropriate retirement plan, of at least 10 percent of total Salary and Housing.

3.2.4. Insurance premiums:

3.2.4.1. Comprehensive medical insurance for the minister, 100 percent of premium (0 percent for spouse/partner and dependents)

3.2.4.2. Group disability insurance, 100 percent of premium (with premium taken as taxable income by minister)

3.2.4.3. Group term life insurance, 100 percent of premium

3.2.5. Professional and out-of-pocket expenses.

Reimbursable up to the greater of 10 percent of S&H or \$5,000, payable promptly on voucher by the minister in accordance with an Accountable Reimbursement Plan developed jointly by the Minister, President, and Treasurer. Other expenses for reimbursement include, but are not limited to, travel, automobile mileage, lodging, meals, incidentals, conference registration, entertainment, pulpit gowns, books, periodicals, dues, office equipment such as computers, and other continuing education events. It shall be the practice of the Fellowship to reimburse such expenses at the maximum rate allowed by the tax laws. Any items the purchase of which is reimbursed by the Plan shall be the property of the Minister.

3.3. Reallocation

The total cost to the congregation of salary and housing plus the additional benefits and professional expenses is \$_____. The Governing Board and the Minister may, upon mutual agreement, and before the beginning of a tax or employment year, allocate funds among various categories to provide the minister with an optimum array of benefits.

3.4. Annual Review of Compensation

3.4.1. The Board of Directors will review the Minister's compensation annually in consultation with the Committee on Ministry, Finance Committee, and Personnel Committee, and will recommend adjustments to the Fellowship, taking into consideration such factors as merit in meeting or exceeding expectations, increases in the cost of living, changes in the cost of benefits, and the financial means of the Fellowship.

3.4.2. The Fellowship shall consider such recommendations as a part of the normal budgeting process, and shall act upon them at the annual congregational meeting held for this purpose.

3.4.3. The Fellowship aspires to conform to the UUA Fair Compensation Guidelines for all staff members.

3.5. Annual Leave

3.5.1. The Minister will be relieved of all responsibilities and may be absent from the area for a total of eight weeks per year.

3.5.2. Four of these weeks will be taken as vacation. During vacation, should an emergency arise requiring the Minister's return, all costs of such return will be borne by the Fellowship.

3.5.3. Four of these weeks will be taken as study leave. During study leave, should an emergency arise requiring the Minister's return, all costs of such return will be borne by the Minister.

3.6. Denominational Service and Continuing Education

With the specific approval of the Board of Directors, the Minister may be relieved of all responsibilities and absent from the area for up to four Sundays annually, inclusive of General Assembly, for participation in UUMA chapter, Pacific Southwest District, and Unitarian Universalist Association functions and continuing education.

3.7 Sick, Medical, Disability, Birth/Adoption, and Family Leaves

3.7.1 Sick Leave: The Minister shall be credited with 10 sick days per calendar year each January 1, and with sick days on a prorated basis at the beginning of the initial partial year. Sick days are not carried forward and expire at the end of the calendar year. Sick leave may be used for the minister's illness or for the illness of a member of the minister's immediate family.

3.7.2 Short Term Disability Leave: Should the minister's illness, injury, or disabling condition continue after all accrued sick and vacation leave has been exhausted, the Fellowship shall place the minister on "Short Term Disability Leave." Short Term Disability Leave shall not extend beyond the earlier of either the commencement of long-term disability benefits or 90 days following the exhaustion of all sick and vacation leave. Vacation leave does not accrue during this period. During Short Term Disability Leave, the Fellowship shall continue to pay all employee insurance premiums (health, dental, life, retirement, and long term disability) as otherwise provided by this Agreement, and no less than 55 percent of the minister's salary and housing allowance. Short Term Disability Leave is offered in lieu of California-paid short term disability, which pays up to 55% of eligible income after a 7-day waiting period, for a period of up to six weeks. [see 4.1 for consequent termination]

3.7.3 Health and Dental Insurance at the Conclusion of Extended Medical Leave: At the conclusion of Extended Medical Leave, whether by approval for long-term disability benefits or by reaching the 90-day-limit, health and dental insurance premiums will be discontinued and the minister will be offered COBRA coverage if available.

3.7.4 Long Term Disability Leave: In the event the minister is approved for long-term disability benefits, the Fellowship will deem the minister actively at work and continue to pay the life insurance premium for an additional six months of transitional disability leave in accordance with the premium waiver provisions of the Group Life Insurance contract. Unless otherwise agreed to by both the Fellowship and the Minister, salary and housing shall not be paid during disability leave.

3.7.5 Family Leave: In the case of illness of a family member or the birth or adoption of a child, the Minister shall be granted unpaid leave consistent with California law. During periods of paid or unpaid leave, the Fellowship will continue paying premiums for health, dental, life, and long term disability insurance (in lieu of California Paid Family Leave, which pays up to 55% of eligible income after a 7-day waiting period, for a period of up to six weeks).

3.8. Sabbatical Leave

3.8.1. The Minister shall use sabbatical leave for study, education, writing, meditation, and other forms of professional and religious growth. Sabbatical leave accrues at the rate of one month per year of service, with leave to be taken after four but before seven years of service. No more than six months of sabbatical leave may be used within any twelvemonth period. The dates of the sabbatical plan must be approved by the Board of Directors at least one year in advance.

3.8.2. The Fellowship will continue full salary, housing allowance, and benefits during sabbatical leave. Professional expenses may be adjusted.

3.8.3. In the event of the Minister's resignation, termination, or retirement, unused sabbatical leave is not compensable.

3.8.4. The Minister agrees not to resign from full-time service to the Fellowship for a minimum of one year following the end of each sabbatical leave.

3.8.5. The Fellowship agrees to take no action on ministerial tenure during a sabbatical leave.

3.9 Relocation Expenses

The Fellowship will reimburse the Minister for reasonable relocation expenses of the Minister and immediate family to the area up to a maximum of \$5,000. Reasonable expenses include the services of a professional moving company, plus, automobile mileage, and transportation and temporary housing costs, but not meals. An estimate of the cost of the move shall be presented to the Treasurer in advance.

3.10. Intellectual Property

All notes, research, sermons, and other products of the minister's work shall be the sole property of the minister.

4. DISPUTE AND TERMINATION

4.1. The term of this agreement is indefinite. It will continue until the Minister provides the Fellowship with at least ninety days' notice of intent to resign or retire, or until the Fellowship provides the Minister with at least ninety days' notice of intent to dismiss, or until the long-term disability or death of the Minister.

4.2. Any dispute concerning the interpretation or performance of this Agreement or its validity or termination shall be solely and finally resolved by arbitration before, and under procedural rules established by a tribunal consisting of one Unitarian Universalist minister appointed by the Minister, one Unitarian Universalist minister appointed by the Fellowship's Board, and a third individual appointed by the first two arbitrators. The tribunal shall operate under procedural rules developed by the Unitarian Universalist Association's Ministries and Faith Development staff group.

4.3. A decision to dismiss the Minister shall be by majority vote by written ballot of all members of the congregation present and eligible to vote at a meeting called for that purpose at which a quorum is present.

4.4. At termination, accrued vacation will be compensated in the financial equivalent. Accrued study leave is not compensable.

4.5. In the event of dismissal, salary, housing allowance, and benefits will continue for three months.

4.6. In the event that the Minister's resignation is negotiated, salary, housing allowance, and benefits will continue for one month per year of service up to twelve months from the date of dismissal, or until the Minister has begun service in another position, if sooner.

4.7. The Minister may be dismissed with less than ninety days' notice, and without the severance payments described in Section 4.1 of this Agreement, if the Minister

4.7.1. is convicted of a felony

4.7.2. has his or her ministerial fellowship with the UUA terminated or suspended

4.7.3. is found by the governing committee of the Fellowship to have engaged in physically or sexually abusive acts toward a member of the Fellowship, a Fellowship employee, or a child, or

4.7.4. is found by the governing committee of the Fellowship to have grossly neglected her ministerial responsibilities under this Agreement and/or to have engaged in activities that bring the Fellowship and/or Unitarian Universalism into disrepute in the community.

5. AMENDMENT

5.1. The terms of this Agreement may be changed by mutual consent of the Minister and the Board of Directors, except that increases in Total Cost of Ministry, and changes in sabbatical and termination provisions require the approval of a majority of the Fellowship.

5.2. This Agreement will be reviewed at least every three years.

5.3. This Agreement is subject to the laws of the State of California and the bylaws of the Fellowship. It has been drawn, offered, and accepted in the spirit of the Principles and Purposes of the Unitarian Universalist Association.

6. OFFER

This Agreement represents an official offer to the Reverend _____ when the calling of said Minister is approved by the Fellowship and accepted by the Minister and shall become final upon the occurrence of all the following events:

- completion of a criminal record background check satisfactory to the Committee
- acceptance of this offer by the Minister
- calling of the minister by the Fellowship
- acceptance by the Minister of the call.

Date Offer Approved: _____

For the Fellowship: _____, President

Date Offer Accepted: _____

By: _____, Minister

Date Call Extended: _____

For the Fellowship: _____, President

Date Call Accepted: _____

By: _____, Minister

cc: District Executive Ministerial Transitions Director

UUA Transitions Office
Form to Record Changes from UUA/UUMA Recommended Ministerial Agreements

Background: The UUA and the UU Ministers' Association (UUMA) crafted joint recommendations on ministerial agreements. Agreements are sometimes altered without the awareness of prospective ministers and even of search committee members with negative consequences for both congregation and minister once the ministry is underway. In an effort to provide transparency and encourage good decision making during the negotiating process, we ask that you list any differences between your congregation's proposed contract and the recommended contract.

Instructions: A member of the Search Committee or Negotiating Team should complete this form, share it with the Board, and send it as an email attachment to the Transitions Office (transitions@uua.org) with a copy of the congregation's draft ministerial agreement.

The Transitions Office will need to receive this form, the draft ministerial agreement, the congregational survey, and your MSR's approval of your congregational record (CR) before releasing your CR for viewing by ministers in search.

Congregation (full name): *Unitarian Universalist Fellowship of San Dieguito*
City and State/Province: *Solana Beach, CA*
Expected Ministerial Start Date: *August 2017*
Percentage of Time 100% 75% 50% Other, (please specify)
Name of person submitting form: *Chris Butler* email: *chris.butler@thepegroup.com*
Role of person submitting form: *Search committee chair*
Search committee chair: *Chris Butler* email: *chris.butler@thepegroup.com*
Search committee co-chair: *Lisa Shaffer* email: *lrshaffer@roadrunner.com*
Board chair: *Allisa Guralnick* email: *aguralnick@yahoo.com*
Date form completed: *Oct. 11, 2016*

Are you making changes to any part of the ministerial agreement recommended jointly by the UUA and the UUMA?

- We are not making changes to any part of the recommended UUA/UUMA Contract.
- We have made changes to the recommended UUA/UUMA Contract. The Board and the search committee have reviewed the draft contract and are aware of these changes.

If changes have been made, please describe them in the correct section below. Each section corresponds to a section in the recommended ministerial agreement.

Section 1: Intention

- We have not made changes to this section.
- Yes, we have made changes to this section.

Changes are listed here:

Section 2: Expectations

(Shared Leadership, Leadership Goals, Pulpit and Worship Services, Services to Persons, Services to the Board and Committees, Community Activities, Relationship to Church Staff, Office Hours and Days Off, Committee on Ministry/Transition Team, Evaluation of the Ministry, Minister's and Congregation's Conduct)

- We have not made changes to this section.
- Yes, we have made changes to this section.

Changes are listed here: Retreat will be in first 6 months, and not necessarily with an outside facilitator or overnight. 2.1.3 added regarding the minister's role in leading the Fellowship in membership growth and retention. Evaluation of the ministry will be done annually.

Section 3: Compensation, Professional Expenses, and Benefits

(Salary plus Housing Allowance, Other Benefits and Expenses, Reallocation, Annual Review of Compensation, Annual Leave, Denomination Service and Continuing Education, Sick/Medical/Disability/Birth Adoption/Family Leave, Sabbatical Leave, Relocation Expenses, Intellectual Property)

- We have not made changes to this section.
- Yes, we have made changes to this section.

Changes are listed here: 100% of Minister's medical insurance premium is paid by Fellowship, but not of spouse/partner and dependants. Added: The Fellowship aspires to conform to UUA Fair Compensation Guidelines. Sick days expire at the end of each calendar year. Parental leave is unpaid and consistent with California law. Sabbatical fund section deleted. Family leave section deleted and integrated into parental leave section. Extended Medical leave changed to Short Term Disability leave with salary and housing paid at 55%.

Section 4: Dispute and Termination

- We have not made changes to this section.
- Yes, we have made changes to this section.

Changes are listed here: A decision to dismiss the Minister will be by written ballot. The reference to parsonage is deleted.

Section 5: Amendment

- We have not made changes to this section.
- Yes, we have made changes to this section.

Changes are listed here:

Section 6: Offer

- We have not made changes to this section.
- Yes, we have made changes to this section.

Changes are listed here:

Additional Comments:

Report to the Board of Directors
Rev. Meghan Conrad Cefalu
October 17, 2016

Greetings Friends,

Things are humming along at a good clip at UUFSD as we get into the fall. I have not been in the pulpit as much as I like to this month. It seems the only weekend that worked well for the Beyond Categorical Thinking workshop/service was this last Sunday, which makes 3 Sundays in a row in which I'm not preaching. I miss you all, and I hope the weekend went well! I had the rare opportunity to visit another UU congregation and got my worship on at First UU.

Over the 8th-10th I attended the School of the Americas Watch demonstration/rally at the border in Nogales, AZ. The SOAW raises awareness of and is trying to close the School of the Americas, which teaches torture techniques, like waterboarding, used by the US and other nations around the world. This year the SOAW moved the demonstration to the Mexican border to bring more attention to the militarization of the border itself and dehumanization of immigrants. If you are curious here is a link to the organization: <http://www.soaw.org/>. I had a rich experience and will share it with the congregation.

I am delighted to share with the Board that the Racial Justice subgroup of the Social Action Justice committee of UUFSD has decided to embark on one of the best programs for discussing race/racism that I know of. It is called Beloved Conversations and was created by a professor at Meadville Lombard Theological School (one of the two UU seminaries), Rev. Mark Hicks. From the website: "Beloved Conversations is an experiential curriculum that provides a space to re-form/fuse the brokenness of racism into new patterns of thought and behavior ushering in social and spiritual healing. New ways of being are learned through the actions of conversation and probing dialogue." I have experienced some of the program myself and after experiencing several other programs/curriculums I can say this one is exceptional. We are tentatively planning for a trainer from the program to come in February to train a group of facilitators. The facilitators will then each lead an 8-session program with a small group from our congregation. Robin Sales is heading up this subgroup and she and I are in the process of identifying who would be good to ask to facilitate. Both the Palomar congregation and possibly Pilgrim UCC will participate in this training with us and run the program in their congregations. More info is here: <http://www.meadville.edu/beloved>.

It continues to be a delight to serve as your minister. Thank you each and all for all your dedicated service to this congregation and, in so doing, to the essence of Love itself.

Blessings,

Rev. Meghan

ADMINISTRATOR'S REPORT TO THE BOARD – OCTOBER 2016

MEMBERSHIP STATISTICS

Total number of members:	249
Members emeritus:	6
Pledging friends:	9
Friends:	43

As of 10/12/16 - Total number of members, pledging friends and friends: 307

SUNDAY ATTENDANCE 9/11/16 – 10/9/16

Date	Age Group	9:00am	11:00am
September 11	Adult	Envelope was never turned in	
	Child		
	Teen		
	Staff		
September 18	Adult	32	103
	Child	??	8
	Teen	2	12
	Staff	10	4
September 25	Adult	36	93
	Child	8	14
	Teen	2	4
	Staff	5	5
October 2	Adult	54	118
	Child	7	???
	Teen	2	3
	Staff	5	5
October 9	Adult	36	92(?) hard to read
	Child	7	Not counted
	Teen	3	Not counted
	Staff	6	Not counted

SITE USE AND RENTALS

A life celebration on October 23rd for member Stuart Smith

A full wedding rental on November 12th for non-members – total rental \$2,250

Other: Brynn Craffey is moving out of state and has left the Fellowship.

Respectfully submitted,
Tracey Weiss
Congregational Administrator

RE Board Report October 2016

Classes are going well and I am pleased about the progress of the curriculum. I will get the attendance numbers of the first two months, next time.

We are looking forward to having the construction done, but are able to use the YRUU room, so that is really good.

Exciting news is that one of our prospective new members, Ernie (can't remember last name at the moment), is OWL trained in K-1, 4-6, Junior High and Senior High, as well as Adult! We will be offering Kindergarten -1st grade starting in January! I will be assisting Ernie, and am looking for a person to facilitate the consecutive parent class.

Hello Alisa and Board:

Here is a brief music report.

1. Choir is going well, with 2 more new singers, one from outside of the Fellowship - we are up to 30 singers.
2. The outside sound is challenging. Mics are cutting out, and it is unclear as to why this is happening. Theories include poor connections, e.g. possibly new cords are needed; moisture in the outside box; ants in the boxes. I am working with the sound staff, Stu Anderson and Ken Schultz on these problems. It is not clear what needs to be done as of now. Additionally, we have tried various sound set ups to mic the choir. Especially as it is a bigger group, our one choir mic is not sufficient. I am working with Caroline to determine the best set up and our needs. I suspect that we will be asking for 3 new heavy duty mic stands and 2 new mics. There is also a need to coordinate with the new construction plans - I have not begun a discussion on this yet. Our Founder's hall sound training is scheduled for Oct. 30 after services.
3. My hours are significantly over 15 hours per week on a regular basis. I am looking at ways to give more music jobs to volunteers, I also feel that music is underfunded, and this is something that I hope the Board will consider going forward.

Respectfully yours,

Chris Lehman

Greetings! This month was continuation/ fruition of summer projects. Specifically Concert Across America gun violence prevention event- A great awareness raiser which resulted in our fellowship being mentioned in the news six times. Also organizing the NonViolent Communication class which started last week, (over a dozen registered for this month long workshop series!) and hosting a CommComm meeting.

I'm continuing a few visitors on their path to membership including hosting an orientation last Sunday. TBH-Lower turnout than hoped, but rich engagement.

We have a new member workshop next Saturday with five people RSVPd thus far. Rev Meghan and I scheduled to occur right before the Willige potluck event. This will be our first intergenerational Halloween event of this kind and we are very excited.

Working with volunteers on projects including: hospitality (greeters/kitchen/ambassadors), the nominating committee transition into leadership development, and with the fun and fellowship committee so that we continue our once a month Friday night fun activities going into spring.

Have been working on the communications committee and will be presenting on that during the Board of Directors meeting this month with Mark Tuller.

See you soon, Adrienne.

To: Alisa Guralnick, UUFSD Board, Rev Meghan

From: Christie Turner

RE: Leadership Development Council

Report of meeting on October 11, 2016.

Present: Adrienne McCord, Alisa Guralnick, Mark Tuller, Alejandra Hoffman-Chan, Christie Turner.

The meeting was initiated by a board request for some assistance in filling open volunteer vacancies for committees at UUFSD. The conversation broadened to changing the culture so that we are creating a community where leadership development is part of the spiritual path.

To this end the Nominating Committee requests a name change to Leadership Development Council.

In addition to identifying current vacancies and assisting Adrienne and the board to fill them, the Leadership Council will increase its own membership beyond, Alejandra, Diane Masser-Frye, and Christie with the objective of making longer term plans to mentor, support, and train new leaders.

This is in line with a wider denominational movement to create a paradigm shift so that all members regard developing their skills in volunteerism as part of their spiritual journey. Adrienne suggest "Time Tithing" so that in addition to contributing financial that members also contribute their time and talents.

We may implement a twice yearly program during which fellowship leaders serve dinner to approximately twenty invited members who are deemed potential new leaders. Dinner on Friday evening includes storytelling about the value of serving, and benefits of becoming more connected. The program continues for half day on Saturday when church governance, ongoing programs, and future plans are explained and brainstormed.

Other types of leadership mentoring will be created and might include Serving With Grace classes, leadership skills assessment tools such as Meyers-Briggs, one-to-one mentoring into specific leadership positions, and classes for new members.

Next steps are to seek members for current committee vacancies and to draft plans for future events. Hopefully some other members will join the Leadership Development Council.

The Unitarian Universalist Fellowship of San Dieguito
Balance Sheet
 As of September 30, 2016

	<u>Sep 30, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
WF \$ Market Savings x1459	8,689.46
WF \$ Market Savings x1974	5,783.62
WF Bus Chkg x3757	281,391.30
Vanguard Money Market	38,902.01
Vanguard GNMA	418,370.59
Total Checking/Savings	<u>753,136.98</u>
Accounts Receivable	
Accounts Receivable	241,852.58
Capital Campaign Pledges	539,824.46
Total Accounts Receivable	<u>781,677.04</u>
Other Current Assets	
Prepaid Expenses	92.83
Undeposited Funds	1,242.00
Total Other Current Assets	<u>1,334.83</u>
Total Current Assets	<u>1,536,148.85</u>
TOTAL ASSETS	<u>1,536,148.85</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	508.75
Total Accounts Payable	<u>508.75</u>
Other Current Liabilities	
Payroll Liabilities	
LIA.PER.01 Payroll Taxes	2,713.56
Medical Liability	-240.63
UUA Pension Liability	1,241.26
Payroll Liabilities - Other	2,351.88
Total Payroll Liabilities	<u>6,066.07</u>
Total Other Current Liabilities	<u>6,066.07</u>
Total Current Liabilities	<u>6,574.82</u>
Total Liabilities	6,574.82
Equity	
Pledge Prepayments	6,605.00
Dividend Income	7,150.15
Gains/Losses from Investments	-4,982.36
FND.SPG.01 - Spirit Grant Fund	
FND.SPG.02 - Initial Grant	100,000.00
FND.SPG.03 - D. of C. Wages	-27,355.81
FND.SPG.04 - D.o C.ER PayTaxes	-2,072.26
FND.SPG.05 - D..of C. Benefits	-769.22
FND.SPG.06 - D. of C. Expenses	-2,500.60
FND.SPG.10 - Bathroom	21,031.25
Total FND.SPG.01 - Spirit Grant Fund	<u>88,333.36</u>
Opening Balance Equity	-1,813.82
Permanent Restricted	
FND.PGE.01 - Endowment Fund	9,410.10
Total Permanent Restricted	9,410.10

2:38 PM

10/08/16

Accrual Basis

The Unitarian Universalist Fellowship of San Dieguito
Balance Sheet
 As of September 30, 2016

	Sep 30, 16
Temp. Restricted	
Reserves (pe J.Penny)	
RES.AFR.01 - Appliance & Furn.	1,329.09
RES.BAG.01 - B&G Reserve	20,684.90
RES.SAB.01 - Sabbatical Reserve	455.96
RES.SND.01 - Sound Reserve	-117.79
Total Reserves (pe J.Penny)	22,352.16
Building Funds	
FND.CAP.01 - Capital Campaign	
FND.CAP.02-Cap Campaign Income	1,625,422.49
FND.CAP.03-Cap Campaign Expense	-504,046.10
Total FND.CAP.01 - Capital Campaign	1,121,376.39
Total Building Funds	1,121,376.39
Other Funds	
FND.LIB.02 - Lib Improv't Fund	250.00
FND.COF.02 -Coffee Fund	-691.06
FND.CON.02 - Concert Fund	1,320.43
FND.DBN.02 - DeBenneville Pines	2,629.26
FND.DRE.02 - DRE Discre. Fund	1,174.01
FND.HFH.02 - Casas de Luz	33,995.08
FND.JRU.02 -JRUU Fund	1,100.11
FND.MIN.02 - Min. Discr. Fnd.	2,478.29
FND.MWL.02 - Memorial Wall Fnd.	5,843.04
FND.REL.02 - RE Special Fnd.	2,600.00
FND.SAC.02 - SAC Schlrship/Art	626.43
FND.SPC.02 - Spcl. Coll. Fnd.	977.00
FND.YOU.02 - Youth Scholarship	2,764.00
FND.YRU.02 - YRUU Fund	312.81
Total Other Funds	55,379.40
Committee Funds	
COM.SUN.04 - Worship Comm C/O	311.47
COM.ADL.04 - Adult Prms C/O	442.20
COM.SAC.04 SAC C/O	
Backpack Fund	112.31
Human Rights	2,442.53
Total COM.SAC.04 SAC C/O	2,554.84
COM.MUS.04 Choir/Music C/O	645.64
COM.LIB.04 Library Comm. Carryo	2,653.03
COM.CNX.04 Joy Comm. C/O	504.69
Total Committee Funds	7,111.87
Total Temp. Restricted	1,206,219.82
Unrestricted Net Assets	12,292.30
Net Income	206,359.48
Total Equity	1,529,574.03
TOTAL LIABILITIES & EQUITY	1,536,148.85

UUFSD
PROFIT & LOSS BUDGET VS ACTUAL
JULY - SEPTEMBER, 2016

	<u>Jul - Sep 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Income					
Fundraising					
REV.AUC.01 - Auction Income	1,805.00	0.00	1,805.00	100.0%	16,000.00
REV.MIS.01 - Fundraising Income	0.00	0.00	0.00	0.0%	8,000.00
REV.MIS.05 - Luncheon Income	0.00	300.00	(300.00)	0.0%	3,000.00
Total Fundraising	1,805.00	300.00	1,505.00	601.67%	27,000.00
Interest Income	0.15	0.00	0.15	100.0%	0.00
Pledges					
REV.PLG.01 -Pledge Current Yr	76,468.83	74,307.00	2,161.83	102.91%	297,228.00
Total Pledges	76,468.83	74,307.00	2,161.83	102.91%	297,228.00
RE Program Income					
REV.REL.01 RE Donations	0.00	126.00	(126.00)	0.0%	500.00
REV.REL.02 COA/OWL Fees	0.00	187.50	(187.50)	0.0%	750.00
RE Program Income - Other	40.00				
Total RE Program Income	40.00	313.50	(273.50)	12.76%	1,250.00
REV.MIS.04 Misc. Contributions	7,693.00	2,130.00	5,563.00	361.17%	8,500.00
REV.SUN.01 - Sunday Collection	2,391.85	3,249.99	(858.14)	73.6%	13,000.00
Scripp Sales	4.55	37.50	(32.95)	12.13%	150.00
Site Rental					
REV.SIT.01 Sandy Hill	8,191.40	7,374.99	816.41	111.07%	29,500.00
REV.SIT.03 - Site Use Contrib.	454.86	937.50	(482.64)	48.52%	3,750.00
REV.SIT.02 - Spc. Evt. Rent	2,450.00	937.50	1,512.50	261.33%	3,750.00
Total Site Rental	11,096.26	9,249.99	1,846.27	119.96%	37,000.00
Total Income	99,499.64	89,587.98	9,911.66	111.06%	384,128.00
Expense					
Boards & Committees					
COM.FND.03 Fundraising Comm. Ex	0.00	125.01	(125.01)	0.0%	500.00
COM.SAC.03 Social Action Comm.	600.37	630.00	(29.63)	95.3%	2,520.00
COM.PUB.03 Publicity Exp.	749.07	702.99	46.08	106.56%	2,812.00
COM.PCC.03 Pastoral Care Comm.	0.00	67.50	(67.50)	0.0%	270.00
COM.MUS.03 Choir & Music Exp.	348.70	337.50	11.20	103.32%	1,350.00
COM.MEM.03 Membership Comm Exp.	21.59	247.50	(225.91)	8.72%	990.00
COM.FNF.03 Fun & Fellowship	0.00	135.00	(135.00)	0.0%	540.00
COM.BRD.03 Board Expenses	0.00	60.00	(60.00)	0.0%	250.00
COM.SUN.03 Worship Comm.	12.13	440.01	(427.88)	2.76%	1,760.00
Total Boards & Committees	1,731.86	2,745.51	(1,013.65)	63.08%	10,992.00
Administration Expenses					
OPS.ADM.01 Postage	253.90	174.99	78.91	145.09%	700.00
OPS.ADM.02 Office Supplies	497.78	750.00	(252.22)	66.37%	3,000.00
OPS.ADM.03 Copier	1,632.97	1,418.76	214.21	115.1%	5,675.00
OPS.ADM.05 Telephone & Internet	1,257.75	999.99	257.76	125.78%	4,000.00
OPS.ADM.06 Adm. Mileage Exp	25.92	50.01	(24.09)	51.83%	200.00
OPS.ADM.07 Misc. Supplies	33.79	125.01	(91.22)	27.03%	500.00
Total Administration Expenses	3,702.11	3,518.76	183.35	105.21%	14,075.00

	<u>Jul - Sep 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
UUFSD					
PROFIT & LOSS BUDGET VS ACTUAL					
JULY - SEPTEMBER, 2016					
	<u>Jul - Sep 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Denomination Expenses					
OPS.DEN.04 - Cluster Dues	0.00	0.00	0.00	0.0%	500.00
OPS.DEN.02 - PSWD Dues	6,526.00	0.00	6,526.00	100.0%	6,526.00
OPS.DEN.01 - UUA dues	0.00	0.00	0.00	0.0%	5,000.00
Total Denomination Expenses	6,526.00	0.00	6,526.00	100.0%	12,026.00
Finance Expenses					
OPS.FIN.02 Bookkeeping Supplies	98.54	180.00	(81.46)	54.74%	725.00
OPS.FIN.06 Credit Card Fees	328.52	465.00	(136.48)	70.65%	1,860.00
OPS.FIN.05 Other Finance Exp.	6.00	75.00	(69.00)	8.0%	300.00
OPS.FIN.04 Pledge Campaign Exp.	0.00	0.00	0.00	0.0%	0.00
OPS.FIN.03 Accounting Fees	2,353.75	1,749.99	603.76	134.5%	7,000.00
OPS.FIN.01 Payroll Fees	96.25	0.00	96.25	100.0%	0.00
OPS.INT.01 UUA Loan Expense	0.00	0.00	0.00	0.0%	0.00
Total Finance Expenses	2,883.06	2,469.99	413.07	116.72%	9,885.00
Religious Exploration					
COM.REL.03 RE Program Exp.	797.73	999.99	(202.26)	79.77%	4,000.00
COM.OWL.03 COA/OWL Exp.	261.35	187.50	73.85	139.39%	750.00
Total Religious Exploration	1,059.08	1,187.49	(128.41)	89.19%	4,750.00
Site Operations					
OPS.SIT.10 Audio/Visual Exp.	0.00	75.00	(75.00)	0.0%	300.00
OPS.SIT.06 Monitoring Services	0.00	0.00	0.00	0.0%	0.00
OPS.SIT.03 Gas & Electric	1,008.54	1,162.50	(153.96)	86.76%	4,650.00
OPS.SIT.07 B&G Maintenance	3,246.17	1,412.49	1,833.68	229.82%	5,650.00
OPS.SIT.01 Property Insurance	0.00	0.00	0.00	0.0%	3,990.00
OPS.SIT.02 Real Estate Taxes	0.00	0.00	0.00	0.0%	3,690.00
OPS.SIT.05 Water	882.15	513.51	368.64	171.79%	2,054.00
Total Site Operations	5,136.86	3,163.50	1,973.36	162.38%	20,334.00
Payroll Expenses					
PER.MIS.01 Misc. Personnel	0.00	20.00	(20.00)	0.0%	200.00
PER.SIT.07 Worker's Comp Ins.	2,769.77	3,000.00	(230.23)	92.33%	3,000.00
PER.SIT.12 - ER Payroll Taxes	383.53	411.99	(28.46)	93.09%	1,648.00
Site Support Staff					
PER.SIT.01 -Childcare Wage	1,252.59	881.25	371.34	142.14%	3,525.00
PER.SIT.02 - Custodian	1,400.00	1,425.00	(25.00)	98.25%	5,750.00
PER.SIT.03 - Site Caretaker	891.92	1,192.50	(300.58)	74.79%	4,770.00
PER.SIT.04 - Special Event Wage	0.00	0.00	0.00	0.0%	0.00
PER.SIT.09 - Sound Technician	2,463.75	1,875.00	588.75	131.4%	7,500.00
PER.SIT.10 - Youth Support	0.00	0.00	0.00	0.0%	0.00
PER.SIT.11 - Lead Teach & Asst.	405.00	1,436.25	(1,031.25)	28.2%	5,745.00
Total Site Support Staff	6,413.26	6,810.00	(396.74)	94.17%	27,290.00
Congregational Administrator					
PER.OFF.01 Cong. Adm. Wages	9,177.00	8,651.49	525.51	106.07%	34,606.00
PER.OFF.02 Cong. Adm. UUA Pens.	864.50	864.99	(0.49)	99.94%	3,460.00
PER.OFF.03 - ER Payroll Taxes	768.18	661.74	106.44	116.09%	2,647.00
PER.OFF.04 Cong. Adm. Medical	2,767.03	2,905.50	(138.47)	95.23%	11,622.00
PER.OFF.07 Cong. Adm LTD Ins	0.00	86.49	(86.49)	0.0%	346.00
PER.OFF.08 - Admin. Prof. Exp.	0.00	50.01	(50.01)	0.0%	200.00

	<u>Jul - Sep 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
UUFSD					
PROFIT & LOSS BUDGET VS ACTUAL					
JULY - SEPTEMBER, 2016					
	<u>Jul - Sep 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Total Congregational Administrator	13,576.71	13,220.22	356.49	102.7%	52,881.00
Music Expenses					
PER.MUS.03 - Benefits	176.70				
PER.MUS.11 Accompanist Wages	600.00	1,800.00	(1,200.00)	33.33%	7,200.00
Choir Director					
PER.MUS.01 Choir Director Wage	4,738.44	4,400.01	338.43	107.69%	17,600.00
PER.MUS.02 Choir Dir. Prof. Exp	0.00	312.51	(312.51)	0.0%	1,250.00
Total Choir Director	4,738.44	4,712.52	25.92	100.55%	18,850.00
Music ER Payroll Tax	408.38	474.24	(65.86)	86.11%	1,897.00
Total Music Expenses	5,923.52	6,986.76	(1,063.24)	84.78%	27,947.00
Director of RE					
PER.DRE.01 DRE Wages	14,000.00	12,999.99	1,000.01	107.69%	52,000.00
PER.DRE.02 DRE - UUA Pension	1,211.56	1,299.99	(88.43)	93.2%	5,199.96
PER.DRE.03 - ER DRE Payroll Tax	1,069.84	994.50	75.34	107.58%	3,978.00
PER.DRE.04 DRE Medical	3,068.10	1,877.25	1,190.85	163.44%	7,509.00
PER.DRE.05 DRE Dental	180.95				
PER.DRE.06 DRE Life Ins.	58.68	82.74	(24.06)	70.92%	331.00
PER.DRE.07 DRE LTD Ins.	134.45	129.99	4.46	103.43%	520.00
PER.DRE.09 DRE Professional Exp	395.00	624.99	(229.99)	63.2%	2,500.00
Total Director of RE	20,118.58	18,009.45	2,109.13	111.71%	72,037.96
Minister Expense					
PER.MIN.09 - Sett'd Min Search	1,851.53	1,250.01	601.52	148.12%	5,000.00
Minister Benefits					
PER.MIN.00 in Lieu of FICA	1,606.50	1,683.00	(76.50)	95.46%	6,732.00
PER.MIN.02 Minister Housing	8,076.95	7,500.00	576.95	107.69%	30,000.00
PER.MIN.03 Minister UUA Pension	2,260.65	2,199.99	60.66	102.76%	8,800.00
PER.MIN.04 Minister Medical	3,129.49	2,906.01	223.48	107.69%	11,624.00
PER.MIN.06 Minister Life Ins.	0.00	0.00	0.00	0.0%	0.00
PER.MIN.07 Minister LTD Ins.	0.00	219.99	(219.99)	0.0%	880.00
PER.MIN.08 Minister Profess. Ex	585.33	1,250.01	(664.68)	46.83%	5,000.00
Total Minister Benefits	15,658.92	15,759.00	(100.08)	99.37%	63,036.00
Minister Wages					
PER.MIN.01 Minister Salary	14,276.92	14,499.99	(223.07)	98.46%	58,000.00
Minister Wages - Other	1,338.47				
Total Minister Wages	15,615.39	14,499.99	1,115.40	107.69%	58,000.00
Total Minister Expense	33,125.84	31,509.00	1,616.84	105.13%	126,036.00
Payroll Expenses - Other	0.00				
Total Payroll Expenses	82,311.21	79,967.42	2,343.79	102.93%	311,039.96
Reserves					
RES.BAG.01 - B&G Reserve	0.00	249.99	(249.99)	0.0%	1,000.00
Total Reserves	0.00	249.99	(249.99)	0.0%	1,000.00
otal Expense	103,350.18	93,302.66	10,047.52	110.77%	384,101.96
et Income	(3,850.54)	(3,714.68)	(135.86)	0.00	26.04

UUFSD Communications Committee

PURPOSE: To inform and engage our congregation and the wider community in a way that reflects our shared principles and passions. Heart based communications emphasized.

MEMBERSHIP AND MEETINGS: Membership is voluntary and/or solicited. Most members hold specific roles.

MEETING SCHEDULE: Quarterly meetings, with sub-groups meeting as needed. Spontaneous, fun get-togethers highly encouraged.

TERM LIMITS: Chairperson(s) may serve two consecutive fiscal years.

UUFSD COMMUNICATION RESPONSIBILITIES:

1. Maintain (and help continually develop) the overall look and message for internal and external communications, including the *newsletters (weekly and quarterly)*, the website, print materials (brochures and flyers), newspaper ads and other media advertising articles and press releases.

Internal Communications:

- o Work with individual committees to develop brochures for their programs (if relevant) and provide communications support for special events and activities.
- o Gather, edit and layout submissions to publish the quarterly newsletter and the weekly e-bulletin
- o Work with the Membership Committee to keep New Visitor communications relevant and inviting. Including updating seasonally with current UU related news and/or brochures/flyers.

External Communications:

Website

- o Work with individual committees to develop their presence on the website.
- o Use material from newsletters, and affiliated organizations to keep the website updated both with articles and calendar events.
- o Develop and maintain the website to make it as visitor friendly as possible with the goal of educating visitors about Unitarian Universalism and UUFSD and getting visitors to visit the congregation in person.
- o Perform technical maintenance and backup of the website.

Social Media

- o With congregation 'branding' in mind: Match social media outlets with website and event activity. Utilize Facebook, Twitter and (soon)

Instagram and Snapchat for more casual, responsive and interactive congregation communications.

- Use material from newsletters, and affiliated organizations to keep the social media activity updated both with articles and calendar events.
- Use Social Media for engaging with members, outlet for joys/sorrows, inform and update; encourage attendance at events and services. Use graphics, photos and videos!

Public Relations and Advertising

- Submit newspaper ads to local north county coastal and SD County publications, especially calendars.
- Develop flyers, posters and banners for use within the local community to advertise/announce events and programs at UUUFSD; working closely with committees and event organizers to promote the congregation itself, special programs and concert series, and other events that occur at UUUFSD.

Administrative/Shared Leadership

- Prepare an annual report to present to the members and BOD at the end of each fiscal year covering completed and ongoing projects and future projects for consideration.
- Develop and submit budget for each fiscal year and track expenses for reporting to the Finance Committee as needed.

SPECIFIC JOB DESCRIPTIONS:

Communications Committee Co-Chair(s): (Help Wanted)

Supporting Director of Connections, Adrienne McCord and the BOD to: Lead communications committee in its strategy and tactical execution of public relations, the website and existing communications programs; and evaluate and recommend new programs to meet the needs of the congregation.

Responsibilities:

- Convene and chair quarterly committee meetings; prepare agenda
- Assign Committee projects as needed to volunteers and liaisons
- Work with Committee leaders to establish communication plans/calendars
- Create annual summary of events and budget for new year. (with help from staff)

Facebook Administrator (Marylou Gibson)

Position Summary: Update and monitor the Fellowship Facebook pages

Responsibilities :

- Monitor the Facebook page for appropriate content
- Add relevant content and pictures to the Facebook page
- Work with Fellowship Blogger to re-post website material.

Skills Required:

- Computer and Facebook skills
- Must be made an administrator for each page by another administrator

Social Media Administrator Twitter and Instagram- (Help Wanted)

Create, post relevant and timely material on social media. Create a calendar to auto-post with relevant and related fellowship activities.

Job Description for Podcasting Facilitator (Robin Mitchell)

Position Summary

Posting podcasts of worship services on fellowship website

Responsibilities

- Retrieve SD card from the recording device each Sunday or when available, be sure to put in a new SD card in the recording device
- Download Worship service to your computer.
- Edit worship service
- Post on fellowship website.
- Check to make sure recording came out correctly

Skills Required

- Computer skills
- Training on software and websites
- Have access to fellowship to retrieve SD Card.

Job Description for Webmaster (Alice B. *starting soon*)

Position Summary

Keep the fellowship website running, backed up, and updated. Enhance as time permits.

Responsibilities

Keep the website up. (Usually doesn't require any time.) Work with the hosting company as needed to resolve problems. Renew the website hosting.

Backup the website.

Customize the website as requested by leadership (as time permits). This could be as simple as changing the sliding photos, or it could involve installing a plugin to add a new capability (eg photo gallery).

Provide training (with Adrienne) on the WordPress dashboard. Encourage staff and lay leaders to do their own posting, editing, etc., and provide training on how to do that. Help with postings when necessary (e.g. formatting).

Job Description for Website Editor (Adrienne, Tracey and possibly Co-Chairs)

Position Summary: Create and maintain content on the fellowship website.

Job Responsibilities: Create and maintain content on the fellowship website. Respond to comments and complaints about the content. Post News items.

Skills Required: Ability to use the WordPress dashboard. Clear writing, Some research skills, organizational skills, knowledge of fellowship culture and sensitivities, knowledge of HTML.

Looking for immediate help for new website. Some things I'm working on:

- Establishing website architecture (parent pages, child pages) according to website best practices
- Write and edit new, original website content; cut and paste web copy that is current and relevant.

Job Description for Fellowship Blog Poster (Help Wanted)

Position Summary: Maintain the fellowship blogs on new website. Ideally this consists of receiving monthly updates from minister and committees, and posting them on the web site around the beginning of the upcoming month. Can also write your own monthly blog if desired! Creativity welcomed.

Job Responsibilities:

Receive the following content each month and add a post for each item to the website around the beginning of the upcoming month.

- Minister's Blog
- Religious Exploration Blog (work with Alison on this)
- Any adult RE upcoming events
- Other blog entries (varies by month)

Skills Required: Internet access, very basic computer skills (copy and paste, filling out online forms), a sense of what "looks right."

Job Description for Quarterly Editor (Help Wanted)

Position summary: Publish the fellowship quarterly newsletter.

Tasks: Remind contributors to turn in relevant content by deadline, especially leadership. Review, update, edit and format content, using editing/publishing software. Post newsletter on website and send to readership via email. Print out 50 color copies for Welcome/Visitor packets.

Skills Required: Computer skills, permission to post to fellowship website and Constant Contact. (Tracey can help with the emailing and printing)

Job Description for Documentarian (Help Wanted)

Position Summary

Store all important fellowship documents

Responsibilities: Store and organize the following types of documents

- Minutes of meetings of the BOD
- Core documents (Bylaws, Mission Statement, etc.)
- Policies and Procedures
- Committee descriptions
- Job descriptions
- Contracts
- Techie How To's

Skills required:

- Basic computer skills
- Organizational skills

ONLINE COMMUNICATIONS / SOCIAL MEDIA POLICY

A. GENERAL GUIDELINES FOR ALL PARTICIPANTS IN UUFSD SOCIAL MEDIA

These guidelines are for anyone who posts to any “social media”: i.e. any channel for online publication and commentary, This policy is not intended to regulate interactions on any specific site, but to provide general guidelines.

1. **Be ambassadors for UUFSD.** Adult members and friends of UUFSD interacting on these sites are effectively representatives of UUFSD, whether they are volunteer or paid staff.
2. **Remember the seeker; practice hospitality.** Always remember that an UUFSD social media site maybe a seeker’s first experience of UUFSD. **So please be warm and welcoming**, informative, and responsive; representatives of our shared Unitarian Universalist principles, ideals and values.
3. **All social media is public space. Treat it as such.** Remember that once something is posted, it is difficult to remove.
4. **Bring your best self to online interactions.** To use a favorite phrase of UUA social media specialist Shelby Meyerhoff, we bring our best selves such that our presence in social media is spiritually nourishing and aligned with our religious values.

B. SETTING UP UUFSD SOCIAL MEDIA SITES

1. **Consult communications committee leadership and UUFSD staff.** If you are interested in setting up an UUFSD account—Facebook page, Twitter feed, blog, etc.—first discuss with communications staff.
2. **Set up Administrators:** There must be at least three administrators with access to any account, to ensure that sites are kept up to date and to monitor interaction occurring there.
3. **Publicize and educate about the site:** Anytime a new congregational social media presence is introduced, it is important to publicize it through existing communication channels and to encourage people to learn to use the new tools and participate: possibly through tables set up at Coffee Hour, or through adult education offerings.

C. INTERACTING ON SOCIAL MEDIA

1. **Be honest.** Do not blog anonymously, use pseudonyms or false screen names. Be honest and authentic: use your real name, be clear about who you are, and identify yourself as a member, friend, volunteer or staff member of UUFSD.
2. **Be aware of your own privacy needs.** Be smart about protecting yourself and your privacy. Consider carefully what you post, and be cautious about disclosing personal details. Be mindful of posting information that you would not

want the public to see.

3. Protect UUFSD members and friends. Never identify someone by name or obviously reference them in some other way without prior permission; and never discuss confidential details about them.

4. Use disclaimers. Always make it clear that any views and opinions you express are yours alone and do not express any official position or view of UUFSD Church.

5. Observe copyright rules. Always credit others for their work; and make sure you have permission to use material before you do so. “Fair use” requirements dictate that you should never quote more than short excerpts of someone else’s work without explicit permission; always attribute work to its original author or source. Where possible, link to others’ content rather than copy it.

D. CONTENT MODERATION POLICY

The tone of any UUFSD text, audio or video should reflect the values of this congregation, whether it is original content being posted or a comment on content created by someone else. The content moderation policy posted on our Facebook page is as follows:

UUFSD welcomes contributions to conversations on this page and content directly related to UUFSD and to Unitarian Universalism. Wall posts, comments, photos, and other content posted on this page should be relevant to these areas of interest, respectful of the people involved, and mindful of the principles upheld by the UUA’s Purposes and Principles.

UUFSD has the right to delete any inappropriate content from this page, including but not limited to: irrelevant content, redundant content, hateful content, malicious content, uncivil or disrespectful content, attacks or complaints against an individual, financial solicitations, endorsements of a political candidate or party, and content that violates Facebook’s terms of use, code of conduct, or other policies. Content that violates Facebook’s policies may also be reported to Facebook.

In short, be respectful, be authentic, be honest; don’t be inflammatory.

E. ADMINISTRATION AND MONITORING

Those who manage and produce content for the congregation’s new media tools should agree to:

- **Consistently and fairly enforce stated policies**
- **Prioritize Confidentiality (particularly when posting photos of youth/RE events)**
- **Back up all content.**

Communications Committee

at UUFSD

Inform. Engage. Share. Shining the light on UU.

- Communications are shared by staff and volunteers.
 - The weekly newsletter and OOS is currently prepared by Tracey, our office administrator.
 - Public Relations, Internal, External and Visitor communications often handled by Adrienne in Director of Connections role.
 - Volunteers on committee traditionally hold an advisory role, with some assignments performed as needed.
-
- Originally started to organize outreach to members to avoid redundant emails, CommComm now includes: weekly & quarterly newsletter, OOS, bulletin board/kiosk, and other awareness communication campaigns ie; concerts, special events.
 - Committee acts in advisory role on general feel and 'branding' of fellowship via website and publications; Complementing staff roles.

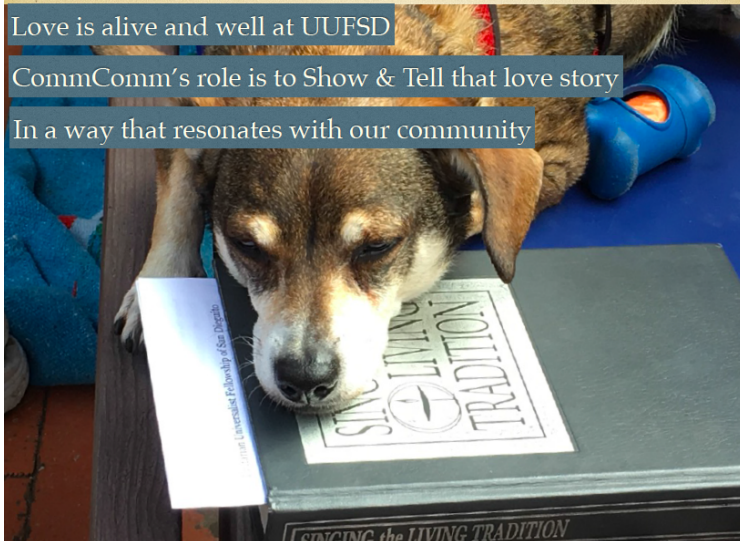
Fixes & Kudos

- **Newsletter feedback: formulaic, clunky, repetitive.** Solution: Working on editing content, new template. Having volunteer artistic input. Creating new publications to amend weekly.
- **Input: Fragmented CommComm.** Solution: Replacing volunteer leadership with existing staff role. Describe positions & responsibilities to fulfill committee responsibilities.
- **Clunky website.** Solution: Building new one using UUA template.
- **Kudos to Tiffany Fox** for leading CommComm to existing success, **Irv** for Quarterly and **Mark Tuller** for Postcard outreach and **Tracey** for weekly dedication and editing.

Love is alive and well at UUFSD

CommComm's role is to Show & Tell that love story

In a way that resonates with our community



evolution of CommComm

Volunteer leadership has taken a more supportive role as Director of Connections role inherently includes acting as keystone for many external and internal communication activities.

- More external events and 'tabling' planned.
- Morphing of committee from static to dynamic- using 'contributors' and 'committee liaisons' to encourage new and inviting content.
- New website includes blog section, online giving, more interactive features-including new member forms, and easier ways to track visitor engagement.

"The best conversations include heart, ears and mouth. In that order."

-ASM